

How to Register for Package Products in Elevate LMS

League of Wisconsin Municipalities — Learning Lab | Step-by-Step User Guide

Package products in the Learning Lab group multiple related sessions or courses into a single registration. By registering for a package, you gain access to all included content at once — saving time and ensuring you don't miss any sessions. Follow the steps below to find, register for, and access a package product.

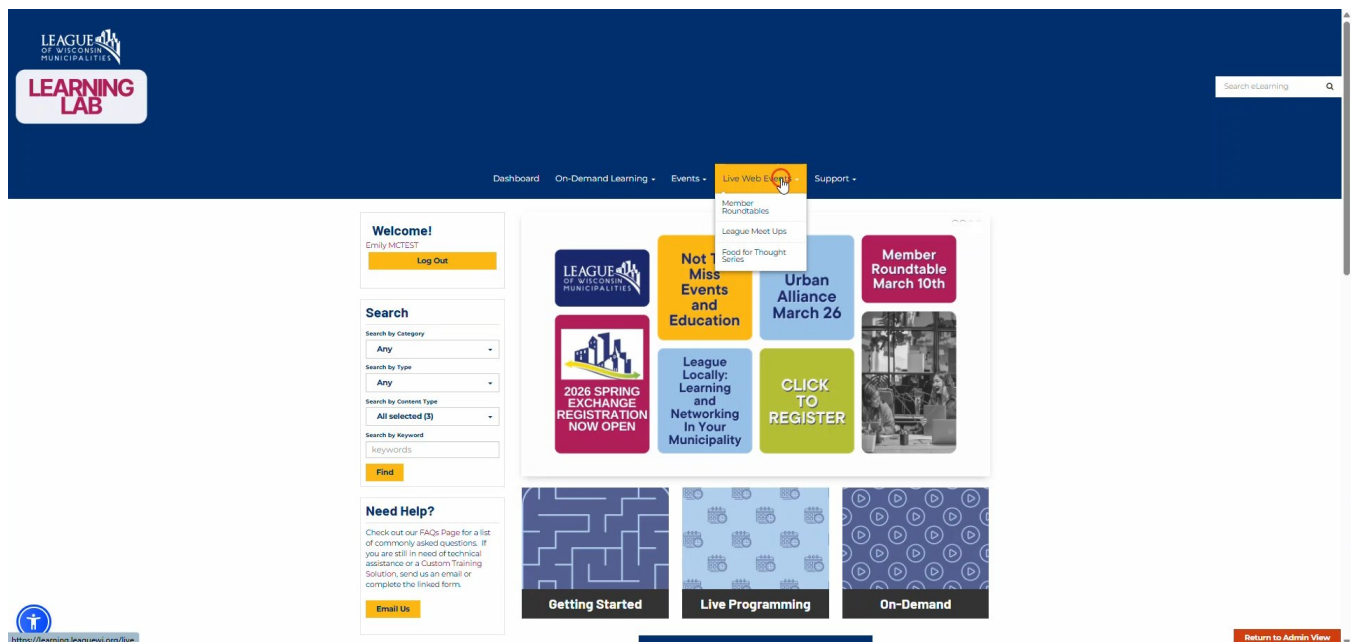
Part 1 — Finding a Package Product

STEP 1

Navigate to Live Web Events

Log in to the Learning Lab at learning.leaguewi.org. From the top navigation bar, hover over **Live Web Events** to expand the dropdown menu. You will see sub-categories such as Member Roundtables, League Meet Ups, and Food for Thought Series. Click the category that contains the package you want.

📌 Packages may also appear under the Events menu. Explore both menus if you are unsure where a specific package is listed.

