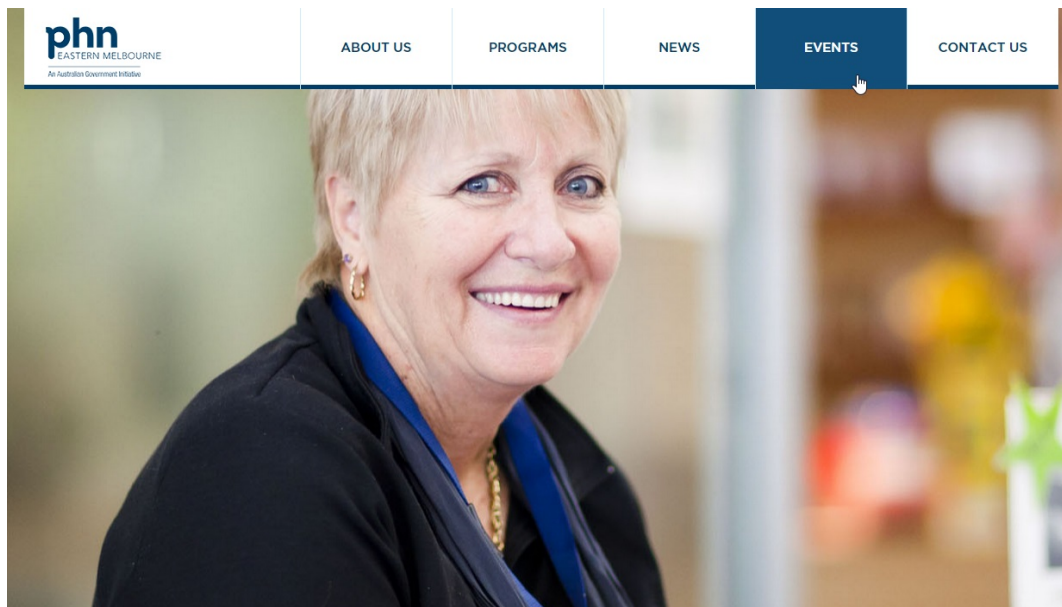# How to register and join an
Eastern Melbourne PHN webinar

1) **Go to the Eastern Melbourne PHN website** **www.emphn.org.au** **and click on Events or type** **www.emphn.org.au/page/events** **into your browser.**

2) **Select the event you are interested in from the list. Note: only some of these events will be webinars. Click on 'Read more' to access the registration link.**

3) **Click on the registration link to be taken to the GotoWebinar registration website**

REGISTRATION

Register online here
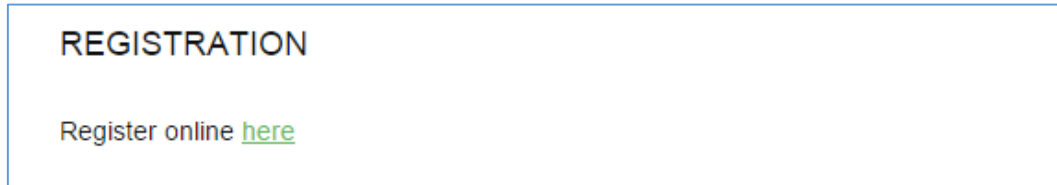
4) **Complete the mandatory fields and click the register button on the bottom of the page.**

