

Publisher Alley® Web-Based Training Sessions

Updated 12/1/08

In response to feedback from subscribers, we have developed web-based training sessions for Publisher Alley. These sessions are designed to meet your varying training needs, whether you want a detailed walk-through of the product or a short, focused session on a specific tool or report.

You may sign up for one or more sessions by sending an email to Dan Kervick at dkervick@ybp.com.*

In advance of the session, you will receive a confirmation from the trainer giving you instructions for accessing the phone and web portions of the training session. Please see the tips below about preparing your computer for the sessions.

Day	Time (EST)	Training Type
Mondays	2:00	Demo Session
Tuesdays	11:00	Demo Session
Wednesdays	2:00	Buy Report Session
Thursdays	2:00	Demo Session
Fridays	10:30	Demo Session

*If you cannot attend one of these weekly sessions, please let us know and we will work with you to set up a custom training session for you and your colleagues.

Other Notes and Recommendations

- Remember that you will be accessing the session by web and by phone, so make sure to have both a phone and a properly configured computer available at your workstation.
- You must disable your popup blockers in order to participate in the session.
- Internet Explorer is the recommended web browser to access the ConferencePlus session. Other internet browsers may not function properly.
- Please do not put your phone on hold during the session. If you do, other participants will hear the hold music. If you need to step away for a moment, please place the phone on mute. You can Press *6 to mute your own line. Press #6 to unmute your own line.
- Multiple participants can access the session through the link you receive in your invitation. If you wish to invite others to the session, please forward them the information you receive.
- Should you have difficulty connecting to ConferencePlus, please contact the helpline at (800) 866-0888 for technical assistance.