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Register for a Webinar

How to sign up and add a webinar to your online calendar
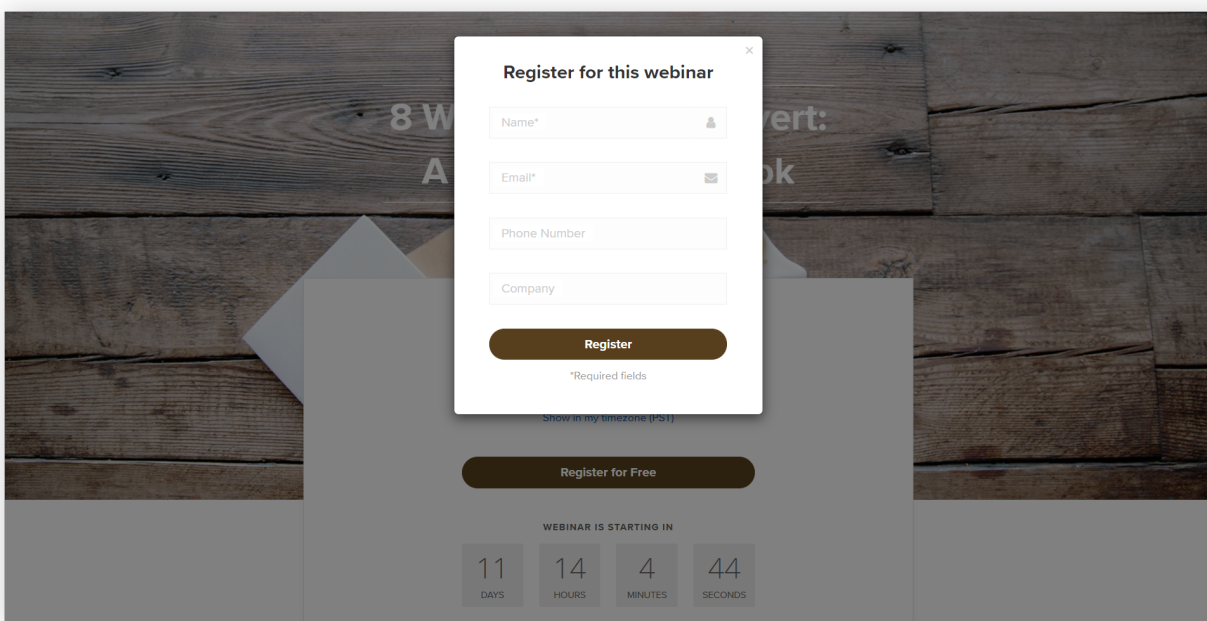
Written by CJ
Updated over a week ago

Registering for webinars couldn't be easier. Whether you've been sent a webinar link, or found the webinar on the **Webinar Finder**, it's a snap!

