

## Tech Tips with Tech Access

We are so glad that you want to join us and get your tech questions answered!  
We host “Tech Tips with Tech Access” twice a week, on Tuesdays and Thursdays from 2pm-3pm Central.

This handout explains the process of registering for Tech Tips with Tech Access.

Open the internet and go to the Kansas City Public Library website. Hover your cursor over “Events | Classes | Activities” and click on the “Calendar” link. It should look like the calendar below.

AUGUST 2020

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Search:  Type:  Location:

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In the Search bar, type in “tech tips” to only show the “Tech Tips with Tech Access” events.

On the date that you’d like to attend, click the “RSVP Required” link.

## Tech Tips with Tech Access

**Date of Event:**  
Tuesday, August 11, 2020 2:00 pm to 3:00 pm  
**Audience:** Adults  
Online Event  
Technology

The “RSVP Required” link will show the date and time of your chosen “Tech Tips with Tech Access” event.

Join our Tech Access team as they talk about various Tech Tips and take your questions about anything digital.

Whether you have a quick question about your smartphone, computer, tablet, or you need help with something online, bring your questions and we will work through them together.

Please RSVP to receive a link to this online event.

**RSVP Here**

Click on “RSVP Here” to RSVP for the event.

## TECH TIPS WITH TECH ACCESS

First Name \*

Last Name \*

Email

The email to associate with this registration.

Phone

Please enter numbers only, including area code (ex: 8165551234)

Providing a phone number and/or email address allows the Library to notify you in case of important event updates such as cancellation or venue change.

There will be a number of boxes to fill out on this RSVP page.

The ones shown here are the ones to fill out in order to communicate with us and get into the meeting!

If you and someone else will be joining the meeting, change this number to show how many people will be participating. If it is just you, leave it at 1!

Number of Attendees

NOTE: to RSVP for more than eight attendees, please complete this form, then [contact the branch](#) holding the event for further assistance.

Special Accommodations

If you or a member of your party require any special accommodations during this event (wheelchair companion seating, audio assistance devices, etc.), please contact the branch at which the event will be held so we may assist you.

Notification

Please email me a copy of this RSVP

**Save Registration**

Cancel

Click this box to get a copy of your RSVP sent to the email you choose.

This email will have all the information you need to access the event on your selected day.

When the boxes are all filled out, click on the "Save Registration" button!

On the day of the selected “Tech Tips with Tech Access”, open the email you typed in when you registered. You should have an email from the Kansas City Public Library that looks like what you see below. This “RSVP Confirmation” email will have the event link, Zoom Meeting ID, and event password – items that will help you successfully join the meeting!

## RSVP Confirmation

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Thank you, m mcnaughton!

You have confirmed **1** attendees for the following event:

### Tech Tips with Tech Access

Tuesday, August 11, 2020

**Important Information:** Join our Tech Access team as they talk about various Tech Tips and take your questions about anything digital. Whether you have a quick question about your smartphone, computer, tablet, or you need help with something online, bring your questions and we will work through them together. Please RSVP to receive a link to this online event.

Online event link: <https://kclibrary.zoom.us/meeting/register/tJllde6rqzosGdDqN9ZSENCROPijiaH--Os->

*"To protect the privacy of all participants, please do not share this link publicly. If you know other people who might be interested in this program, please share the registration link so that they can register as well."*

Online event password: **kclibrary1**

Program: 2:00 pm

[More about this event >](#)

Click on the “Online event link” to join the meeting!  
From this link, you can open Zoom through the application or in your internet browser.

This is the meeting access code. You can use this on the day of the meeting to enter the Zoom room.