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WSC 18

WebEx User's Guide

Joining an Event as Panelists and Attendees

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Registering for an Event

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About registering for an event

Attendees only

If the event to which you are invited requires registration, the invitation email message that you receive from the host contains a link you can click to register for the event.

If you did not receive an email invitation, you can register for the event from *one* of the following, depending on the type of event the host specified:

- your Event Center Web site.
- from the URL that the host gave to you.

If the host requires a password for registration, you must provide the password that the host gave to you in an invitation email message or via another method.

If the host requires that you provide your registration ID, you receive a unique registration ID in a registration confirmation email message. Then, you must provide the registration ID to join the event.

Registering for an event from your Event Center Web site

Attendees only

You can register for an event from the List of Events page on your Event Center Web site if the host specifies that it is displayed on the service Web site.

To register for an event from your Event Center Web site:

1   On the navigation bar, expand **Attend an Event**, and then click **List of Events**.

   The List of Events page appears.

2   If the List of Events by Date page is not currently displayed, in the upper-right corner of the page, click **View Events by Date**.

   For more information, see *About the List of Events page* (on page 124).

3   In the list of events, locate the event for which you want to register.

4   Click **Register**.

5   If the Registration Password page appears, type the password that the event host gave to you in the **Registration password** box, and then click **Submit**.

6   On the Register for [Topic] page that appears, provide the required information.

   For details, see *About the Register for [Topic]/Register for Events page* (on page 123).

7   Click **Submit**.

   If the host approves your registration, you receive a confirmation email message containing instructions for joining the event.

Important: If the host approves your registration and requires that you provide your registration ID before you can join the event, you will receive the ID in the registration confirmation email message. Ensure that you keep the ID so that you can successfully join the event.

About the Register for [Topic]/Register for Events page

How to access the Register for [Topic] page

If you want to register for one event, fill out the registration form on this page.

Do *one* of the following, as appropriate:

- Click the appropriate link in your invitation email message, and then click **Register**.

- On the List of Events by Date page on your Event Center Web site, locate the event you want to join, and then click **Register**.

- On the Event Information page for the event you want to join, click **Register**.

How to access the Register for Events page

If you want to simultaneously register for multiple events in a program, fill out the registration form on this page.

Do *one* of the following, as appropriate:

- Go to the URL for the program that contains those events, select the events you want to register for, and then click **Register**.

- On the List of Events by Program page on your Event Center Web site, locate the program that contains those events, select the events you want to register for, and then click **Register**.

What you can do on the Register for [Topic]/Register for Events page

Provide information about yourself, and submit your answers to complete registration.

Options on this page

Use this option ...	To ...
Text boxes, option buttons, drop-down lists, and check boxes for the questions	Provide your answers. **Note** Questions with an asterisk are required.

Use this option ...	To ...
Remember me on this computer	Save your contact information, such as the name, email address, and title, for future use. You can remove your information stored on this computer by clicking **Clear my information**.
Submit	Submit your answers, and complete your registration.

About the List of Events page

The List of Events page provides these three views:

- List of Events by Date page—events sorted by their dates

- List of Events by Program page—a list of programs (groups of related events)

- Event Recordings page—a list of recorded events that the event hosts have published on your Event Center Web site

Accessing the List of Events page

On the left navigation bar, expand **Attend an Event**, and then click **List of Events**.

Accessing different views of the List of Events page

In the upper-right corner of the List of Events page, you see two links.

Example. In this figure, the List of Events page is displaying a list of events by program. To access another view, click one of these two links.

Registering from an event URL

Attendees only

You can register for an event from its URL if you received the URL from the host.

To register for an event from its URL:

1 Go to the URL that the host gave to you.

The Event Information page appears.

2 Click **Register**.

3 If the Registration Password page appears, type the password that the event host gave to you in the **Registration password** box, and then click **Submit**.

4 On the Register for [Topic] page that appears, provide the required information.

For details, see *About the Register for [Topic]/Register for Events page* (on page 123).

5 Click **Submit.**

If the host approves your registration, you receive a confirmation email message containing instructions for joining the event.

Important: If the host approves your registration and requires that you provide your registration ID before you can join the event, you will receive the ID in the registration confirmation email message. Ensure that you keep the ID so that you can successfully join the event.

