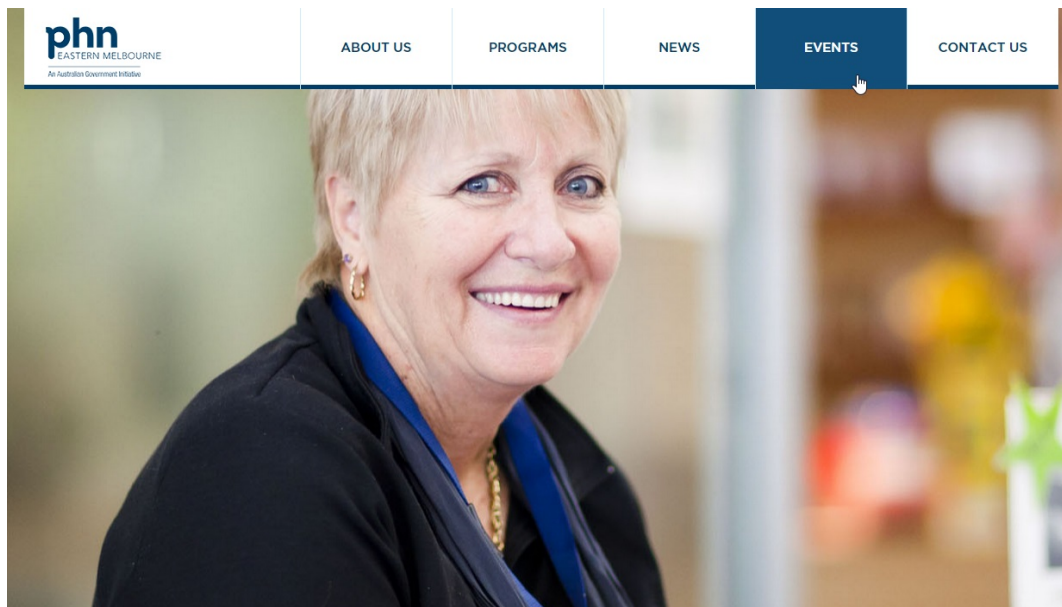


How to register and join an Eastern Melbourne PHN webinar

- 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.

08
Sep

INFECTION PREVENTION AND CONTROL

This webinar online session will cover the relevant infection prevention and control requirements for general practice.

[Read more](#)

15
Sep

VACCINE AND COLD CHAIN MANAGEMENT

This webinar online session will cover vaccine and cold chain management requirements for general practice.

[Read more](#)

17
Sep

HEALTH ASSESSMENTS FOR 45-49 AND 40-49 YEAR OLD GROUPS

This online webinar will cover the specific eligibility criteria, claiming frequency and rules for health assessments of people aged 45-49 and 40-49.

[Read more](#)

