

**Joint Regional Spotlight Initiative with the  
Caribbean Employers Confederation (CEC)  
and the  
Caribbean Congress of Labour (CCL)**

# **Validating Your Registration**

## Introduction

The Caribbean Employers Confederation (CEC) and Caribbean Congress of Labour (CCL) thank you for registering for the Joint Regional Spotlight Initiative Activities. Please use this step-by-step guide to help validate your registration information. This **MUST** be done before you can access the workshops.

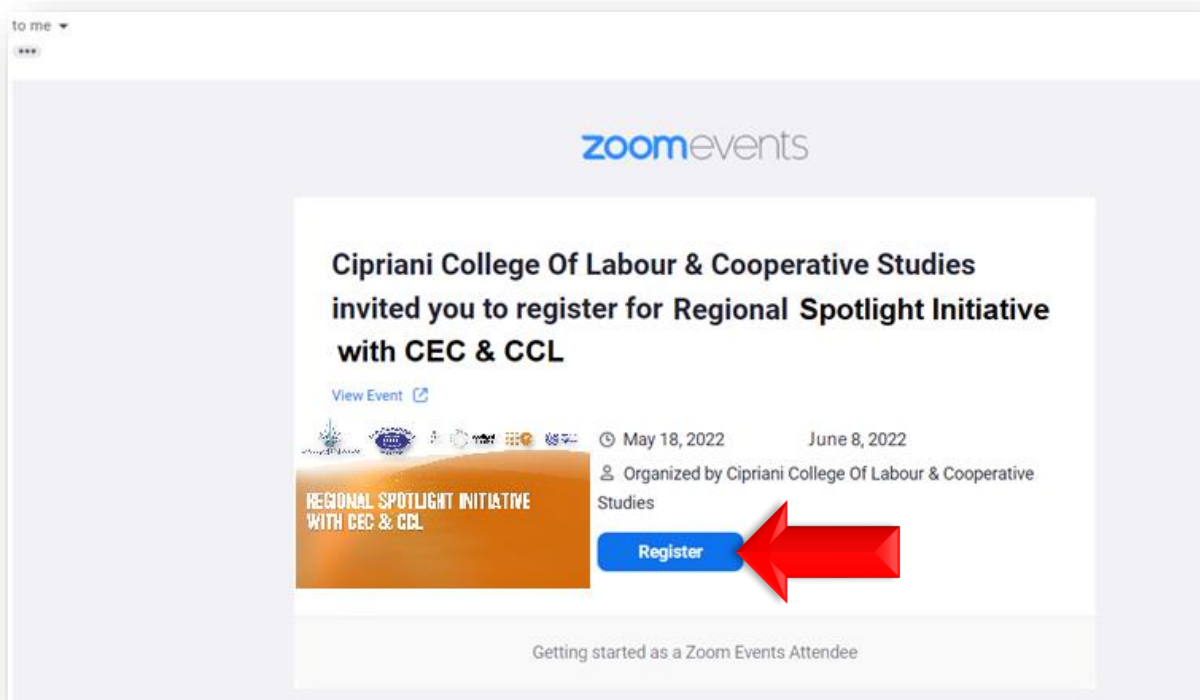
## Part 1 – Validate your Registration

Once your registration details have been verified, you will receive an email closer to the time of the workshop from the College’s Zoom Events. This email will be sent at one day before the event. **Please note** that this private email is the only way you can access the workshops. Therefore, only registered participants will receive this link.

This step **must be completed** by Tuesday 17<sup>th</sup> May 2022.

