



## To the Point: Welcome to Webinars: Add Webinar Sessions

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**Slide 1:** *To the Point* is presented by the Provider Outreach and Education Department at CGS.

**Slide 2:** The Provider Outreach and Education department creates these brief recordings on hot topics or upcoming events. The purpose is to provide suppliers with quick information on identified topics, how they affect you and any action(s) needed on your part. These recordings are less than 10 minutes and will contain resources for additional information when applicable. This segment of *To the Point* is on **Welcome to Webinars: Add Webinar Sessions**.

**Slide 3:** Now that you have registered for a JB and JC Webinar account, you can begin to add webinars to your schedule in CVENT Attendee Hub.

If you have not created a webinar account, please see the *To the Point* video about registration.

First, access the **Attendee Hub** link (<https://cvent.me/LD3gPz>) to log in. You can save this link for future use. This link will open a page, titled, "CGS JB & JC Webinars," as shown on this slide.

Enter your **First** and **Last Name** and **Email Address**. This is the email address that you registered with. Click **Next**.

**Slide 4:** After choosing **Next**, CGS will send you a **Verification Code** to your mobile number and/or email. If you don't have access to email, you will need to check your mobile device for a text message with the **Verification Code**.

You will see "**Almost Done!**". Enter the **Verification Code** that you received and click **Log In**.

**Slide 5:** Now that you have logged into Attendee Hub, choose **Schedule to add and remove sessions**. A drop-down box will open. Click **All Sessions** as circled here.

**Slide 6:** A new page will open, showing all the webinars CGS has to offer. We add new webinars at least every quarter. **Scroll down** on the page to see the webinars.

**Slide 7:** You can also filter webinar sessions by date and/or time. In this screen shot, a **date range** of November 7-8 and **all times** were chosen. After filtering, you will see a list of webinars that apply to your filter choices.

If you want to reset the filter, click **Clear all Filters** as circled in this image.

**Slide 8:** Now that you see all the webinars CGS has to offer, it's time to start adding sessions to your webinar schedule. Click **Add** on the webinars you wish to attend.

**Slide 9:** After clicking **Add**, the button automatically changes to remove. If you accidentally added a session or no longer want to attend the session, you can click **Remove**. Once you click **Remove**, the button will change back to **Add**.



**Slide 10:** After adding webinar sessions, to see all the sessions you have signed up for, choose **Schedule** from the top of the page. A **drop-down** box will open. Click **My Schedule** and your schedule will open. Only the days you have a session for will appear in the tabs.

**Slide 11:** If you are done adding webinar sessions, simply click **Log Out**, by choosing the **Person Icon** to the right of the page. A **drop-down** box will appear. Click **Log Out**.

**Slide 12:** CGS offers an entire Welcome to Webinars *To the Point* series including:

- **Registration:** Walks you through step-by-step instructions in registering for our webinars.
- **Email Notifications:** Explains the emails you will get and how to activate email delivery to your webinar account.

Here are resources for today's edition of *To the Point*. Links to:

- **CGS Medicare Webpage**
  - JB: <https://www.cgsmedicare.com/jb/index.html>
  - JC: <https://www.cgsmedicare.com/jc/index.html>
- **CGS Education Calendar of Events Webpage**
  - JB: [https://www.cgsmedicare.com/medicare\\_dynamic/wrkshp/dme\\_coe/dme\\_coe\\_b/jb\\_report.aspx](https://www.cgsmedicare.com/medicare_dynamic/wrkshp/dme_coe/dme_coe_b/jb_report.aspx)
  - JC: [https://www.cgsmedicare.com/medicare\\_dynamic/wrkshp/dme\\_coe/dme\\_coe\\_c/jc\\_report.aspx](https://www.cgsmedicare.com/medicare_dynamic/wrkshp/dme_coe/dme_coe_c/jc_report.aspx)
- **Cvent Attendee Hub**
  - <https://cvent.me/LD3gPz>
- **CVENT for CGS Webinars**
  - [https://www.cgsmedicare.com/pdf/dme/dme\\_cvent\\_registration.pdf](https://www.cgsmedicare.com/pdf/dme/dme_cvent_registration.pdf)
- **CGS Provider Outreach and Education (POE) Email**
  - [CGS.JBJC.LEARNINGONDEMAND@cgsadmin.com](mailto:CGS.JBJC.LEARNINGONDEMAND@cgsadmin.com)

**Slide 13:** Thank you for viewing this session of *To the Point* on Welcome to Webinars: Add Webinar Sessions. We hope you will join us again for other educational offerings by the Provider Outreach and Education Department here at CGS.