Registering for multiple events in a program

If you want to ...	See ...
get an overview of registering for multiple events in a program	*About registering for multiple events in a program* (on page 125)
simultaneously register for multiple events from the program URL	*Registering from the program URL* (on page 126)
simultaneously register for multiple events from your Event Center Web site	*Registering from your Event Center Web site* (on page 126)

About registering for multiple events in a program

Attendees only

The event host can group related events in a program. Event Center allows you to simultaneously register for multiple events in a program.

Registering for events from the program URL

Attendees only

If the events to which you are invited are part of a program, and the host gave you the program URL, you can simultaneously register for multiple events from that URL.

To register for events from the program URL:

1   Go to the URL the host gave to you.

    The program information page appears.

2   Select the events for which you want to register, and then click **Register**.

3   If the Registration Password page appears, type the password that the host gave to you in the **Registration password** box, and then click **Submit**.

    The Register for Events page appears.

4   Provide the required information.

    For details, see *About the Register for [Topic]/Register for Events page* (on page 123).

5   Click **Submit.**

    If the host approves your registration, you receive a registration confirmation email message for each event you registered for. The message contains instructions for joining an event.

Registering for events from your Event Center Web site

Attendees only

If the events to which you are invited are part of a program, and the host has specified to display both the program and its events on your Event Center Web site, you can simultaneously register for multiple events from the service Web site.

To register for events from your Event Center Web site:

1   On the navigation bar, expand **Attend an Event**, and then click **List of Events**.

    The List of Events page appears.

2   If the List of Events by Program page is not currently displayed, in the upper-right corner of the page, click **View Events by Program**.

For more information, see *About the List of Events page* (on page 124).

3   Click the title of the program.

The program information page appears.

4   Select the events for which you want to register, and then click **Register**.

5   If the Registration Password page appears, type the password that the host gave to you in the **Registration password** box, and then click **Submit**.

The Register for Events page appears.

6   Provide the required information.

For details, see *About the Register for [Topic]/Register for Events page* (on page 123).

7   Click **Submit.**

If the host approves your registration, you receive a registration confirmation email message for each event you registered for. The message contains instructions for joining an event.

Obtaining information about an event

If you want to ...	See ...
quickly find your event	*Searching for an event* (on page 127)
obtain event information	*Obtaining event information* (on page 128)

Searching for an event

You can quickly find an event on your Event Center Web site by doing a search if the event host specifies that it is displayed on the Web site.

To search for an event:

1   On the left navigation bar of your Event Center Web site, expand **Attend an Event**, and then click **Search**.

2   On the page that appears, specify the date range.

   3   Optional. In the **Event** text box, type complete or partial text of the event name.

   4   Click **Search**.

Obtaining event information before an event

Attendees only

Before you join an event, you can view the following information about the event:

- event topic

- event date, time, and duration

- presenters' names and information

- event description

> **Note:** You can quickly find an event that you want to view or join by doing a search. For details, see *Searching for an event* (on page 127).

To obtain information about an event:

Do *one* of the following, as appropriate:

- Click the link in your invitation email message.

- On the List of Events by Date page on your Event Center Web site, click the link for the event.

   For more information about the List of Events page, see *About the List of Events page* (on page 124).

- Go to the URL that the host gave to you.

The Event Information page appears.

Viewing events in a different locale, language, or time zone

Your site administrator designates a locale, language, and time zone in which dates, times, and text display on your Event Center Web site. Anyone who visits the site can change the locale, language, or time zone by setting preferences on the Preferences page.

Example. You want to change the time zone for viewing events on the Event Center Web site because you are traveling and temporarily in another time zone.

Your preferences are saved as a cookie in the browser on your computer. If you have a user account and have logged in when changing the preferences, your preferences will be saved not only in the browser but also in your profile; your preferences will display on any browser or computer as long as you are logged in.

The current locale, language, and time zone display in these places:

- the List of Events by Date page

- the List of Events by Program page

- the Event Recordings page

- the Event Information page

- The page on which you can join an event

Fast track

Click this link in your invitation email message to specify your language or time zone.

Changing the locale, language, or time zone for your site

At any time, you can change your Event Center site preferences, including the locale, language, and time zone.

To select a different locale, language, or time zone on your Event Center Web site:

1 Go to the Preferences page by using one of these methods:

- In your invitation email message, click the link.

- On the left navigation bar of the site, click **Set Up** > **Preferences**.

2 Select your preferences in the drop-down lists, and then click **OK**.

Note: If you have a user account, you can also set these preferences in your profile. For more information, see *About maintaining your user profile* (on page 406).