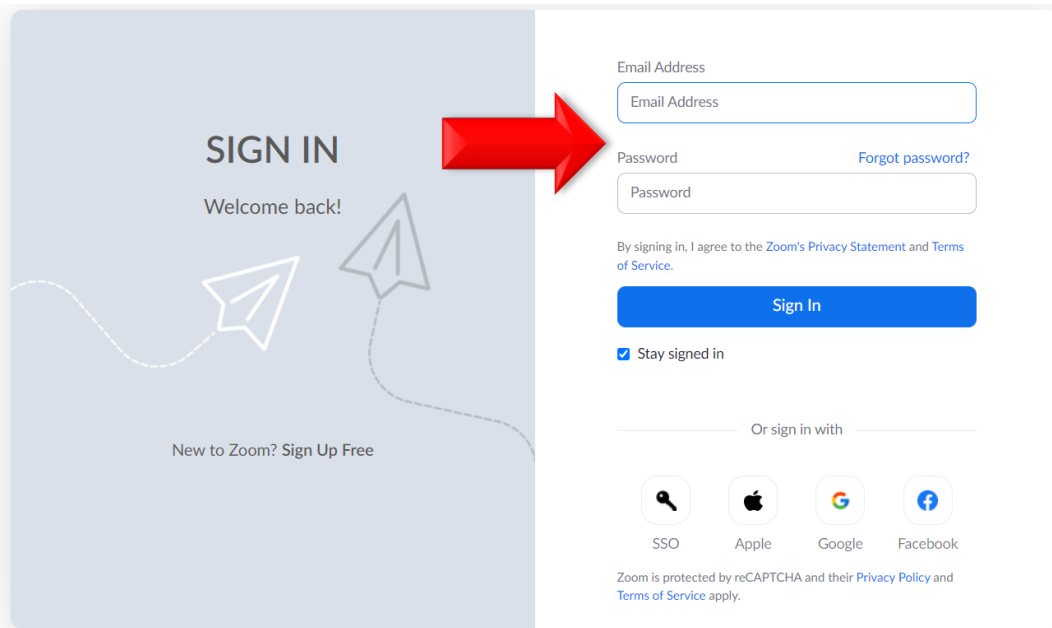
*This step is necessary to validate your Zoom Credentials (email address) you registered with. Failure to complete this step will result in a delay in your accessibility to the Workshops.*

To validate your zoom credentials, select the “Register” button on the email.

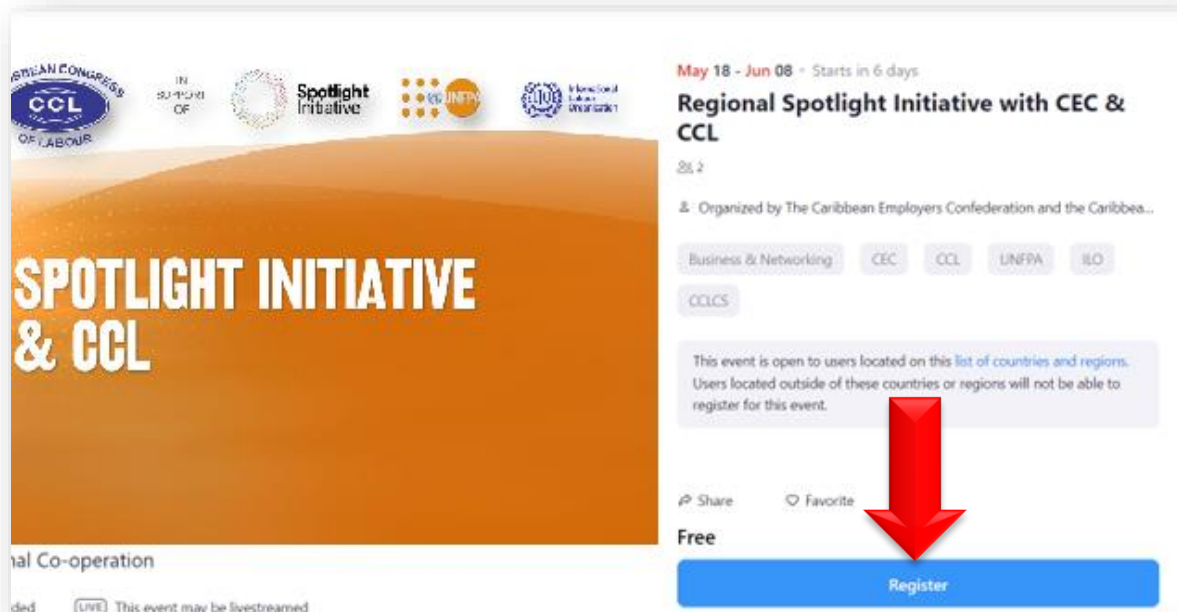


## Log into Zoom

This would take you to a ZOOM login page (see photo below). Again, you MUST use the Zoom credentials you registered with.



