



Accessing the TFPA Governing Committee Meeting

This document shows you how to register for and access the TFPA Governing Committee Meeting hosted on GoToWebinar, a virtual meeting platform. You may click [here](#) to view the meeting agenda and access the registration and broadcast information for the meeting on www.texasfairplan.org.

1. Click [here](#) to register for the meeting. A web page will appear with a registration screen. Complete the required fields (First Name, Last Name, and Email Address) and any optional fields, if desired. Make sure the email address entered is correct. Then, click on the *Register* button.

The screenshot shows a registration form for the TFPA Governing Committee Meeting. At the top is the TFPA logo. Below it, the title "TFPA Governing Committee Meeting" is centered. The meeting date and time are listed as "Mon, May 11, 2020 3:00 PM - 5:00 PM CDT" with a link to "Show in My Time Zone". The form includes three input fields: "First Name*", "Last Name*", and "Email Address*", all marked as required. A blue "Register" button is positioned at the bottom right. A small disclaimer at the bottom states: "By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services."

2. After you click the *Register* button, a confirmation page will appear. On this page, you can add the meeting information to your calendar and/or click on *join the webinar*, if you are registering the day of the meeting. You may also [check your system requirements](#) (highly recommended) or cancel your registration.

The screenshot shows the registration confirmation page. It features the TFPA logo at the top. The title "You're Registered!" is prominently displayed. Below the title, the meeting details "TFPA Governing Committee Meeting" and "Mon, May 11, 2020 3:00 PM - 5:00 PM CDT" are shown, along with a blue "Add to Calendar" button. The page provides instructions: "At the time above, join the webinar." and "Before joining, be sure to check system requirements to avoid any connection issues." It also notes that a confirmation email has been sent and provides contact information: "Questions or Comments? Contact: kdonley@twia.org". At the bottom, there is a section titled "To Cancel this Registration" with the text "You may cancel your registration at any time."

If you have any additional questions, please email TWIA at Communicationsmail@TWIA.org.



3. If you are completing your registration prior to the meeting, you can find a registration confirmation email with information for accessing the meeting in your inbox. Look for an email from TWIA Meetings (customer@gotowebinar.com).

If you do not find the email in your inbox, check your Spam/Junk folders. It is also possible you entered your email address incorrectly when registering.

Note: You may join the meeting from a desktop computer, laptop, or mobile device. Review the image below for content and options available in the confirmation email.

Dear [redacted],

Thank you for registering for "TFPA Governing Committee Meeting"

Please send your questions, comments and feedback to: [redacted]

How To Join The Webinar

Date and Time of Webinar

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#) ← Add webinar to a calendar of your choosing.

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#) ← Use this button to join the webinar at the scheduled date and time.

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues. ← Use this link to ensure your system is compatible with GoToWebinar.

2. Choose one of the following audio options: ←

TO USE YOUR COMPUTER'S AUDIO: ← Use section two to select an audio option. You may either use your computer's audio or dial in to the webinar via telephone.

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States (Toll-free): 1 877 [redacted]

United States: +1 (562) [redacted]

Access Code: ###-###-###

Audio PIN: Shown after joining the webinar

Webinar ID: ###-###-###

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time. ← Use this link to cancel your registration.

If you have any additional questions, please email TWIA at Communicationsmail@TWIA.org.