

**Registering Others – Webinars and Virtual Classrooms**

**Purpose:***Send if an employee under your CUES membership wants to register someone else for a webinar or virtual classroom*

**Directions:***Copy and paste the template below into a new email, replace all highlighted fields, then send*

**SUBJECT: How to Register Others for a CUES Webinar or Virtual Classroom**

Hello <NAME>,

Thank you for your interest in signing someone up for a CUES webinar or virtual classroom and contributing to our culture of learning!

To register someone, you will need to login to cues.org, access the [Member Help Center](https://www.cues.org/member-help-center), locate the Registering Someone for an Event guide and follow the steps.

Webinars and virtual classrooms are a benefit of our CUES membership, which means there is no cost to register.

Be sure to check out the [CUES Member Help Center](https://www.cues.org/member-help-center#tab1) to find additional resources within your membership.