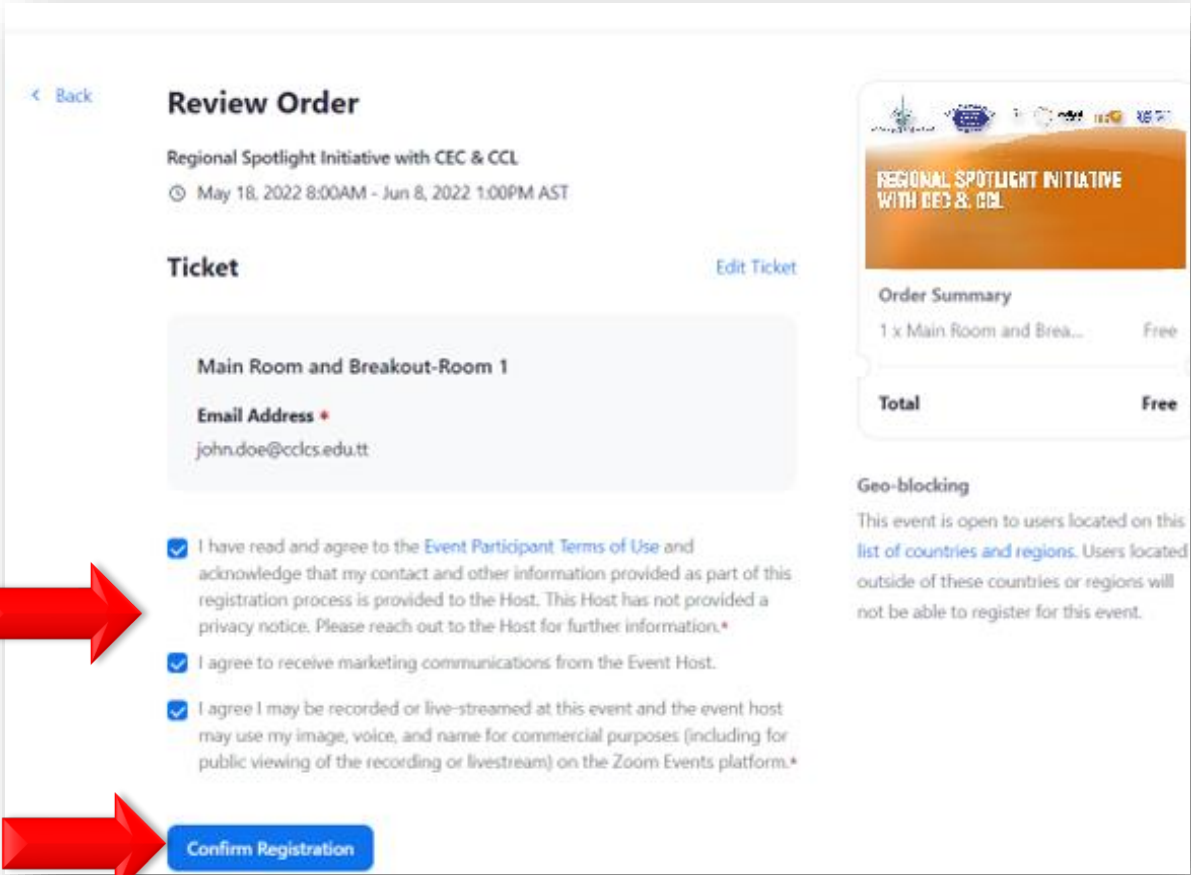
Once you have logged into Zoom, select the “Register” button again to verify your credentials.