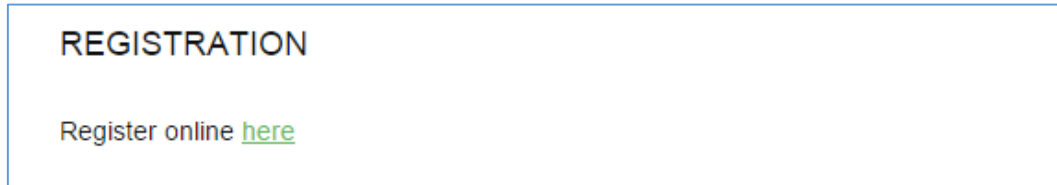
01
Oct

FELLOWSHIP PREPARATION PROGRAM OBJECTIVE STRUCTURED CLINICAL EXAM (OSCE) COURSE

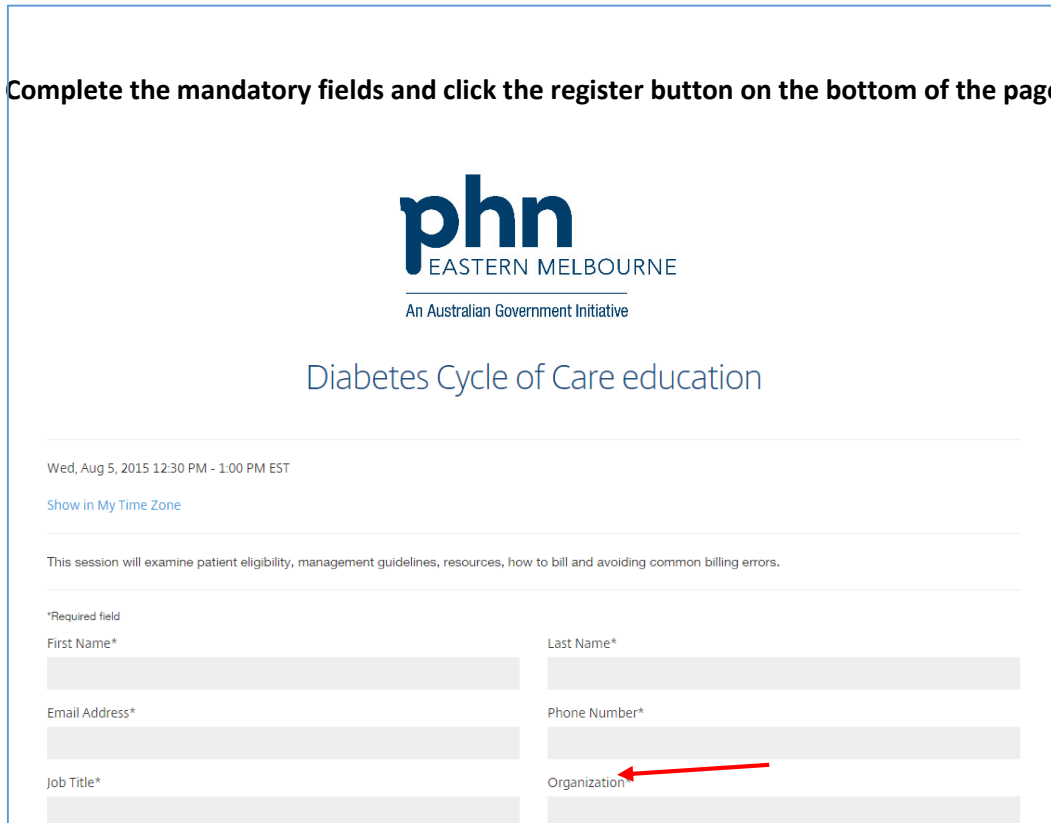
This five-week course offers participants the opportunity to gain valuable experience in practising clinical exam scenarios with role-playing patients.

[Read more](#)

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



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.

