

How Do I Register for an Education Event?

Hi! Welcome back to our channel. If you want to sign up for a CGS education event but aren't sure how to get started, don't worry. I'll walk you through the whole process. It's quick and easy.

First, go to our website: www.cgsmedicare.com. Once you're there, choose your jurisdiction.

On the left side of the screen, click "Education," and then "Calendar of Events." This page shows all upcoming sessions for the next few months.

If you see an event you're interested in, click the event name to register. Or, click the plus sign next to an event to read the description and register.

When you click the registration link—either the webinar title or the "Register Today" link—you'll be taken to the CGS JB & JC Webinars login page.

Since you're watching this video, we'll assume it's your first time registering.

Click the link that says, "Still haven't registered?"

Now fill out the registration form. When you get to "Registration Type," use the dropdown menu to choose your role. Make sure to choose the correct one. If you're not a CGS employee, don't choose "CGS Employee" or "Speaker." If you're not a JB or JC supplier, choose "Other."

Next, select either JB or JC for the DME MAC jurisdiction. This part is required.

If you're not in either jurisdiction, choose the one closest to your state. Enter the rest of your information and continue.

Next, you'll see a list of sessions starting with the current month. Some may be past sessions—just scroll until you find the ones you want. Click "Select" for each session you want to register for.

Then click "Next" at the bottom of the page.

Now you'll see a summary of your registration. If everything is correct, click "Submit."

If something needs to be fixed, click "Previous" and make your changes.

Once your registration is complete, you'll see a confirmation page. You'll receive an email with the confirmation number. Save that email somewhere you can find it easily in the future.

Next, click "Access My Events." This takes you to the Attendee Hub login page.

Enter your information and click submit. You'll receive a verification code by email and by text. Enter the code and click "Log In."

On the home page, you can view previously recorded webinars at any time.

To see upcoming sessions, open the schedule dropdown. You'll see options for All Sessions, My Schedule, and Speakers. Choose "All Sessions" to view everything available.

You can also filter sessions by date, time, recommended sessions, or speaker.



If you find a session you want to attend, click “Add.” This will add it to your schedule, and you’ll receive an email with the session details.

If you don’t want to receive those emails, click the person icon in the top right corner, go to “Settings,” then “Notifications,” and turn the switch off.

We don’t recommend turning notifications off. If you do, you won’t receive important system emails like confirmation messages, verification codes, or direct login links for webinars.

And that’s it! If you need additional help, check out the Cvent Registration Guide on the Calendar of Events page. Just click the tutorial link at the top.

Thank you for watching! Don’t forget to like this video and subscribe to our page. If this video helped you, share it so others can learn too. We’ll see you in the next video!