

1. After receiving a webinar invitation, click the **registration link** given to you. You will be brought to a page similar to the one below.
2. Check the **Event Information** if you're entering the right webinar.
3. If the webinar has not started yet, register by clicking the **register link on the left side** of your screen.
4. If the event has started, you can **register via the Join the Event now fields on the right side** of your screen.

The screenshot shows a web browser window with the URL <https://who-ph.webex.com/mw04011sp13/mywebex/default.do?nomenu=true&siteurl=who-ph&service=6&rnd=0.15391>. The page header is blue with the Cisco WebEx logo. The main content area is white and contains two main sections:

- Event Information: Drug Regulation** (highlighted with a yellow box and a red '2'). This section includes a message: "Registration is required to join this event. If you have not registered, please do so now." Below this, there are details for the event: "Event status: Not started ([Register](#))", "Date and time: Monday, September 7, 2015 8:00 pm China Time (Beijing, GMT+08:00) [Change time zone](#)", "Program: PMA IT Webinars", "Duration: 1 hour", and "Description: with Dr. Suzy Lazo". A red '3' is placed next to the "Register" link.
- Join Event Now** (highlighted with a yellow box and a red '4'). This section contains a message: "You cannot join the event now because it has not started." Below this, there are four input fields: "First name: AeHIN", "Last name: Secretariat", "Email address: secretariat@aehein.org", and "Event password: [masked]". A "Join Now" button is located at the bottom right of this section, with a note: "<< This will be clickable if the event is already ongoing".

At the bottom center of the page, there is a "Register" button. At the bottom left, there is a note: "By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#)."

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

5. Fill out the important fields
6. Click submit

Register for Drug Regulation

Please complete this form to register for the event. An asterisk (*) indicates required information.

5 Please answer the following questions.

<p>* First name: <input type="text" value="Charisse"/></p> <p>* Email address: <input type="text" value="chasorjalo@gmail.com"/></p> <p>* Confirm email address: <input type="text" value="chasorjalo@gmail.com"/></p> <p>Company: <input type="text"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>ZIP/postal code: <input type="text"/></p> <p>Country/region: <input type="text" value="Philippines"/></p> <p>Number of employees: <input type="text" value="1-99"/></p> <p>Would you like to receive information about future seminars?: <input type="radio"/> Yes <input type="radio"/> No</p>	<p>* Last name: <input type="text" value="Orjalo"/></p> <p>Phone number: <input type="text" value="63"/> <input type="text" value=""/></p> <p>Title: <input type="text"/></p> <p>State/province: <input type="text"/></p>
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7. You will be directed to a **confirmation page**.
8. On the right side of your screen is the “**Set Up WebEx Event Manager**.” If you haven’t used or installed WebEx yet, kindly click the link to start **downloading the program**.

7 Registration Confirmed

Thank you for registering.

You are now registered for the event: **Drug Regulation**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 8:00 pm Beijing Time on September 7, 2015.
Please join the event on time.

Done

8 Set Up WebEx Event Manager

To participate in fully interactive events, please click [here](#) for setting up Event Manager on this computer.

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the event, please check whether you have the players installed on your computer by going to [Verify Rich Media Players](#).

To view system requirements, go to www.webex.com.

9. Your screen will soon look like this. WebEx is already installed in your computer.

Setting up WebEx...



Hello Charisse Orjalo,

Your registration was approved for the following Web seminar. We will start the event on time. Please join it at least 10 minutes before the scheduled starting time so you won't miss valuable information.

Topic: Drug Regulation

Host: AeHIN Secretariat

Date and Time:

Monday, September 7, 2015 8:00 pm, China Time (Beijing, GMT+08:00)

Event number: 868 286 623

Registration ID: This event does not require a registration ID

Event password: manila123

To join the online event

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[Click here](#) to join the online event.

Or copy and paste the following link to a browser:

<https://who-ph.webex.com/who-ph/onstage/g.php?MTID=e9093e620bcff3e30444e7b3f713005ef>

To view in other time zones or languages, please click the link:

<https://who-ph.webex.com/who-ph/onstage/g.php?MTID=ea6ef3cd94b12421367ab7a7f2eccd9e6>

For assistance

10. An **e-mail notification** will be sent to you.
11. Click on “**Click here**” to join the online event.

- 12. You can join the webinar and your screen will look like the photo below.
- 13. Click on Connect to Audio to hear the resource person's talk.