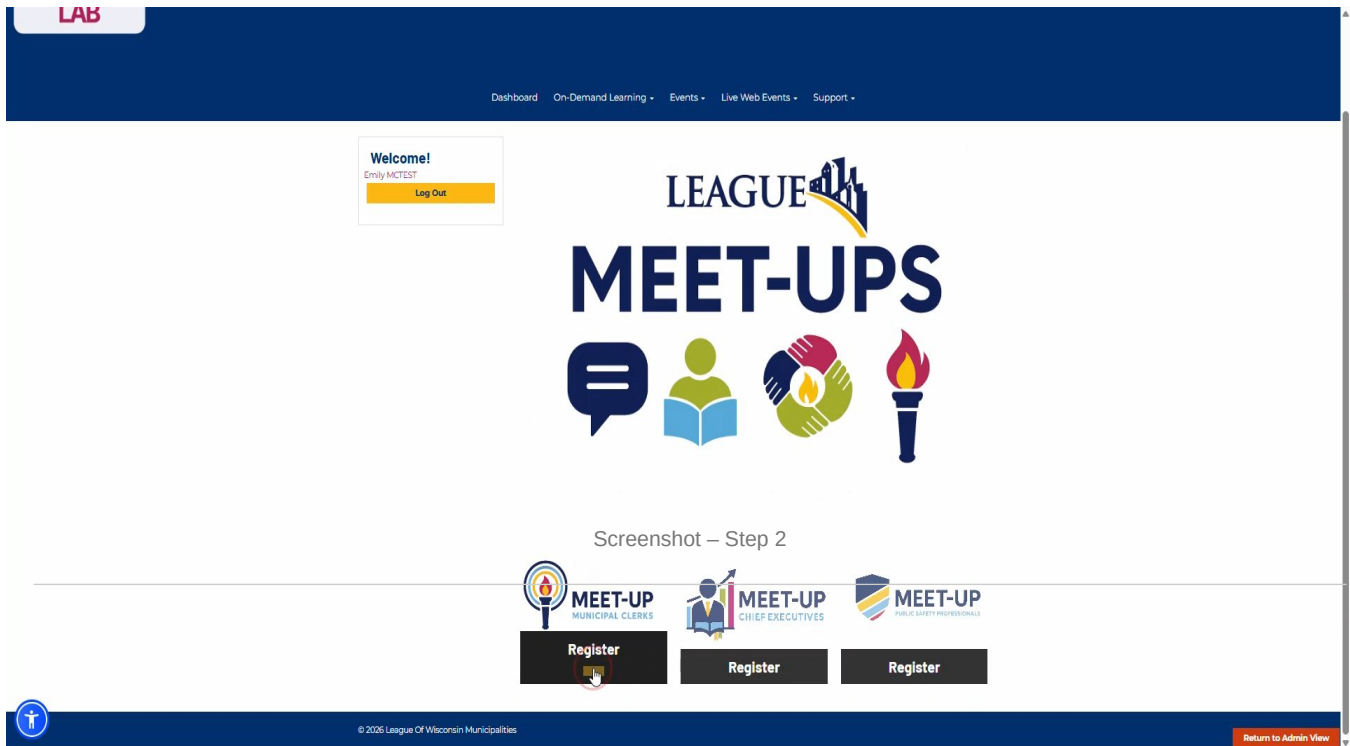


Screenshot – Step 1

STEP 2

Select a Package Category and Click Register

The category page displays all available packages grouped by audience — for example, **Municipal Clerks**, **Chief Executives**, and **Public Safety Professionals**. Click the **Register** button beneath the package you wish to join to proceed to the package detail page.

