Selecting and Viewing Webinars with a Subscription

1. From the ICMA homepage, hover over the Careers & Learning Tab and select the Online Classroom.

2. After signing in, select the Dashboard option that appears in the right-hand toolbar.

3. Look for your subscription under the Packages heading.

4. Click the Content tab.

5. Activate the sessions you want to see.

6. Return to your dashboard. The webinars you've activated will now appear under either the "Upcoming Live Events" or "On-Demand Products" sections.

7. Click on the webinar you'd like to watch, then click the contents tab. For a live event, you will need to wait until 15 minutes before the webinar begins, though you will be given the option to test your browser or add the event to your calendar; the button to view the webinar will appear above these options when the webinar goes live.

8. Click Add to Calendar and then come back on the date and attend. On-demand events become available on the next business day following a live event. Click the "View Archived Recording" option to view the on-demand event.