## Confirm Zoom Credentials

This will open the “Review Order” option. Your order summary states your zoom email address and the sessions you have been assigned to.

Select the terms and agreements and then select “Confirm Registration” to confirm your Zoom credentials.



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### Review Order

Regional Spotlight Initiative with CEC & CCL  
May 18, 2022 8:00AM - Jun 8, 2022 1:00PM AST

**Ticket** [Edit Ticket](#)

**Main Room and Breakout-Room 1**


**Email Address \***  
john.doe@ccls.edu.tt

I have read and agree to the [Event Participant Terms of Use](#) and acknowledge that my contact and other information provided as part of this registration process is provided to the Host. This Host has not provided a privacy notice. Please reach out to the Host for further information.\*

I agree to receive marketing communications from the Event Host.

I agree I may be recorded or live-streamed at this event and the event host may use my image, voice, and name for commercial purposes (including for public viewing of the recording or livestream) on the Zoom Events platform.\*

[Confirm Registration](#)



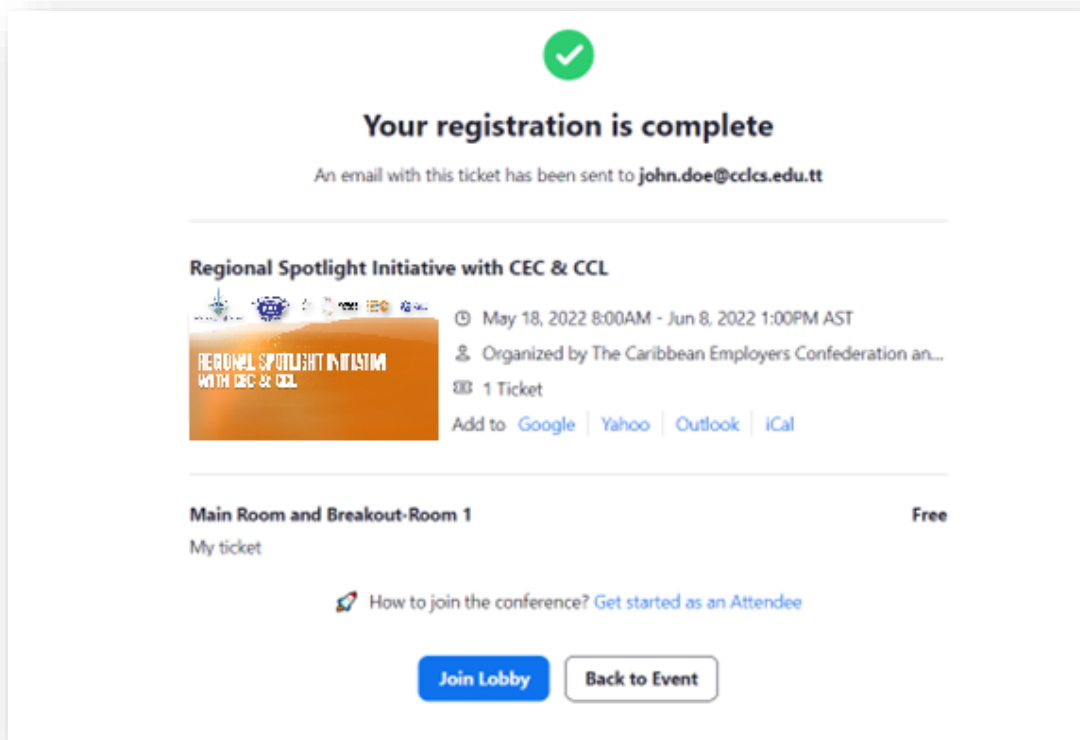
**Order Summary**

1 x Main Room and Brea...	Free
<b>Total</b>	<b>Free</b>

**Geo-blocking**  
This event is open to users located on this [list of countries and regions](#). Users located outside of these countries or regions will not be able to register for this event.

