

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 Cisco WebEx registration page. At the top, a blue header contains the Cisco WebEx logo and the Cisco logo. Below the header, the page is divided into two main sections. On the left, a box labeled 'Event Information: Drug Regulation' contains details about the event, including its status (Not started), date and time (Monday, September 7, 2015 8:00 pm China Time), program (PMA IT Webinars), duration (1 hour), and description (with Dr. Suzy Lazo). A 'Register' button is located at the bottom of this section. On the right, a box labeled 'Join Event Now' contains a message stating 'You cannot join the event now because it has not started.' Below this message are input fields for 'First name', 'Last name', 'Email address', and 'Event password'. A 'Join Now' button is located at the bottom of this section. At the bottom of the page, there is a 'Register' button and a note about UCF (Universal Communications Format) rich media files.

1 <https://who-ph.webex.com/mw04011sp13/mywebex/default.do?nomenu=true&siteurl=who-ph&service=6&rnd=0.15391>

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2 **Event Information: Drug Regulation**

Registration is required to join this event. If you have not registered, please do so now.

[English : Beijing Time](#)

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

Description: with Dr. Suzy Lazo

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

4 **Join Event Now**

You cannot join the event now because it has not started.

First name: AeHIN

Last name: Secretariat

Email address: secretariat@aehein.org

Event password:

[Join Now](#) << This will be clickable if the event is already ongoing

[Register](#)

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

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?

English : Beijing Time

Register for Drug Regulation

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

5 Please answer the following questions.

* First name:

Charisse

* Email address:

chasorjalo@gmail.com

* Confirm email address:

chasorjalo@gmail.com

Company:

Address 1:

Address 2:

City:

ZIP/postal code:

Country/region:

Philippines

Number of employees:

1-99

Would you like to receive information about future seminars?:

☐ Yes

☐ No

* Last name:

Orjalo

Phone number:

Country/Region

Number (with area/city code)

63

Title:

State/province:

6

Submit

Cancel

- 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.

Cisco WebEx



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

10. An **e-mail notification** will be sent to you.

11. Click on “**Click here**” to join the online event.

11

[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

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.