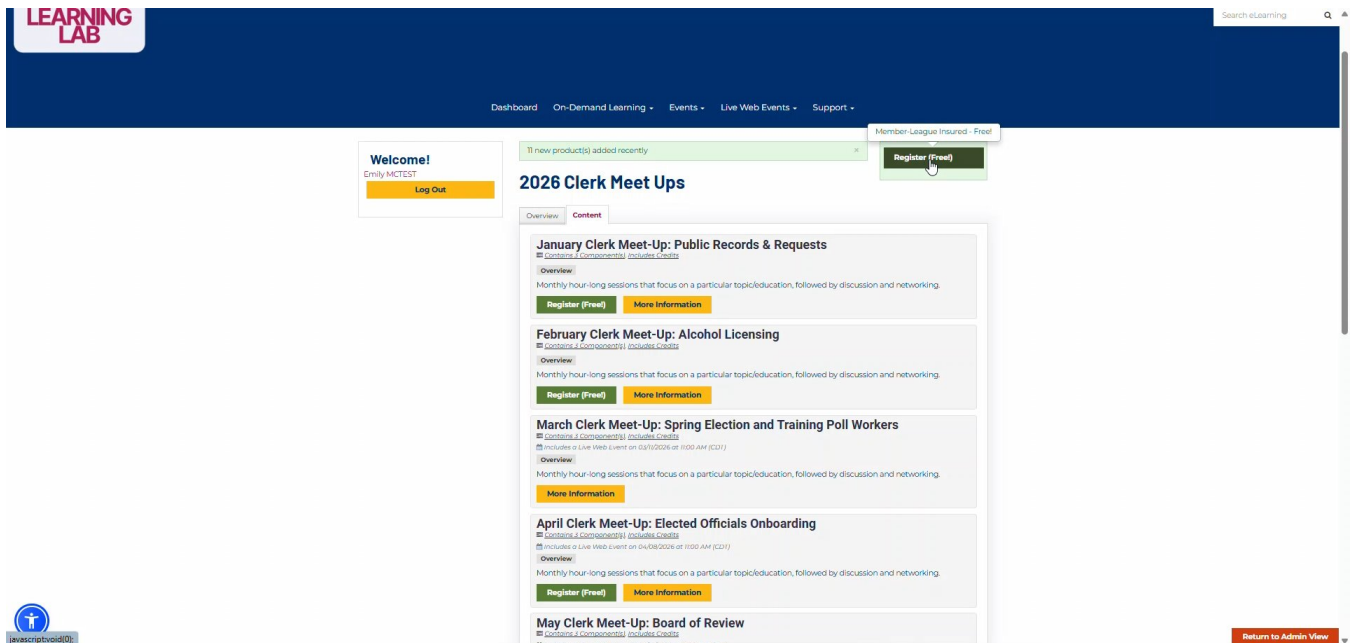


STEP 3

Review Package Contents

The package detail page lists all sessions included in the package (e.g., monthly Clerk Meet-Ups for the full year), along with dates, credit information, and descriptions. When ready, click the **Register (Free!)** button at the top right of the page to begin registration. Member-League Insured members register at no cost.

📌 A green banner at the top of the page may indicate that new products have been added recently.



Screenshot – Step 3

Part 2 — Completing Your Registration

STEP 4

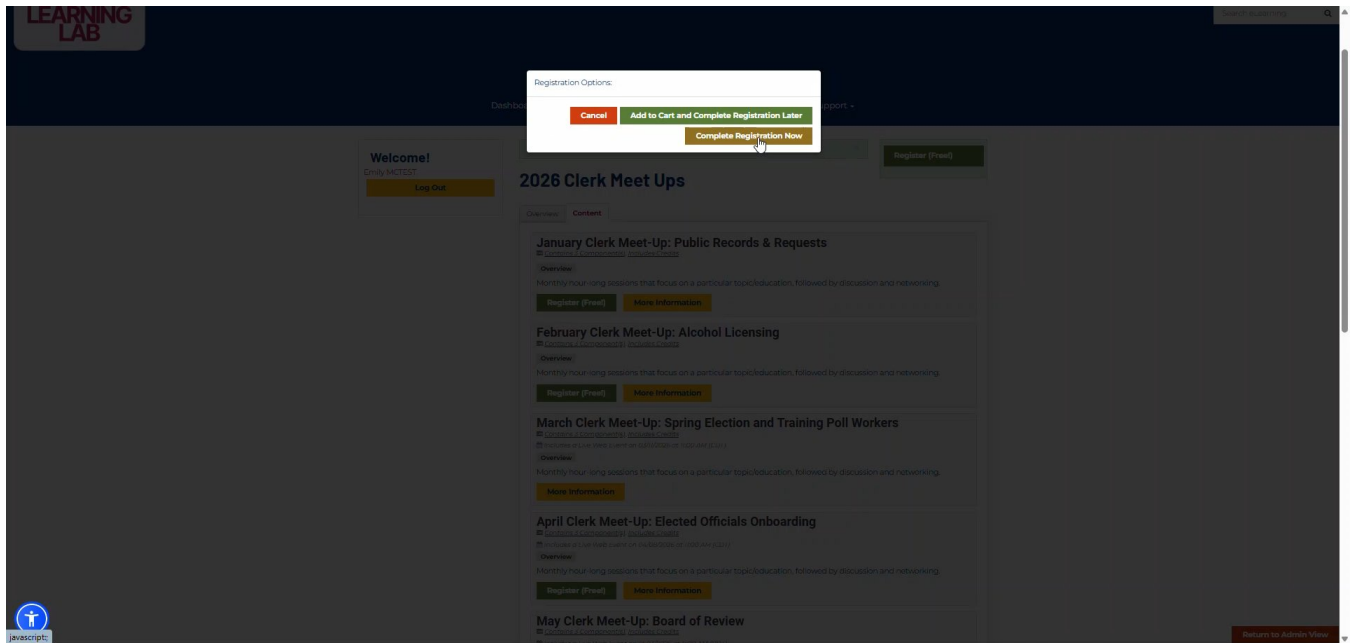
Choose a Registration Option

A **Registration Options** dialog will appear with two choices:

