HOW TO SIGN-UP FOR AND USE SEMINAR WEB

SeminarWeb is a tool being utilized by the Minnesota Association of Townships (MAT) to provide year-round trainings. The live trainings function similarly to in-person MAT training, where you have a presenter conduct their prepared training and the audience may participate by asking questions. The on-demand trainings are recordings of those live trainings or other presentations that were done. This article will look at how to access these trainings from entering MAT’s website to the beginning of the training, and a few points afterward.

1. Where to Start.

At the front page on MAT’s website you can find the link to SeminarWeb, alternatively, you can reach the SeminarWeb tab by going to https://education.mntownships.org/:

Location of the SeminarWeb icon on the front page of MAT’s Website.
When accessing the SeminarWeb tab, you will be taken to the SeminarWeb front page, where you can access course catalogues and the Login portal.

If it is your first time accessing SeminarWeb you must access one of the course catalogues and submit your contact information to register.

These are the links to the course catalogues.

Each of these link to individual courses.
2. Registering for a Course and for SeminarWeb

After accessing a course, you may register for the course. If this is your first time registering, you would have to input your contact information to register for the course.

Where to register for a course

Information about the course time, day, and registration cost.

This information is not only presented at the course page, but also in an email after registration.

Type your last name and click continue, even if it is your first-time logging in.

Being that the scope of MAT is relatively small compared to other services, unless you have a particularly common last name, this is unnecessary to modify.
If you do not see your name appear, you would have to “create a new record” and input your information.

If registered before, or you have a common last name, you may see names appear here.

Remember to fill out all of the information. SeminarWeb clarifies that all of the information with a “*” icon indicates that the line is required. In this case, all of the lines are necessary to fill out.

Remember to hit continue to proceed.

Make sure that your State indicates the State of your address.

Remember to use an email that you have access to, this may be a personal or town email.
3. Creating a Login

After registering for your first course, the entire registration process will become much simpler, especially if you create a login. The purpose of creating a login is that it will store your credit card information, personal information, and will allow you to add additional information.

Creating a login is not straightforward, but this will assist and clarify in creating the login. To start, you will have to find the site login, oftentimes found by clicking the “Login to Education Portal” link and then continue from there.

Initially, you would not have the information, but after creating your login, you input that information here.

After creating login information, and inputting, click here to proceed.

You will find this link in a similar area on the page throughout the website.

Click here to begin the process of creating your login information.
When you first register, you are required to use an email, that is the email you would use here. Afterwards, you would click continue to move on.

After clicking continue, you will be brought to this page, and you will receive an email within a couple of minutes.

The email will appear like this. The email is straightforward, but all that is needed to be clicked is the “Click This Link to Reset Your Login” and you will be brought back to a page on “https://education.mntownships.org/” in order to reset the login.

We received a request to reset your login credentials for Minnesota Association of Townships eLearning.

Click This Link to Reset Your Login. (This link will expire in 24 hours)

You’ll be able to select a new username and password to use with Minnesota Association of Townships eLearning.

Thank you,
SeminarWeb
education.mntownships.org
Although there are no requirements on SeminarWeb for password structure, please be aware of several things:

1) The password is case sensitive;
2) Try using a password with different cases, numbers, and other characters; and
3) If using a password manager, add this site to that manager.

You can utilize anything for a username including your own name. If your name is particularly common, you may want to use your initials or add numbers afterward.

Click here to proceed after creating a username, password, and confirming the password.

You will be brought to this page after creating your username and password.

Currently, your information would include the information you submitted when first registering as well as your username and password.

If you continue without checking the box, you will be brought back to the login page. If you do click the box, you will be brought to the page to update your information.

Here, you can input the information you want linked to your profile. However, most additional information will not be needed.

After you finish updating, make sure you save.

This is what most of the update sections look like. Some fields may be required before you can save changes. You may also add a photograph as well.
4. Miscellaneous SeminarWeb Features

This will cover some other features of SeminarWeb, including the other pages and the FAQ.

**Live webinars** are webinars with the presenter presenting in real time. You may ask questions during these presentations but have no access to the pace of the presentation.

You may control the pace of the self-paced presentations, but you cannot ask questions.

The tab highlighted in blue is the current tab.

My courses are the courses you have already registered for. When you are looking to watch the presentation, come here.

You can look at the FAQ before reaching out to SeminarWeb to see if a question was already answered.

If life makes it impossible to attend a live webinar, please wait for the on-demand version of the webinar—which again, is a recording of the live presentation. This also indicates that an on-demand presentation will be available within 48 hours of the original presentation.

Call this number to reach SeminarWeb.

*Oops, I can't attend the webinar*

No problem! You will either receive a recording link to the program or access to the on-demand version within 48 hours.

Note: Recording Links are not approved for credit.

*Are there other options?*

Select* content, other CDs, or DVDs. A list of available CDs can be found [here](#). CDs are not directly submitted for credit; individuals need to contact their credit authority to determine whether they can receive credit for watching the CD.