

WebEx Events Registration Sample for NBN Academy

The link from the Norfolk.gov calendar, the NBN Academy webpage, or other posting should take you to the WebEx Events Registration page similar to below.

The screenshot shows a browser window with the URL `convoice.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=convoice&service=6&rnd=0.4828537823730388&main_url=https%3A%2F%2Fconvoice.webex.com`. The page header features the City of Norfolk logo and the 'Neighbors Building Neighborhoods' logo. A red box with the text 'Click here to Register' has a red arrow pointing to the '(Register)' link in the 'Event status' field. The event details are as follows:

- Event status:** Not started ([Register](#))
- Date and time:** Monday, June 22, 2020 6:00 pm Eastern Daylight Time (New York, GMT-04:00) [Change time zone](#)
- Duration:** 1 hour
- Description:** Learn how neighborhoods can adapt and work with inspectors to practice compassionate code enforcement and social distancing during Covid-19.

The main content area features a blue banner with the text 'The NBN Academy presents Code Enforcement During Covid-19'. Below the banner are logos for 'neighbors building neighborhoods ACADEMY' and 'THE CITY OF NORFOLK'. To the right, there is a 'Join Event Now' section with a message: 'You cannot join the event now because it has not started.' Below this are input fields for 'First name:', 'Last name:', 'Email address:', and 'Event password:'. A 'Join Now' button is present, along with a link to 'Join by browser NEW!' and a note for hosts: 'If you are the host, [start your event](#)'.

After clicking "Register", the registration page should look similar to the following.

The screenshot shows the registration form for the 'Code Enforcement During Covid-19 Webinar'. The page title is 'Register for Code Enforcement During Covid-19 Webinar'. Below the title, it says 'Please complete this form to register for the event. An asterisk (*) indicates required information.' and 'Please answer the following questions.' The form fields are:

- * First name:
- * Email address:
- * Confirm email address:
- * Neighborhood or Organization:
- * Last name:

A red box with the text 'Fill in your information & click "Submit"' has a red arrow pointing to the 'Submit' button at the bottom right of the form. There is also a 'Cancel' button next to it.

A confirmation page should appear after your registration. You should also receive an email or calendar entry. It provides two ways to join the meeting by video on the day and time of the conference. The webinar is usually opened 10 minutes before the start time.

Hello John Doe,

Your registration was approved for the following Webex event.

Topic: Code Enforcement During Covid-19 Webinar
Host: Jim Herbst
Date and Time:
Monday, June 22, 2020 6:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Event number: 160 526 5717
Registration ID: This event does not require a registration ID


Event password: Codes_Cares622

To join the online event

Go to <https://convoice.webex.com/convoice/onstage/g.php?MTID=eaf53827dae579a38f7f7325b65c3304d>

2. The other, more complicated option is to join through the WebEx website or the WebEx app by manually entering the meeting number and password.

1. The easiest way is to click the direct link.



The email/calendar entry also provides a third option for call in access only. This is not preferred because any visual presentations will be lost.

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
US Toll: +1-415-655-0002
Global call-in numbers: <https://convoice.webex.com/convoice/globalcallin.php?MTID=ee5781702da44e4b2600006b93e859ae0>
Access code: 160 526 5717