phn
EASTERN MELBOURNE
An Australian Government Initiative

Diabetes Cycle of Care education

Wed, Aug 5, 2015 12:30 PM - 1:00 PM EST

Show in My Time Zone

This session will examine patient eligibility, management guidelines, resources, how to bill and avoiding common billing errors.
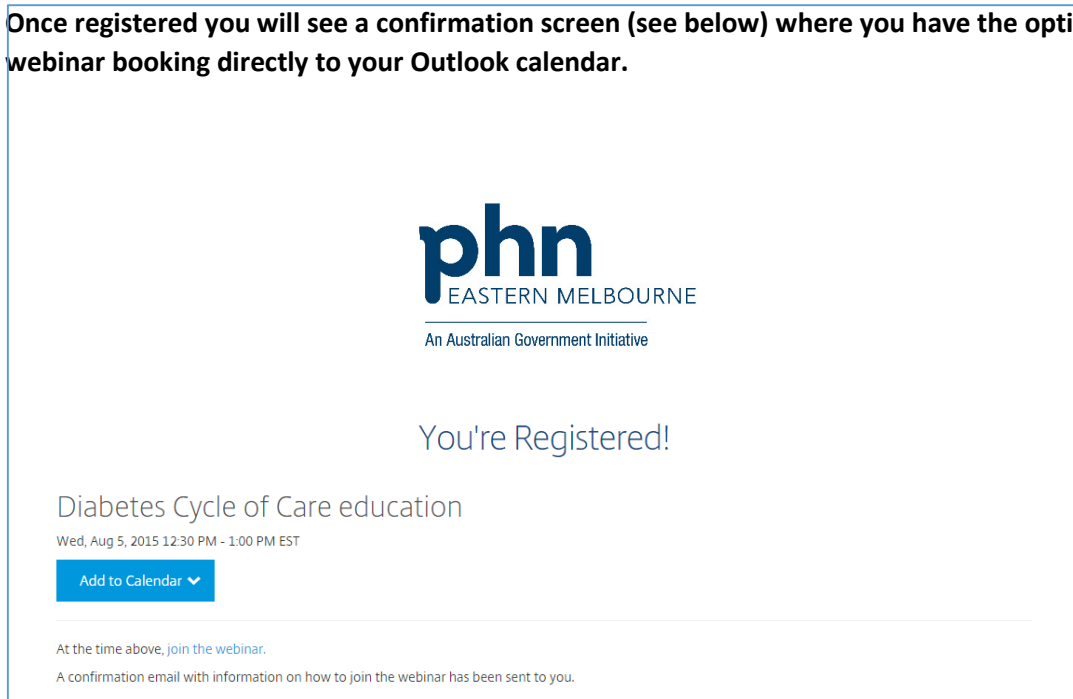
*Required field

First Name*	Last Name*
Email Address*	Phone Number*
Job Title*	Organization*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

5) Once registered you will see a confirmation screen (see below) where you have the option to add the webinar booking directly to your Outlook calendar.

phn
EASTERN MELBOURNE
An Australian Government Initiative

You're Registered!

Diabetes Cycle of Care education

Wed, Aug 5, 2015 12:30 PM - 1:00 PM EST

Add to Calendar ❯

At the time above, join the webinar.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: jterron@megph.com.au

To Cancel this Registration

You may cancel your registration at any time.

6) **You will receive a confirmation email with instructions on how to join the webinar. When the time comes you can join a webinar in one of two ways:**

a) **Click the link in your confirmation or reminder email**

Dear Hayley,

Thank you for registering for "Exploring inhaled medicines use and asthma control for practice nurses".

Please send your questions, comments and feedback to: jterron@iemml.org.au

How To Join The Webinar

Fri, Nov 7, 2014 12:30 PM - 3:00 PM AEDT

Add to Calendar

1. Click the link to join the webinar at the specified time and date:

    https://global.gotowebinar.com/join/2439710011397129217/467177638

    Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

    TO USE YOUR COMPUTER'S AUDIO:
    When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

    --OR--

    TO USE YOUR TELEPHONE:
    If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
    Australia
    Toll: +61 3 8488 8990
    Access Code: 336-045-917
    Audio PIN: Shown after joining the webinar

Webinar ID: 159-502-291

View System Requirements

To Cancel this Registration

If you can't attend this webinar, you may cancel your registration at any time.