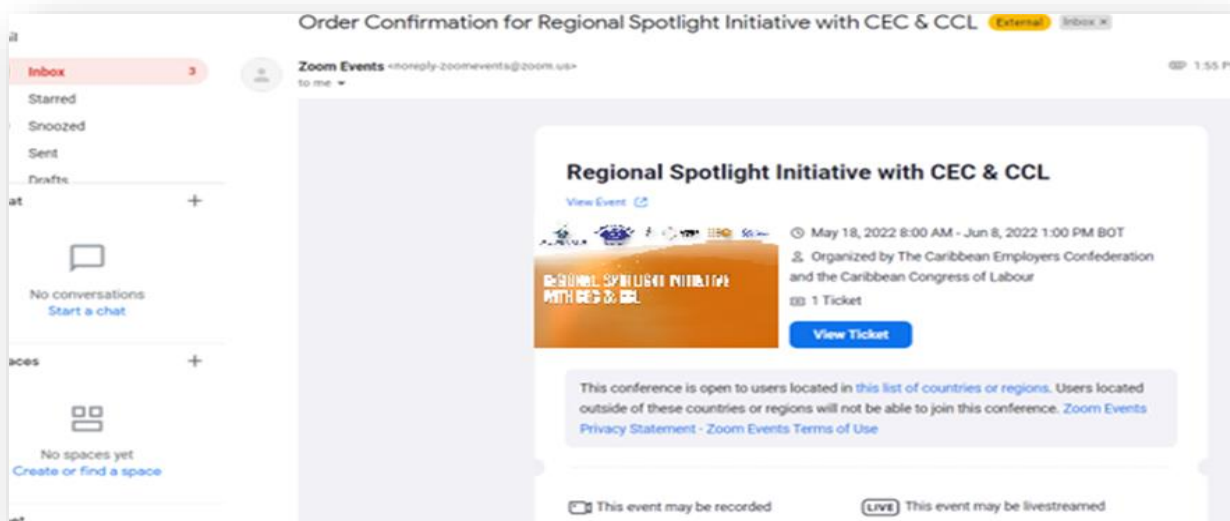


On confirmation the following will appear. This means your verification was successful and you are now able to access the Workshops.



After this you can proceed to join the lobby and open Zoom Meetings as you would normally do. Go to the “**Navigating Zoom Events**” document on how to navigate the platform.

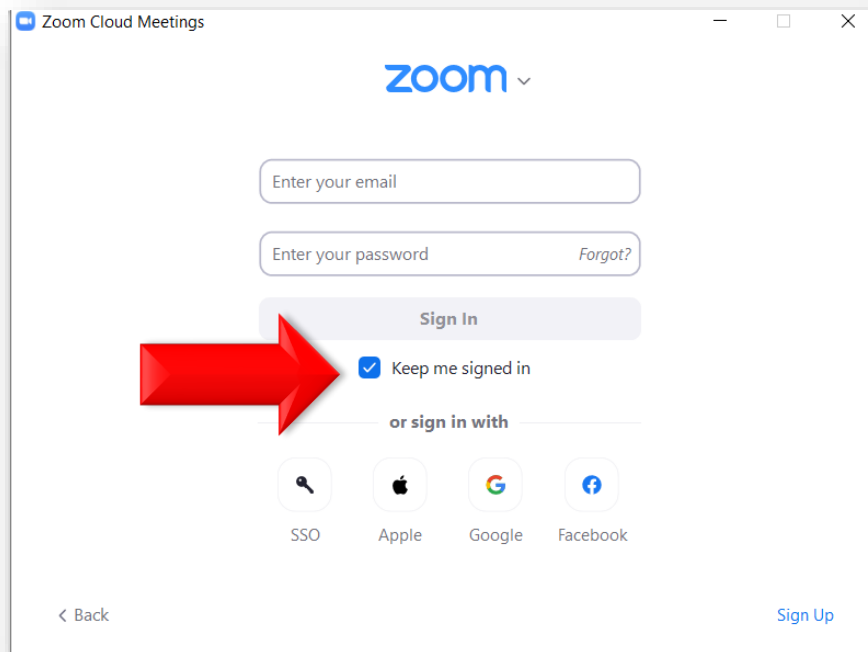
You will also receive an “Order Confirmation” email from Zoom Events as seen below.