- **Add to Cart and Complete Registration Later** — saves the package to your cart so you can register for multiple items before checking out.
- **Complete Registration Now** — proceeds directly to checkout.

Click **Complete Registration Now** to register immediately.

📌 Use 'Add to Cart' if you plan to register for several packages in one session.



Screenshot – Step 4

STEP 5

Review Your Cart and Confirm

The **Your Cart** page displays the package name, registrant name, and pricing (free packages show \$0.00). Verify your name and email address are correct in the yellow info box. If you need to register under a different account, click **Log Out** and sign in with the appropriate credentials. When everything looks correct, click **Complete Registration**.

Important: Your registration is NOT finalized until you click 'Complete Registration.' Do not close the browser before completing this step.

LEAGUE OF WISCONSIN MUNICIPALITIES
LEARNING LAB

Search eLearning

Dashboard On-Demand Learning Events Live Web Events Support

Welcome!
Emily MCTEST
Log Out

Your registrations are NOT complete until you click "Complete Registration" below.

Your cart

Product	Registrant	Original price	Final price
2026 Clerk Meet Ups	Emily MCTEST Remove	\$0	\$0
Total:		\$0	\$0

You are registering for the products above as:
Emily MCTEST (jschleusner@lwm-info.org)
If you wish to register as someone else, [Log Out](#)
and log in with that person's account.
If you wish to edit your information, please [Edit Your Profile](#)

[Complete Registration](#)

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[Return to Admin View](#)

STEP 6

Registration Confirmation — Receipt Page

A **Registration Complete** page confirms your enrollment, displaying the product name, registrant, order ID, order date, and timestamp. Click **Printable Receipt** (orange button, top right) to save or print a copy for your records.

The screenshot shows the 'Registration Complete' page. At the top, there is a dark blue header with the 'LEAGUE OF WISCONSIN MUNICIPALITIES' logo and 'LEARNING LAB' on the left, and a search bar on the right. Below the header is a navigation bar with links: Dashboard, On-Demand Learning, Events, Live Web Events, and Support. The main content area is white. On the left, there is a 'Welcome!' box for 'Emily MCTEST' with a 'Log Out' button. The central part of the page is titled 'Registration Complete' and shows a registration confirmation for '2026 Clerk Meet Ups' by 'Emily MCTEST'. It includes a table with columns for Product, Registrant, Original price, and Final price. The total price is \$0. To the right of the table is a 'Printable Receipt' button. Below the table, there is a section for 'Buyer's Information' and 'Payment Information'.

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Screenshot – Step 6

[Return to Admin View](#)

Part 3 — Accessing Your Registered Content

STEP 7

View Your Registered Package

From the Registration Complete page, click the **View product** button to go directly to your package. You can also return to your package at any time via the **Live Web Events** menu or your Dashboard.

The screenshot shows the 'Registration Complete' page for the League of Wisconsin Municipalities Learning Lab. The page has a dark blue header with the League logo and 'LEARNING LAB' text. A search bar is in the top right. Below the header is a navigation menu with links: Dashboard, On-Demand Learning, Events, Live Web Events, and Support. The main content area is white and contains a 'Welcome!' message for Emily MCTEST with a 'Log Out' button. To the right, the 'Registration Complete' section shows the registration date and time, a 'Printable Receipt' button, and a table with registration details. Below the table, there is a 'Buyer's Information' section and a 'Payment Information' section. A 'View product' button is also present. The footer includes a copyright notice and a 'Return to Admin View' button.

