



A CELERIAN GROUP COMPANY

Introducing Cvent: Our New Webinar Platform

A step-by-step tutorial on how to register for CGS webinars




CGS ADMINISTRATORS, LLC

Cvent Registration: Getting Started

From our website Calendar of Events, click on the link: <https://cvent.me/9yELaV>

Introducing a faster and easier way to register for webinars!


This process saves your information, so you don't have to re-enter it for each webinar. Once and done!

STEP 1: To attend **ANY** webinar scheduled after March 22 you must first register in Cvent, our new webinar platform, and create a personal webinar schedule at <https://cvent.me/9yELaV> .

STEP 2: Once you've registered you will see all our available webinars to select (modify) your personal webinar schedule.

- Step 2 lets you choose multiple webinars at the same time and view everything together!

DME Provider Outreach & Education: Calendar of Events

These listings include all policy-based and general topic webinars, Ask the Contractor Teleconferences (ACT calls), live workshops, and educational presentations. [Click here](#) for descriptions of events. Use the  sign to expand each event to view details, and click on the title to register.

Your Personal Information

- Fill in your information.
- Cvent saves your information, so you don't have to enter it every time you register for a webinar.
- If you bill both JB and JC, choose the one you predominantly bill.
- Just once, and you're done!
- Click on **Next**.

The screenshot shows a web form titled "CGS JB & JC Webinars" with a sub-header "Personal Information". Below the sub-header is a instruction: "Fill out the information below; then click Next to continue." The form contains several fields with red asterisks indicating required information:

- * Registration Type (dropdown menu)
- * Please Select Your Jurisdiction (dropdown menu)
- * First Name (text input)
- * Last Name (text input)
- * Email Address (text input)
- * Mobile (text input)
- * Provider Transaction Access Number (PTAN) (text input)
- * National Provider Identifier (NPI) (text input)
- * Company (text input)
- * City (text input)
- * State (abbreviation) (text input)
- * Zip/Postal Code (text input)

At the bottom, there is a question: "* Are you registered to use our FREE webportal, myCGS?" with radio button options for "Yes" and "No". Below the question are two buttons: "Cancel" and "Next". The "Next" button is highlighted in a darker shade. The form is set against a light blue background with a darker blue header.

Choose Your Webinars

- This screen shows all our currently scheduled webinars (sessions).
- You simply **Select** the ones you would like to attend.
- Remember that you can always come back later and select additional webinars or cancel them.
- At the bottom of the sessions list, click **Next**.

Previous

Cancel

Next

[Summary](#)

CGS JB & JC Webinars

Please select your sessions below. New sessions are added often.
[Click here to manage your sessions.](#)

Sessions

Select the sessions you'd like to attend.

March 28, 2023

10:30 AM-12:00 PM

External Infusion Pumps and Supplies

Virtual



Belinda Yandell
Provider Outreach & Education Senior Analyst
CGS Administrators, LLC

Join us for an in-depth review of external infusion pumps, as well as related infusion medications and supplies that are covered under this LCD and Policy Article.

Free [Select](#)

March 29, 2023

10:30 AM-12:00 PM

Prior Authorization of Power Mobility Devices

Virtual



Lisa Addison
Provider Outreach & Education Senior Analyst
CGS Administrators, LLC

Learn about filing for prior authorization of Power Mobility Devices, along with

Free [Select](#)

Registration Summary

- This screen shows all your information, plus the webinars (sessions) for which you have registered.
- If you are happy with your selections, click **Submit**.
- If you'd like to make a change, simply click on **Previous**.