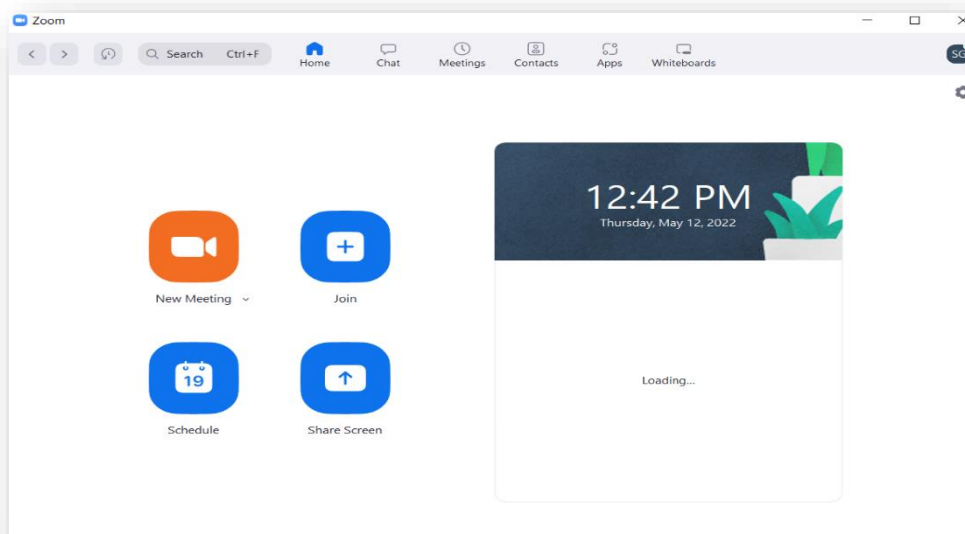
## Part 2 – Accessing the Workshops

### Login Zoom App

To get access the sessions on the Workshop days, you must login to the ZOOM APP through the email address you provided. Select “Keep me signed in” so you will not have to login again if you must re-join. Remember you must use the Zoom email address you provided during registration.

