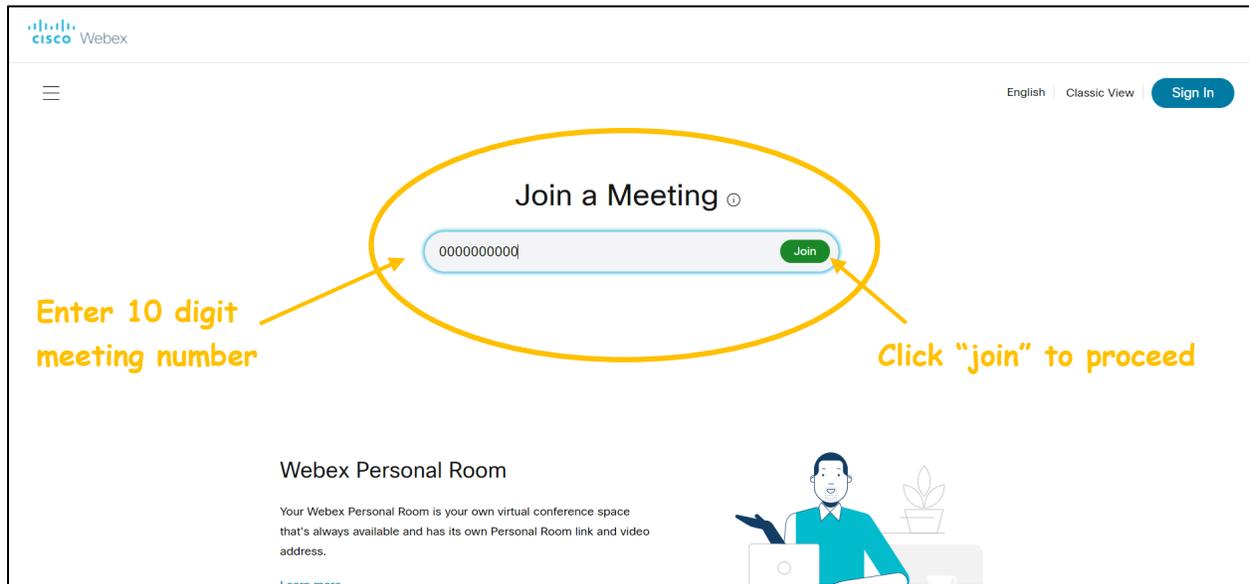
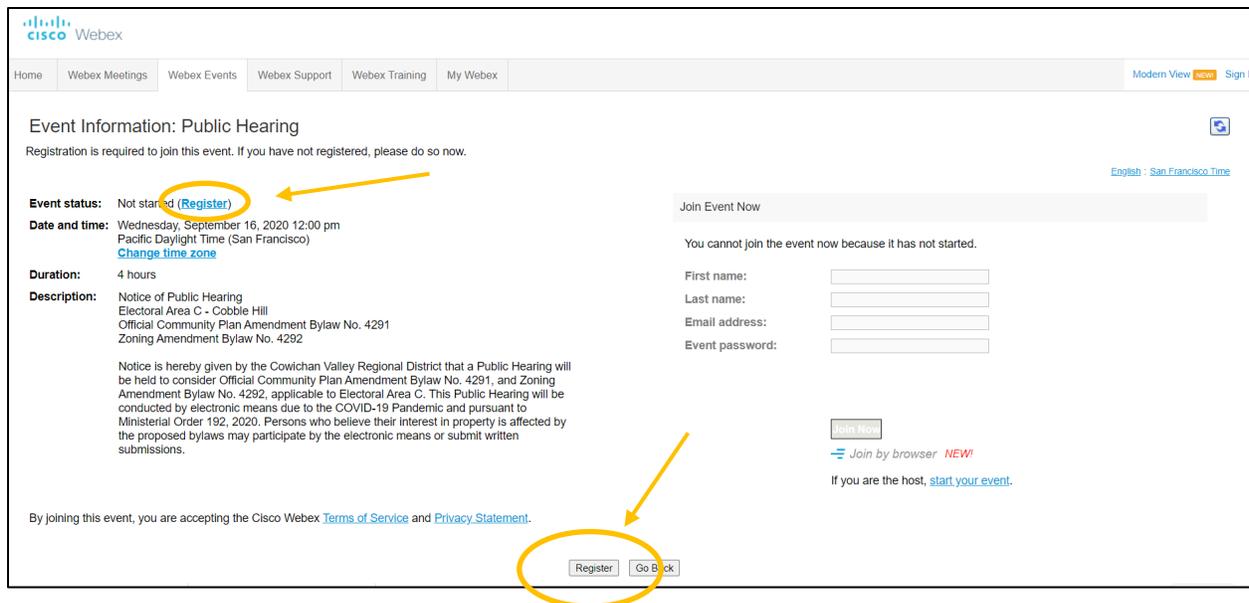


## How to Register for an Upcoming Webex Event



**Step 1:** Type the meeting number in the “Enter meeting information” box and press the green “join” button to the right. The meeting number is 10 digits (### # ##) and can be located on the Public Hearing Notice.



**Step 2:** Ensure you are signing up for the correct event by reviewing the Event Information on the left side of the screen. To proceed with registration, click on one of the “Register” buttons, shown above.

**Register for Public Hearing**

Please complete this form to register for the event. An asterisk (\*) indicates required information.

Please answer the following questions.

<b>First name:</b>	Phil	<b>* Last name:</b>	Dunphey
<b>Email address:</b>	Phil01@xyz.com		
<b>Confirm email address:</b>	Phil01@xyz.com		
<b>Address 1:</b>	123 Small Road		
<b>City:</b>	Cobble Hill	<b>State/province:</b>	British Columbia
<b>Country/region:</b>	Canada		

**Please remember to complete all of the requested information**

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**Step 3:** Complete the requested registration information, including your first and last name, email address, street address, and city. When all fields are complete, push the “Submit” button located in the bottom right-hand corner of your screen.

**Registration Confirmed**  
Thank you for registering.

You are now registered for the event: **Public Hearing**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 12:00 pm San Francisco Time on September 16, 2020.  
Please join the event on time.

[Done](#)

**Set Up Webex Events**  
To participate in fully interactive events, please click [here](#) for setting up Webex Events on this computer.

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the event, please check whether you have the players installed on your computer by going to [Verify Rich Media Players](#).

To view system requirements, go to [www.webex.com](#).

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**Step 4:** Your registration is now complete and you will receive a confirmation email. Save this email for joining the Public Hearing event on the scheduled day.

**Step 5:** On the day of the hearing, please join the meeting 15 minutes in advance by using the green “Join event” button in your confirmation email.

Look for this button in your confirmation email



Should you require further assistance in joining the event you can find more information on the Webex website: [https://help.webex.com/en-us/kwmj5eb/Join-a-Cisco-Webex-Event#id\\_17240](https://help.webex.com/en-us/kwmj5eb/Join-a-Cisco-Webex-Event#id_17240)

Additionally, if the Public Hearing has started you can call the CVRD IT Division at 250.746.2500, extension 2222, for help joining the Webex Event.