

## HOW DO I REGISTER FOR A WEBINAR OR EVENT?

### - VIEW AND REGISTER FOR WHA QUALITY EVENTS

#### Accessing the Calendar




There are multiple ways to access the Calendar of Events. An account **IS** required for access:

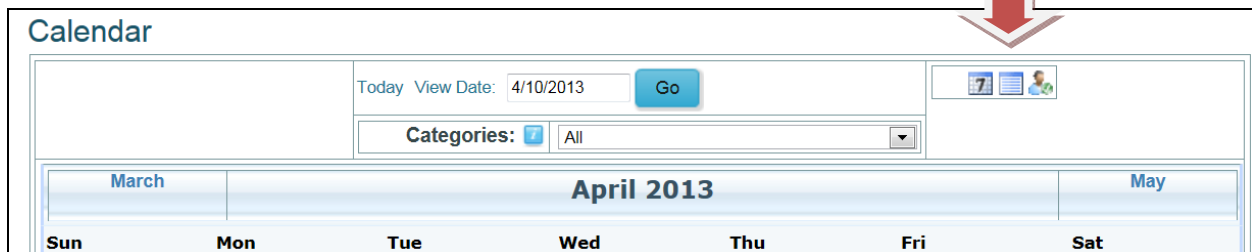
- Home Page or on the Partners for Patients page – click on the “Calendar of Events” icon



#### Understanding Calendar Icons

On the calendar in the top right section are three icons which display:

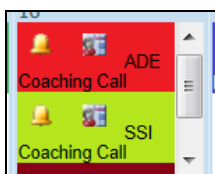
- Week View – view the calendar by week 
- List View – view a list of all events 
- My Enrollments – list of events enrolled in 



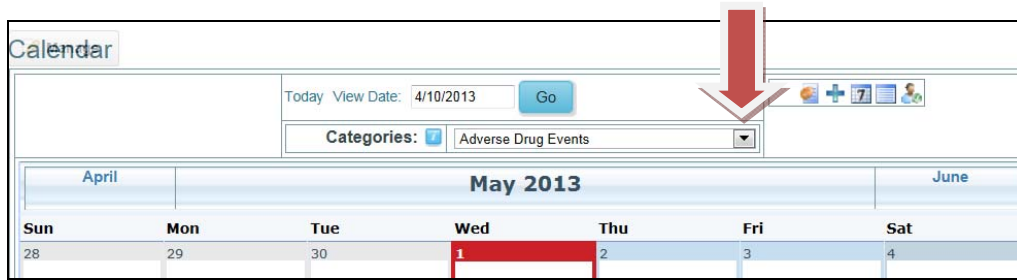
#### Events Calendar

All WHA Quality Center events (webinars, coaching calls, etc.) scheduled for each month are listed on the calendar. To search for a specific event:

- Double click on the event title on the calendar (Example: ADE, SSI, etc.) The scroll bar is displayed if multiple events presented on the same day



- Choose the specific initiative from the “Categories” drop down list located at the top of the calendar. This will display only those events for that specific initiative.



## Registering for an Event

After selecting the event link on the calendar, the event registration information page is displayed. This page allows for:

- Enrolling/registering for an event
- Setting up event reminders (single or series of events) by sending a meeting request to your Microsoft Outlook calendar
- Joining an event

To return to the main calendar, click the green “Return” button located at the bottom of this page.

The screenshot shows an event registration page for 'ADE Webinar'. The page includes fields for reminders, email notifications, and enrollment. The event details are as follows:

Start Date/Time:	Wednesday, May 22, 2013 12:00 PM
End Date/Time:	Wednesday, May 22, 2013 1:00 PM
Recurring Event:	On the Fourth Wednesday of the month until 1/1/0001 (total 5 events)
Importance:	Normal Priority
Category:	Adverse Drug Events
Description:	Event address for attendees: <a href="https://whaquality.webex.com/whaquality/onstage/g.php?t=a&amp;d=862158753">https://whaquality.webex.com/whaquality/onstage/g.php?t=a&amp;d=862158753</a> Event #: 862 158 753 Password: wha2013 For teleconference connection please call: 800.747.5150 Enter code: 2976376

Owned by jmuehrcke On Tuesday, January 08, 2013

Return

iCal Single iCal Series