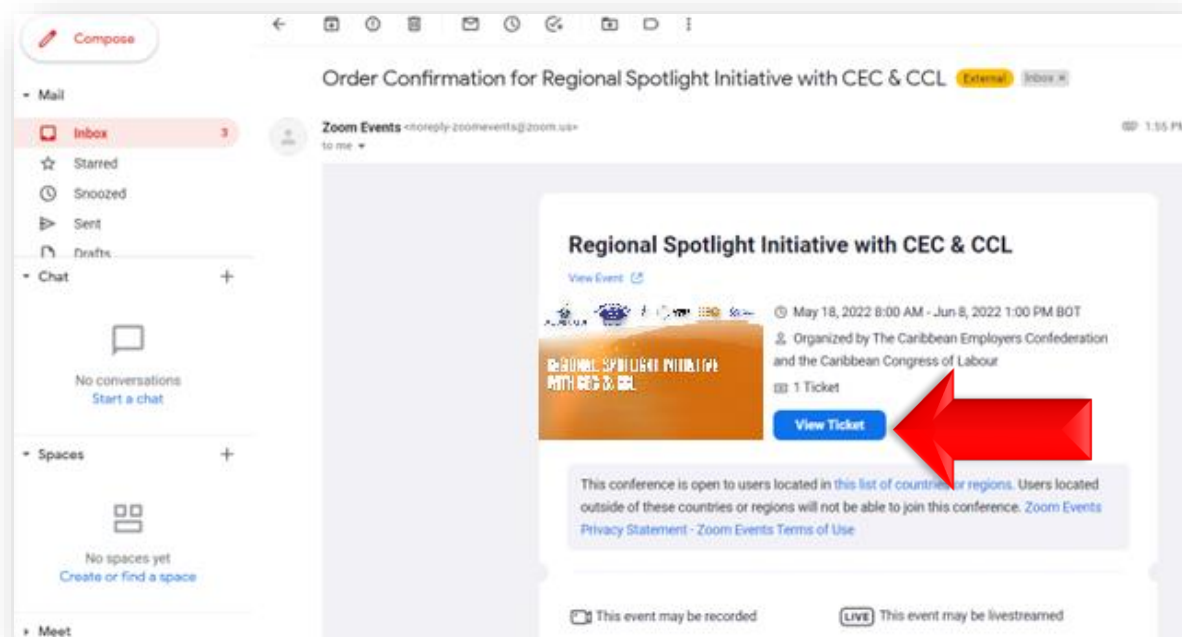


Once you are logged in, you should see the following:

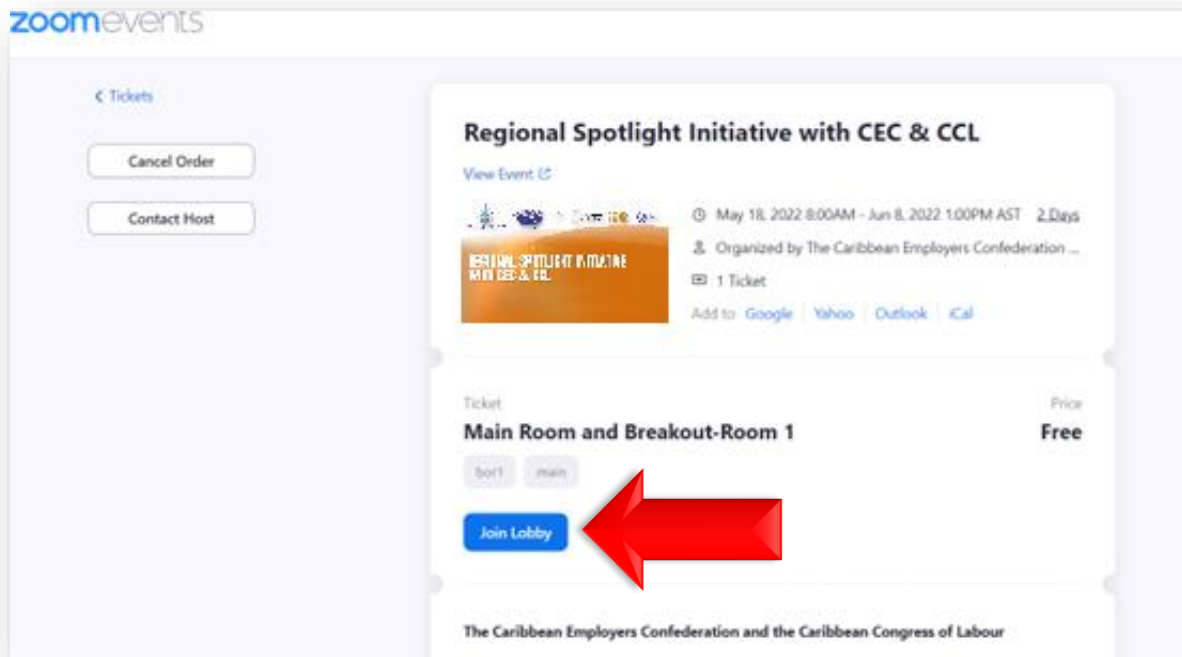


## View Ticket Information and Join Lobby

You must then open Zoom Events by selecting “View Ticket” through the Confirmation email or the Reminder email you would have received from Zoom Events.



You should see the page below which will take you to the event info page where you can now select “Join Lobby” and proceed to open Zoom Meetings as you would normally do.



On joining the lobby, you will be taken to the Zoom Event platform as seen below.



When the sessions are in progress, it will show on the home page and you can join the sessions by clicking "Join". The option would only appear once the rooms go LIVE.



## Contact Information

Should you have any questions or concerns on the Workshops feel free to reach any of our Event Staff below.

Email Address: [elmafrancoisinstitute@cclcs.edu.tt](mailto:elmafrancoisinstitute@cclcs.edu.tt)

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