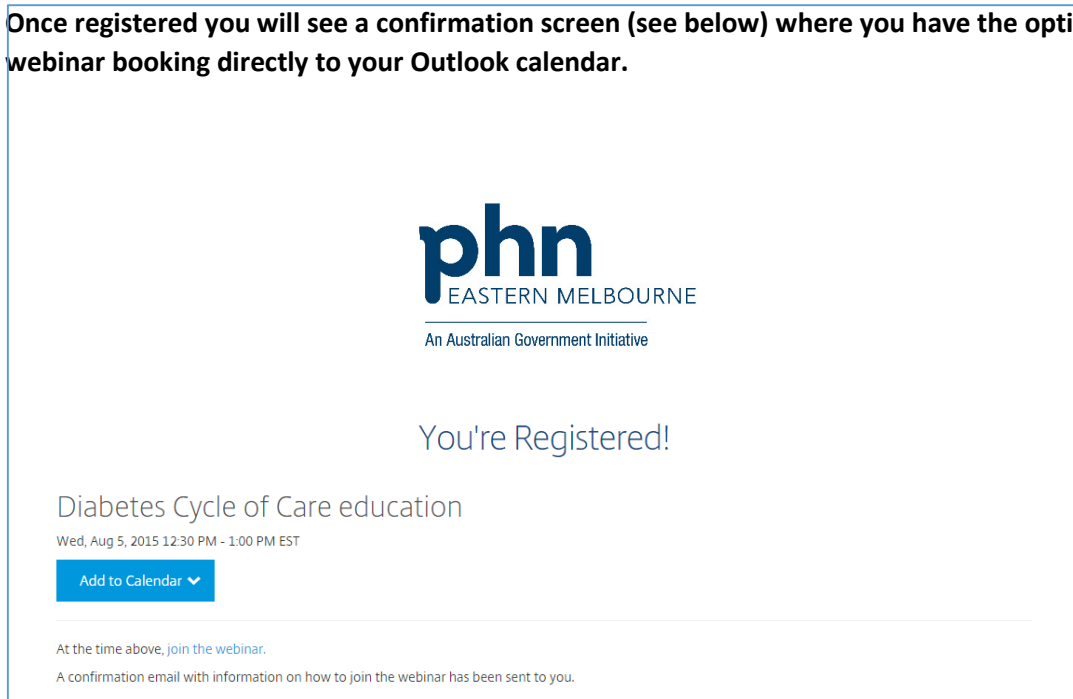
*Required field

| | |
|----------------------|----------------------|
| First Name* | Last Name* |
| <input type="text"/> | <input type="text"/> |
| Email Address* | Phone Number* |
| <input type="text"/> | <input type="text"/> |
| Job Title* | Organization* |
| <input type="text"/> | <input type="text"/> |

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.



The screenshot shows a confirmation screen for a webinar. At the top center is the logo for 'phn EASTERN MELBOURNE', with the tagline 'An Australian Government Initiative' below it. The main heading reads 'You're Registered!'. Below this, the webinar title is 'Diabetes Cycle of Care education', followed by the date and time: 'Wed, Aug 5, 2015 12:30 PM - 1:00 PM EST'. A blue button with the text 'Add to Calendar' and a dropdown arrow is positioned below the date. A horizontal line separates this section from the text below, which says 'At the time above, [join the webinar.](#)' and 'A confirmation email with information on how to join the webinar has been sent to you.' At the bottom of the screenshot, it says 'Questions or Comments? Contact: jterron@megphn.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.

GoToWebinar Webinars Made Easy

Join the Webinar

To join a Webinar, enter the Webinar ID and your email address.

Webinar ID

Email Address

[Attendee Quick Reference Guide \(PDF\)](#)
[Contact Help](#)

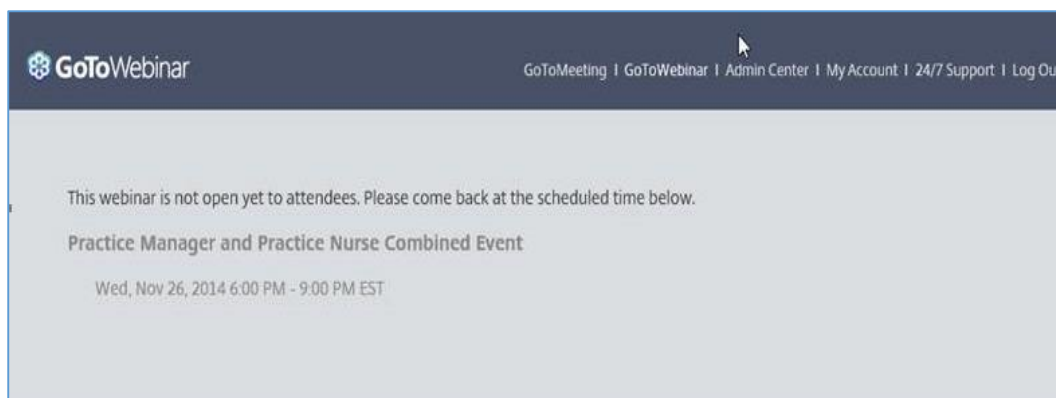
If you have a Meeting ID, please join your meeting at www.joingotomeeting.com

