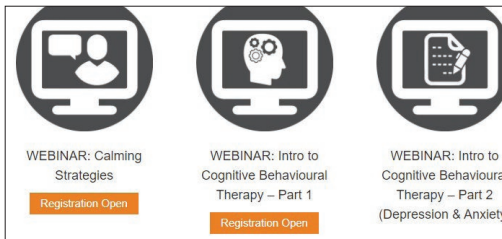


# How to Register for a Wellness Webinar

**STEP 1:** Visit our website at: [guelphft.com/wellness-workshops-and-programs/](http://guelphft.com/wellness-workshops-and-programs/) and click on the webinar you wish to take. You can only register for a webinar if it says 'Registration Open'.



**STEP 2:** Once you are into the webinar page, scroll to the bottom and click on the blue registration box.



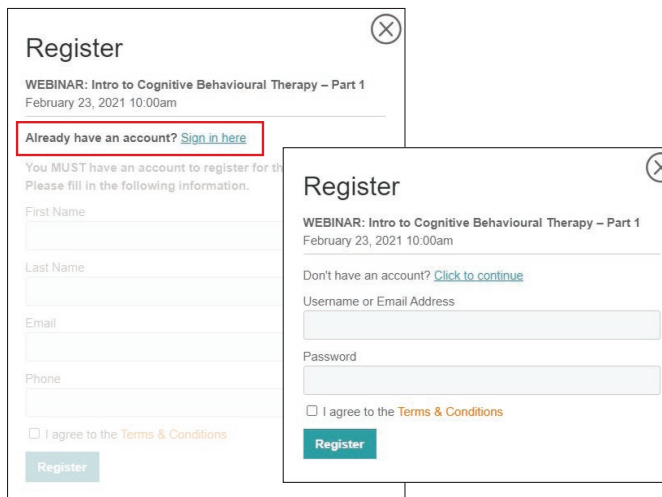
### STEP 3:

#### If you already have a Wellness account:

Click on 'Sign in here' near the top of the pop-up window.

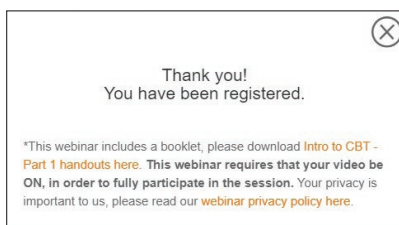
A new pop-up window will appear. Enter in your email address as the username and the password you registered with. *\*If you've forgotten your password and need to reset it, email: [wellness.matters@guelphft.com](mailto:wellness.matters@guelphft.com)*

Review and agree to the Terms & Conditions. Click on 'Register'.



A new pop-up window will confirm your registration. Any special notes and/or handouts to download for the webinar will appear in this window.

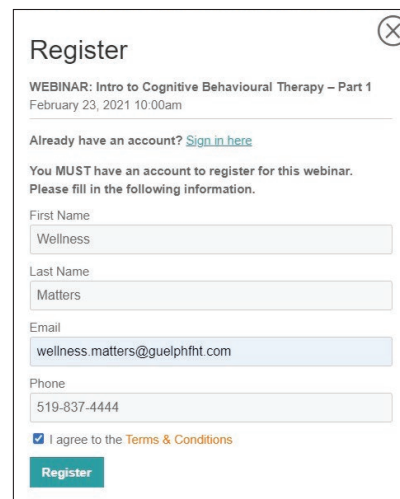
\*A link to the Webinar Privacy Policy is also located in this window - please read prior to the webinar you attend.



#### If you DO NOT have a Wellness account:

Enter in all of the information required: First/Last name, Email address, Phone number

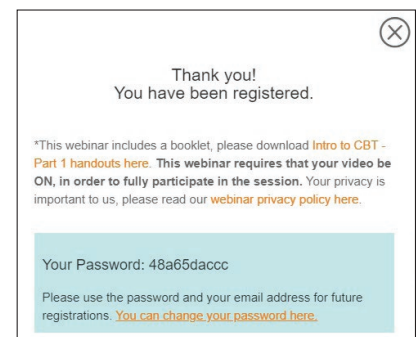
Review and agree to the Terms & Conditions. Click on 'Register'.



A new pop-up window will confirm your registration. Any special notes and/or handouts to download for the webinar will appear in this window.

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The system will automatically create a password for your account. Click on the link to change the password, if needed.

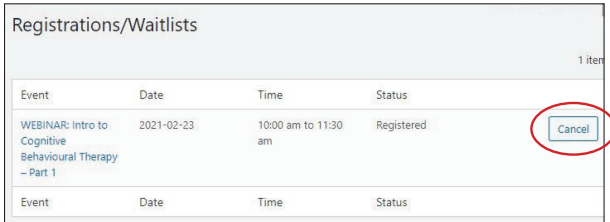


**STEP 4:**

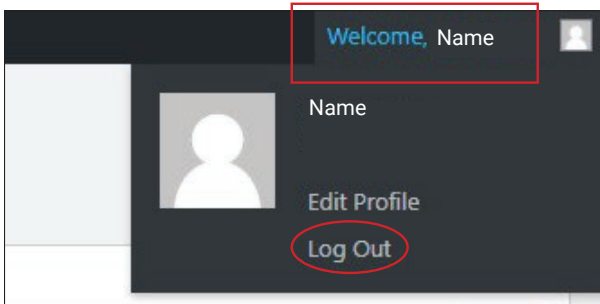
To log out of your Wellness account, click on 'My FHT' located in the orange bar at the top, right corner of the webpage.



This will bring you to 'Your Registrations/Waitlists' page. You can see any webinars that you are currently registered for. You can also cancel your spot from this page.



In the top, right corner, hover over your name. A drop-down menu will appear. Click on Log Out.



If you are still having trouble with registration, please contact Wellness Matters by email at: [wellness.matters@guelphfht.com](mailto:wellness.matters@guelphfht.com) or give us a call at 519-837-0099.