Registering for a webinar

When you get a link to a webinar, it will lead you to the webinar's registration page. Check the date and time to see if you can attend. You can click the time zone converter link below the webinar date and time to display in your local time zone.
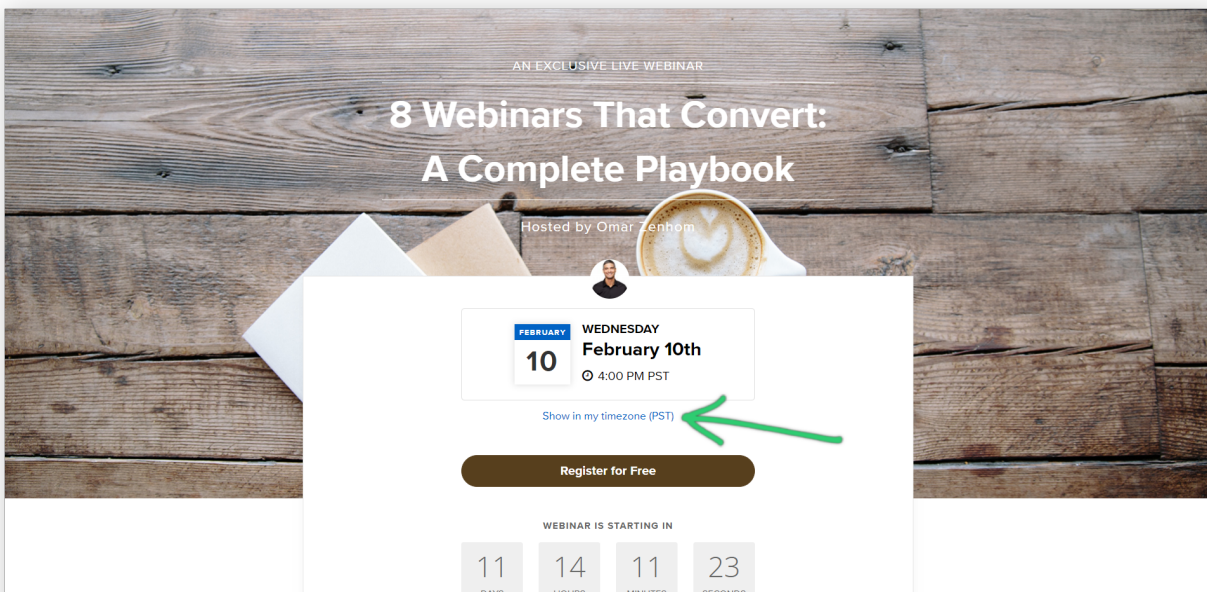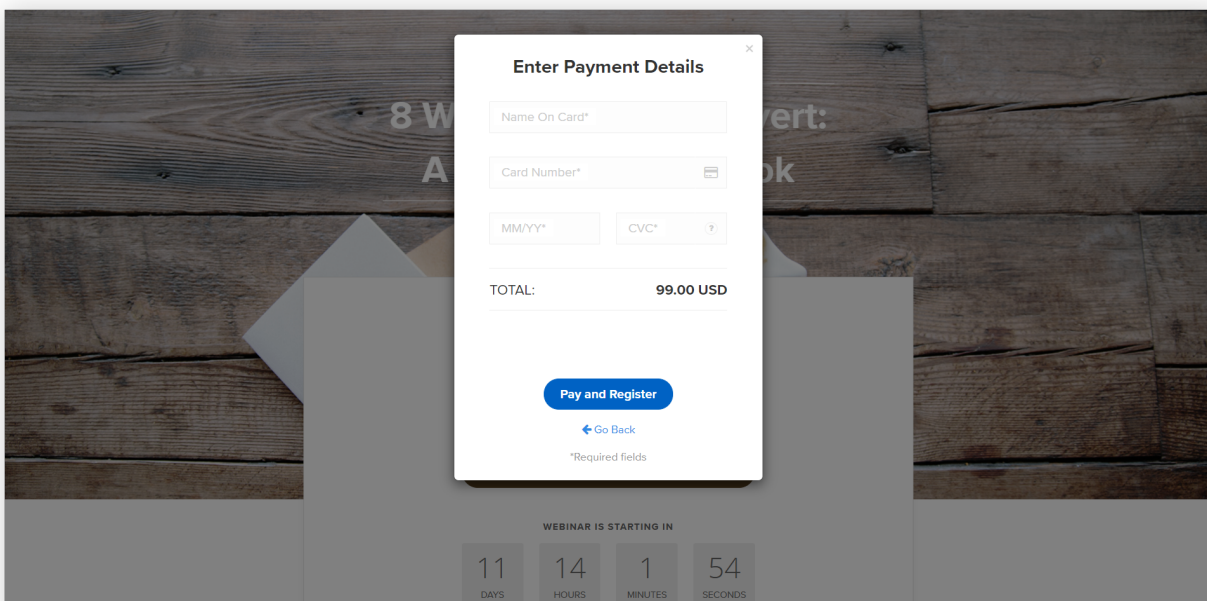
Click the button to register. You'll be prompted to give your name and email address, as well as any additional information required.
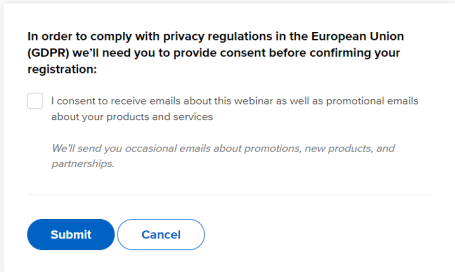

For a paid webinar, you'll enter payment details after entering your registration info.

Some webinars may need registrants to provide additional consent upon registration. Click the checkbox, and then click **Submit**.