If you have a Training ID, please join your training at www.jointraining.com

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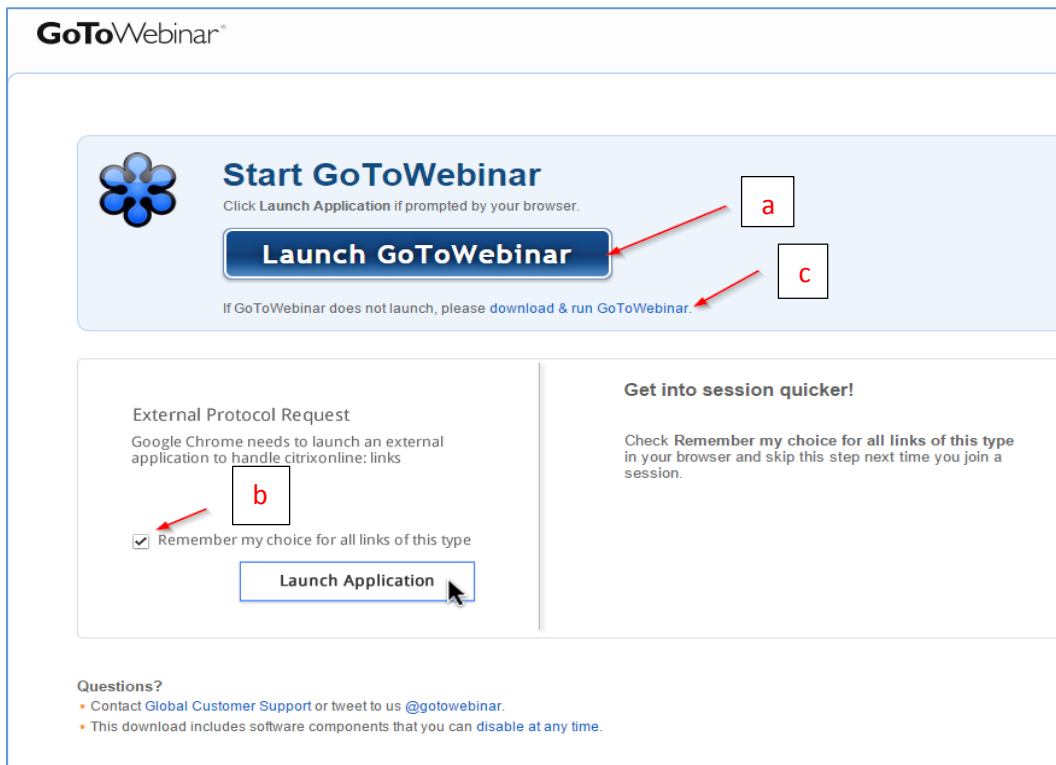
CITRIX | online

If you join the Webinar session before the start time you will see a window similar to below.