Welcome!
Emily MCTEST
[Log Out](#)

Registration Complete
Registered at 03/09/2026 at 10:26 AM (CDT)

[Printable Receipt](#)

Product	Registrant	Original price	Final price
2026 Clerk Meet Ups View product	Emily MCTEST	\$0	\$0
Total:		\$0	\$0

Buyer's Information
First Name: Emily
Last Name: MCTEST
Email: schluessner@lwm-info.org
Order ID: 2075664
Order Date: 03/09/2026

Payment Information
Not Applicable

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[Return to Admin View](#)

STEP 8

Confirm Activation of All Sessions

Inside the package, each session now displays an **Activated** badge and a yellow **View** button. A green **You are registered!** indicator appears at the top right of the page confirming your enrollment. All sessions included in the package are now accessible to you.

📅 Sessions that have already occurred may be available to view as recordings. Future sessions will show their scheduled date and time.

The screenshot displays the League of Missouri Municipalities Learning Lab dashboard. The header includes the League logo, a search bar, and navigation links for Dashboard, On-Demand Learning, Events, Live Web Events, and Support. A welcome message for Emily MCTEST with a Log Out button is on the left. A green notification bar at the top states '11 new product(s) added recently' and 'You are registered!'. The main content area is titled '2026 Clerk Meet Ups' and lists three sessions, each with an 'Activated' badge and a 'View' button:

- January Clerk Meet-Up: Public Records & Requests**
Overview: **Activated**
Monthly hour-long sessions that focus on a particular topic/education, followed by discussion and networking.
- February Clerk Meet-Up: Alcohol Licensing**
Overview: **Activated**
Monthly hour-long sessions that focus on a particular topic/education, followed by discussion and networking.
- March Clerk Meet-Up: Spring Election and Training Poll Workers**
Overview: **Activated**
Monthly hour-long sessions that focus on a particular topic/education, followed by discussion and networking.

A 'Return to Admin View' button is located at the bottom right of the session list.

Screenshot – Step 8

STEP 9

Access a Session and Add to Calendar

Click **View** on any individual session to open its detail page. From here you can:

- Review the live event date, time, and duration
- Click **Test Your Connection** to ensure your device is ready before the event
- Click **Add to Calendar** to save the event to your personal calendar
- Access the post-session **Survey** and **Certificate** once the event is complete

The live event join link becomes active **15 minutes before** the scheduled start time.

🔗 *CEH credits are awarded after completing the post-session survey. Return to this page after the event to download your certificate.*

The screenshot displays the Learning Lab interface for the League of Wisconsin Municipalities. The header includes the logo and a search bar. The main navigation bar contains links for Dashboard, On-Demand Learning, Events, Live Web Events, and Support. A welcome message for Emily MCTEST is shown on the left. The central content area features the session title 'March Clerk Meet-Up: Spring Election and Training Poll Workers' with a 'You are registered!' status. Below the title, it indicates a live web event on 03/17/2026 at 11:00 AM (CDT). The session details panel shows a key for the event, a list of contents including a survey and certificate, and buttons for 'Test Your Connection' and 'Add to Calendar'. A footer bar contains the copyright notice '© 2026 League Of Wisconsin Municipalities' and a 'Return to Admin View' button.

Screenshot – Step 9

STEP 10

Confirmation Email and Event Reminder

Prior to each live event, you will receive an automatic **Webinar Reminder** email from **lwm@mail.elevate.gocadmium.com**. This email confirms your registration and includes:

- The event name, date, and start time
- An **Add to Calendar** link if you have not already saved the event
- A **Get More Information and Attend the Event** link to access the live session directly on the day of the event

Use this email as a convenient shortcut to join when it is time to attend.

✉ Check your spam or junk folder if you do not receive a reminder email. Add lwm@mail.elevate.gocadmium.com to your safe senders list to ensure reliable delivery.

Webinar Reminder



lwm@mail.elevate.gocadmium.com
To  Jarrod Schleusner



11:45 AM

Webinar Reminder

You are registered for the following webinars:

Event: Member Roundtable: March 2026 -- March 2026 Member Roundtable

Event starts 1 day from now (03/10/2026 at 12:00 PM (CDT))

[Add to Calendar](#)

[Get More Information and Attend the Event](#)

Screenshot – Step 10

Need Help? Visit the **Support** menu in the Learning Lab, use the **Email Us** button on the Dashboard, or check the FAQs page for commonly asked questions.