b) Go to www.joinwebinar.com and enter the webinar ID (this can be found in your confirmation email) and your email address. Click 'Yes' or 'Always' if prompted to accept the download.
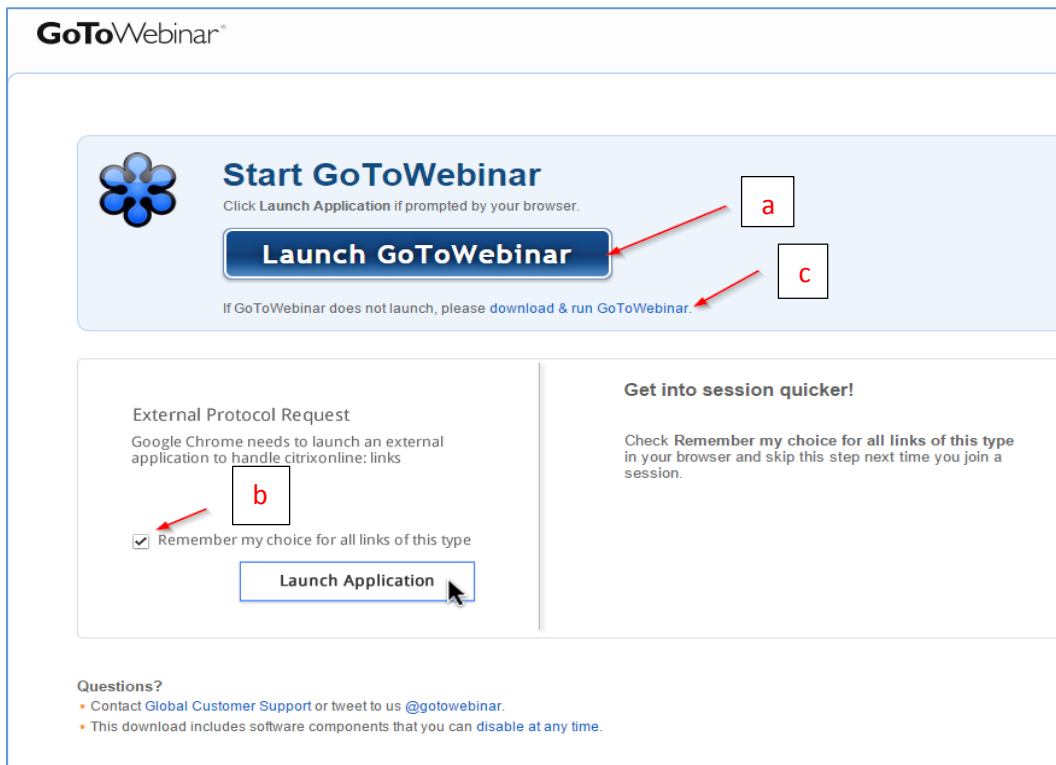

If you join the Webinar session before the start time you will see a window similar to below.
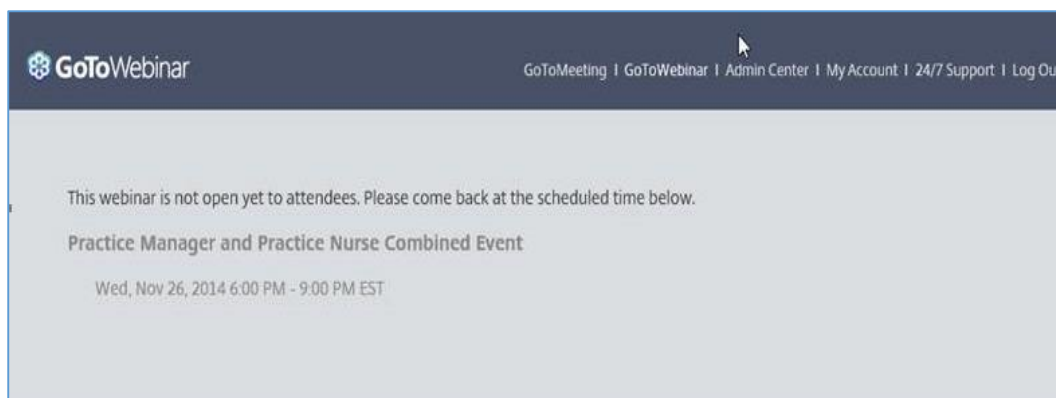
7) **You will see a window saying 'Start GoToWebinar' when the webinar is ready to begin.**