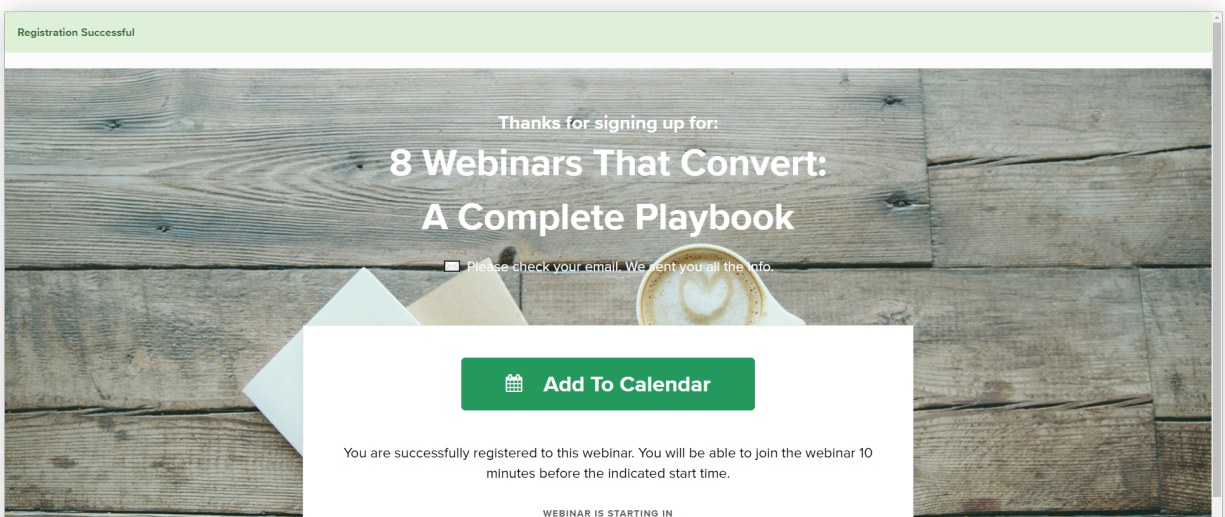To confirm your registration, you'll see a 'thank you' page and receive a registration confirmation email. The email contains your **unique** link to access the webinar. You may also receive a few more emails containing your unique link as the webinar approaches.
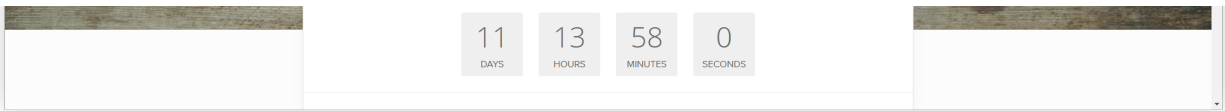
To add the webinar to your online calendar:

Unless the 'thank you' page was customized to disallow it, you will have the option to save the date to your calendar after registration.

Choosing **Google Calendar** or **Yahoo Calendar** will open another tab and prompt you to log into your calendar. Clicking **Microsoft Outlook** or **iCal** will prompt you to download and save a calendar file (.ics).
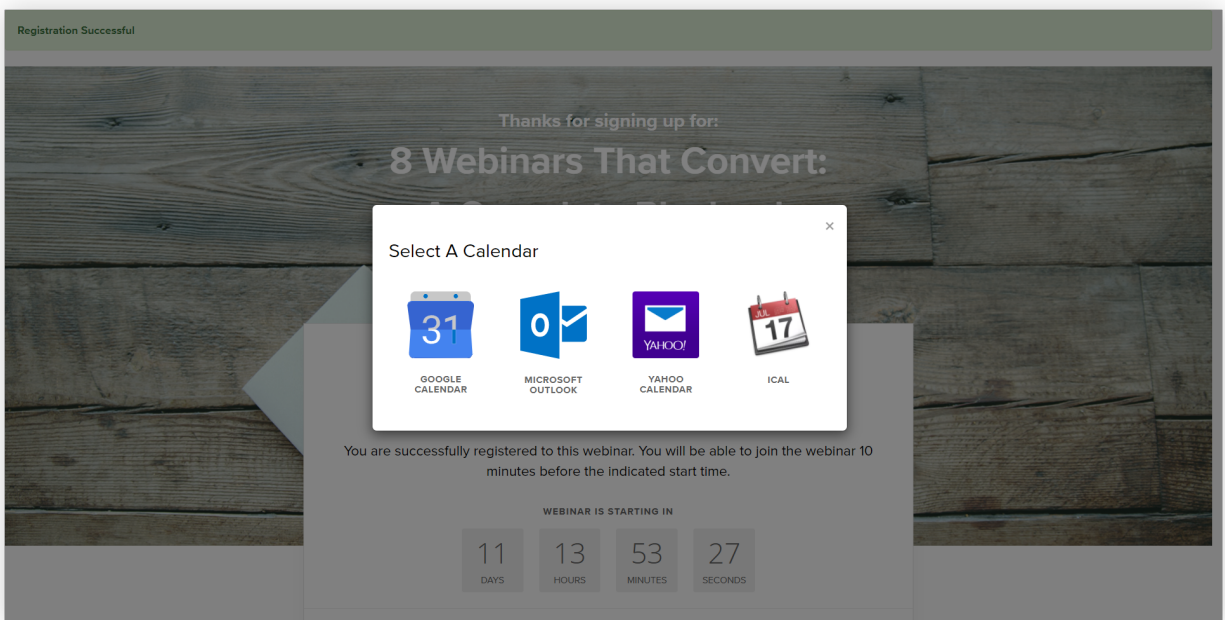
In any case, you can set a reminder in your calendar so you don't miss the webinar.

To deregister and unsubscribe from a webinar

You will have received emails from the webinar you signed up for.

There will be a link at the bottom of each email that allows you to deregister from the webinar

There will be a link at the bottom of each email that allows you to deregister from the webinar.

Click the link and you will be removed from the webinar, and unsubscribed from all emails regarding that webinar.

Note: It is not possible to deregister from a webinar that has already ended.

For further assistance, contact us through live chat at the bottom right of this page or send us an email at support@webinarninja.com.

Did this answer your question?

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