**VIRTUAL WORKSHOPS**

**FREQUENTLY ASKED QUESTIONS**

***How do I register for the workshops?***

1. To register, go to <https://www.careersourcecentralflorida.com/virtual-workshops/>
2. Select a topic
3. Click register
4. Choose date/time
5. Select one ticket
6. Click register now
7. Complete registration required fields

\*An email will be sent to your registration email address with the link for the workshop.

***I have registered, how do I join a virtual workshop?***

You will receive an email with instructions on how to join the workshops. On the date and time of the workshop, simply click on the “Join the Meeting” link to join the workshop.

***I don’t have a link to attend the virtual workshop what should I do?***

Go to the email address that you used to register and check your spam folder or junk folder.

If you do not see the link, re-register for the event, and you will receive another link via email (5-10 minutes).

***I have attempted to sign into the workshop, and it says waiting for host, what does that mean?***

If you receive a “Waiting for Host” message either the session has not started, has ended, or you are not using the correct link.

1. Verify the date and time for the workshop (participants will not be able to join until early, earliest time 5-10 minutes prior to start of workshop).
2. Make sure that you have clicked the correct link.

***Do I have to be on camera?***

No, the camera feature is disabled for the presentation. You will not need to be on camera, but you will need to be able to type in the chat and participate in the workshop activities.

***I can't attend the workshop do I need to contact someone to cancel my registration?***

 You do not need to notify us if you are unable to attend the workshop.

***Is there a cut off time to attend a workshop?***

Yes, there is a 15-minute grace period. No one will be able to join a session 15 minutes after the start of the session to avoid disruptions.

***If I have technical issues and get kicked out, can I re-enter the session***?

Yes, you will be able to re-enter the presentation if you are having technical difficulties and get disconnected.

***Are the sessions recorded and can I get a copy of the presentation?***

Currently, the workshops are not recorded. We do not provide copies of the presentations. We do provide handouts and informational packets in most sessions.

***Can the workshop count for my five weekly job contacts required by Reemployment Assistance?***

Yes, you can use this workshop in lieu of the 5 weekly job contacts. All workshopparticipants will have a case note added to their Employ Florida account indicating that they completed a workshop.

***How do I report workshop attendance for Reemployment Assistance credit?***

Instructions are provided on how to record the information for workshop attendance at the end of every virtual workshop.

***How many workshops can I attend?***

There is no limit on how many workshops you can attend.

***Can I repeat a workshop and claim it for Reemployment Assistance credit?***

Yes, you may repeat workshops and claim them for Reemployment Assistance Credit.

***I can't remember which workshop I attended. Can you provide me with a list of the workshops I have attended?***

It is the participant’s responsibility to keep track of their workshop attendance.

To help keep track of your workshop attendance, it's recommended that you keep a calendar. If you lose track of your attendance, review your email confirmations.

***How can I get a hold of the Workshop Team if I have a question regarding the workshops?***

You can send you inquiry to workshops@careersourcecf.com. Please allow a minimum of 24 to 48 hours for a reply.