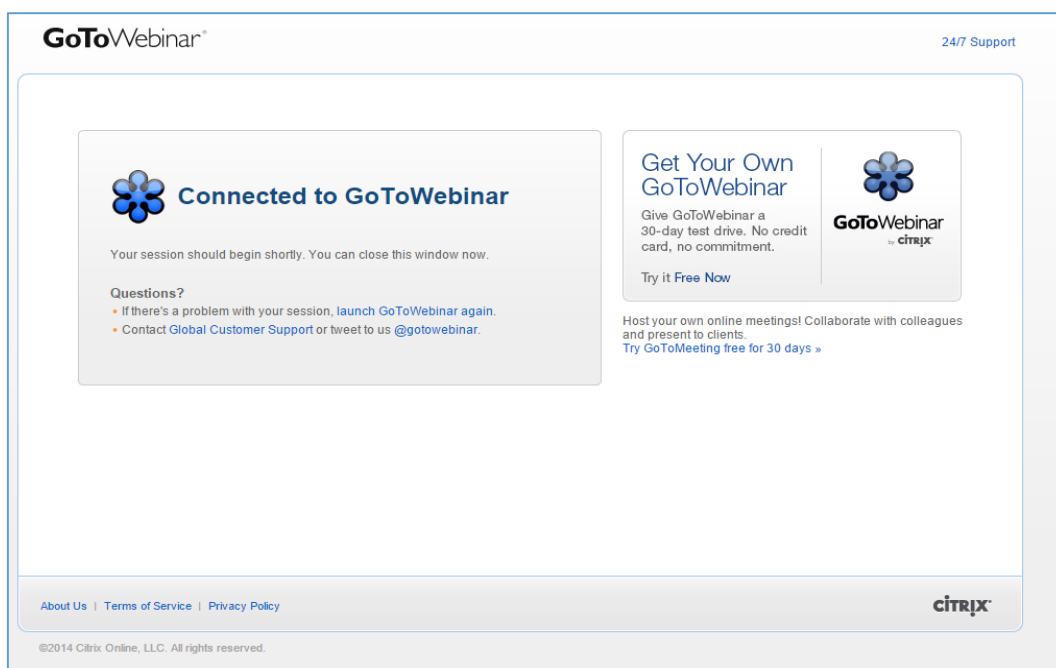


7) You will see a window saying 'Start GoToWebinar' when the webinar is ready to begin.

- 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'.

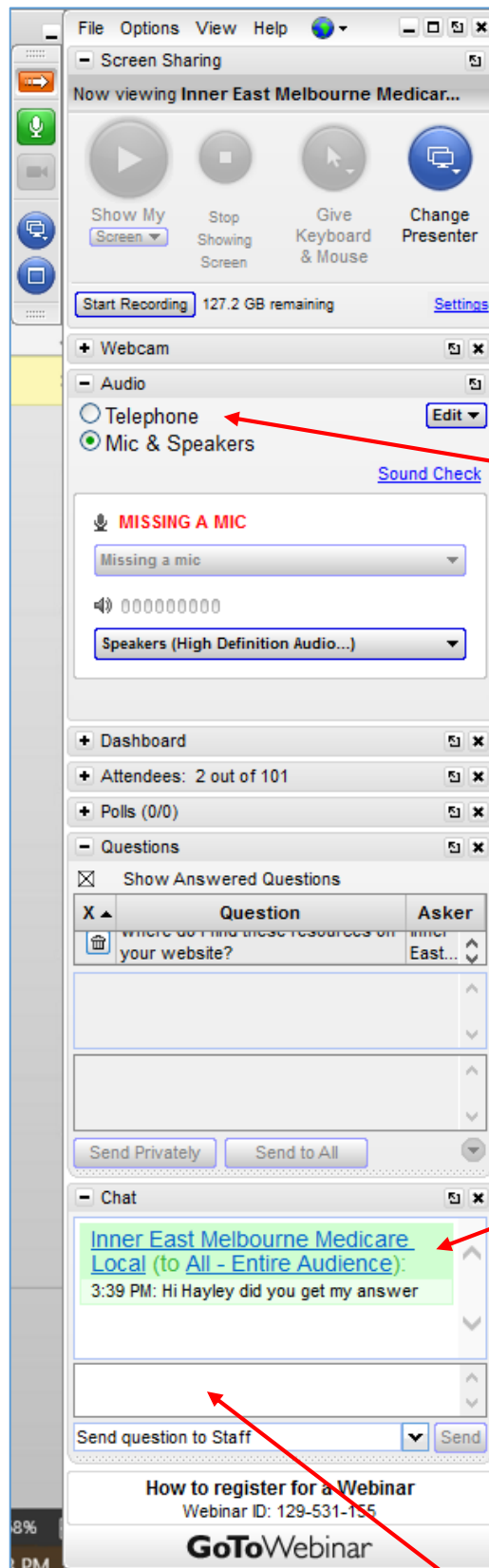


8) You will enter a 'waiting room'. The attendee control panel and GoToWebinar viewer will appear when the organiser starts the webinar.



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