   a. **Click launch GoToWebinar**
   b. **Select 'remember my choice for all links of this type'.**
   c. **If the automatic download does not occur click on 'download & run GoToWebinar'.**
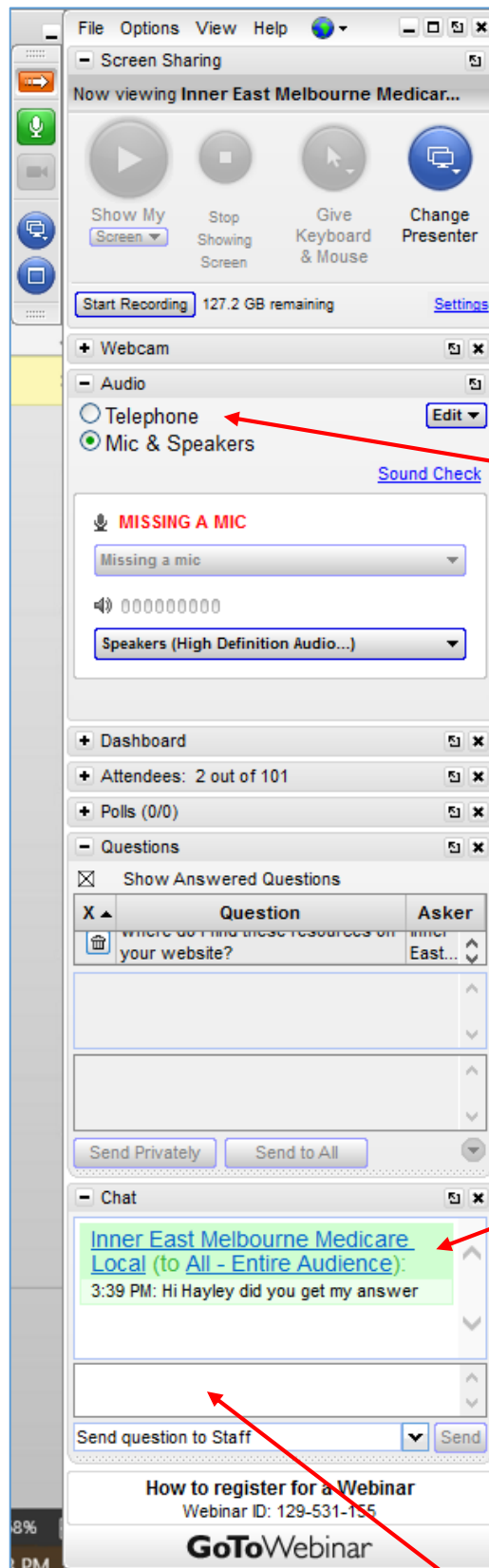

8) **You will enter a 'waiting room'. The attendee control panel and GoToWebinar viewer will appear when the organiser starts the webinar.**
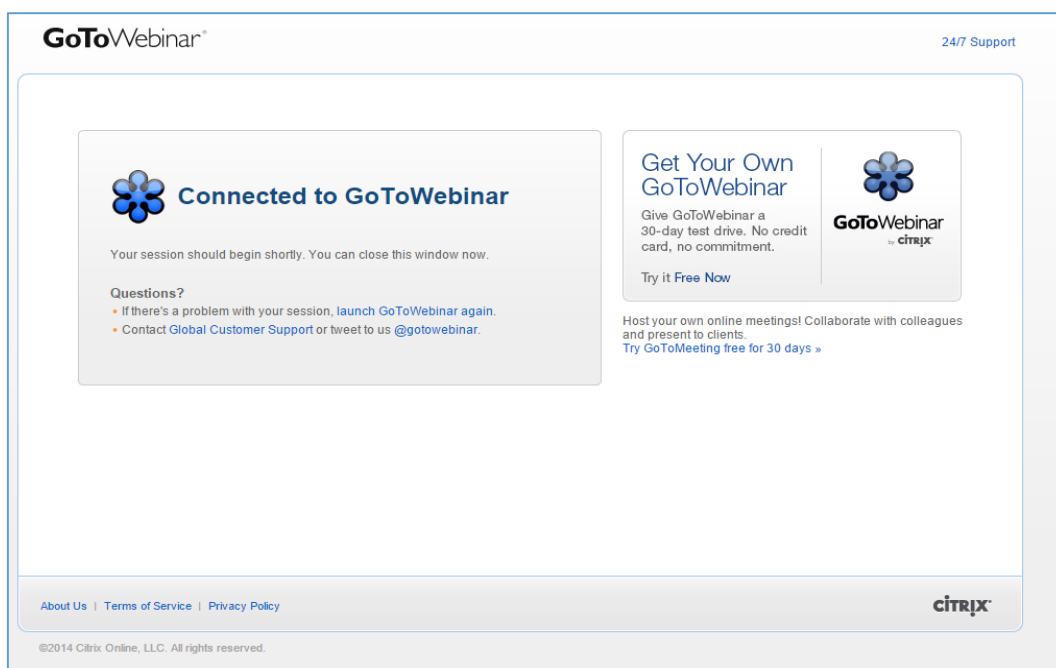
9) This is a view of the attendee control panel

To minimise this control panel box, click on this arrow

At the end of webinar, click the cross to exit

If listening via the telephone, choose the telephone icon otherwise, choose the mic & speakers if attending via your PC

Answers to your questions will appear in this box

Type any questions into this dialogue box. You will have the option to send to organiser only or to all attendees