[Previous](#) [Cancel](#) [Submit](#)

The screenshot shows a web application interface for 'CGS JB & JC Webinars'. At the top, there is a blue header with the text 'CGS JB & JC Webinars'. Below this, the page title is 'Registration Summary' with a subtitle 'Take a moment to review your registration before continuing.' The user's name 'Jane Doe' and email 'Jane.doe@gmail.com' are displayed. There is an 'Edit' link. The registration details are organized into two columns: 'Please Select Your Jurisdiction' (Jurisdiction C), 'Provider Transaction Access Number (PTAN)' (00000000), 'Company' (Anytown Medical Supplies), 'State (abbreviation)' (NA), 'Mobile' (123-456-7890), 'National Provider Identifier (NPI)' (0000000000), 'City' (Anytown), and 'Zip/Postal Code' (123456). Below this is a 'Questions' section with the question 'Are you registered to use our FREE webportal, myCGS?' and the answer 'Yes'. The 'Agenda' section has a table with columns 'Item' and 'Date'. The table contains one row: 'Admission Item' (Event Registration Sessions: External Infusion Pumps and Supplies) and 'Date' (3/28/23, 10:30 AM - 3/28/23, 12:00 PM). At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Submit'. A decorative blue arc is visible at the bottom right of the screen.

Summary

CGS JB & JC Webinars

Registration Summary
Take a moment to review your registration before continuing.

Jane Doe
Jane.doe@gmail.com

[Edit](#)

Please Select Your Jurisdiction
Jurisdiction C

Provider Transaction Access Number (PTAN)
00000000

Company
Anytown Medical Supplies

State (abbreviation)
NA

Mobile
123-456-7890

National Provider Identifier (NPI)
0000000000

City
Anytown

Zip/Postal Code
123456

Questions

Are you registered to use our FREE webportal, myCGS?
Yes

Agenda

Item	Date
Admission Item Event Registration Sessions External Infusion Pumps and Supplies	3/28/23, 10:30 AM - 3/28/23, 12:00 PM

[Previous](#) [Cancel](#) [Submit](#)

Registration Confirmation

- Your confirmation number will remain the same for any future registration.
- You will receive an email with details and instructions on how to sign in on the day of the webinar.
- Be aware: Cvent does not allow you to sign in until five minutes before the webinar begins.
- If you wish to make changes, you can either click **Modify** or **Cancel**.
- If you are done, simply click **Log Out** at the top right-hand corner of the page.

The screenshot shows a registration confirmation page for CGS JB & JC Webinars. At the top, there are links for 'Summary', 'Post Registration', and a 'Log Out' button. The main heading is 'CGS JB & JC Webinars'. Below it, a message says 'Congratulations, you are now registered!'. The confirmation number is 'NONG4VK9L53'. A note states 'You will receive an email with your registration details.' There are two buttons: 'Add to Calendar' and 'Click here to access your events.' The section 'Registration Summary' includes a link to 'Review your registration information below'. The user's name is 'Jane Doe' with email 'Jane.doe@gmail.com'. The form displays various fields: 'Please Select Your Jurisdiction' (Jurisdiction C), 'Provider Transaction Access Number (PTAN)' (00000000), 'Company' (Anytown Medical Supplies), 'State (abbreviation)' (NA), 'Mobile' (123-456-7890), 'National Provider Identifier (NPI)' (0000000000), 'City' (Anytown), and 'Zip/Postal Code' (123456). There are sections for 'Questions' (Are you registered to use our FREE webportal, myCGS? Yes) and 'Agenda' (Admission Item: Event Registration Sessions, Date: 3/28/23, 10:30 AM - 3/28/23, 12:00 PM). At the bottom, there are 'Modify Registration' and 'Cancel Registration' buttons.

Summary Post Registration Log Out

CGS JB & JC Webinars

Congratulations, you are now registered!

Your Confirmation Number is:
NONG4VK9L53

You will receive an email with your registration details.

Add to Calendar

Click here to access your events.

Registration Summary

Review your registration information below

Jane Doe
Jane.doe@gmail.com

Please Select Your Jurisdiction Jurisdiction C	Mobile 123-456-7890
Provider Transaction Access Number (PTAN) 00000000	National Provider Identifier (NPI) 0000000000
Company Anytown Medical Supplies	City Anytown
State (abbreviation) NA	Zip/Postal Code 123456

Questions

Are you registered to use our FREE webportal, myCGS?
Yes

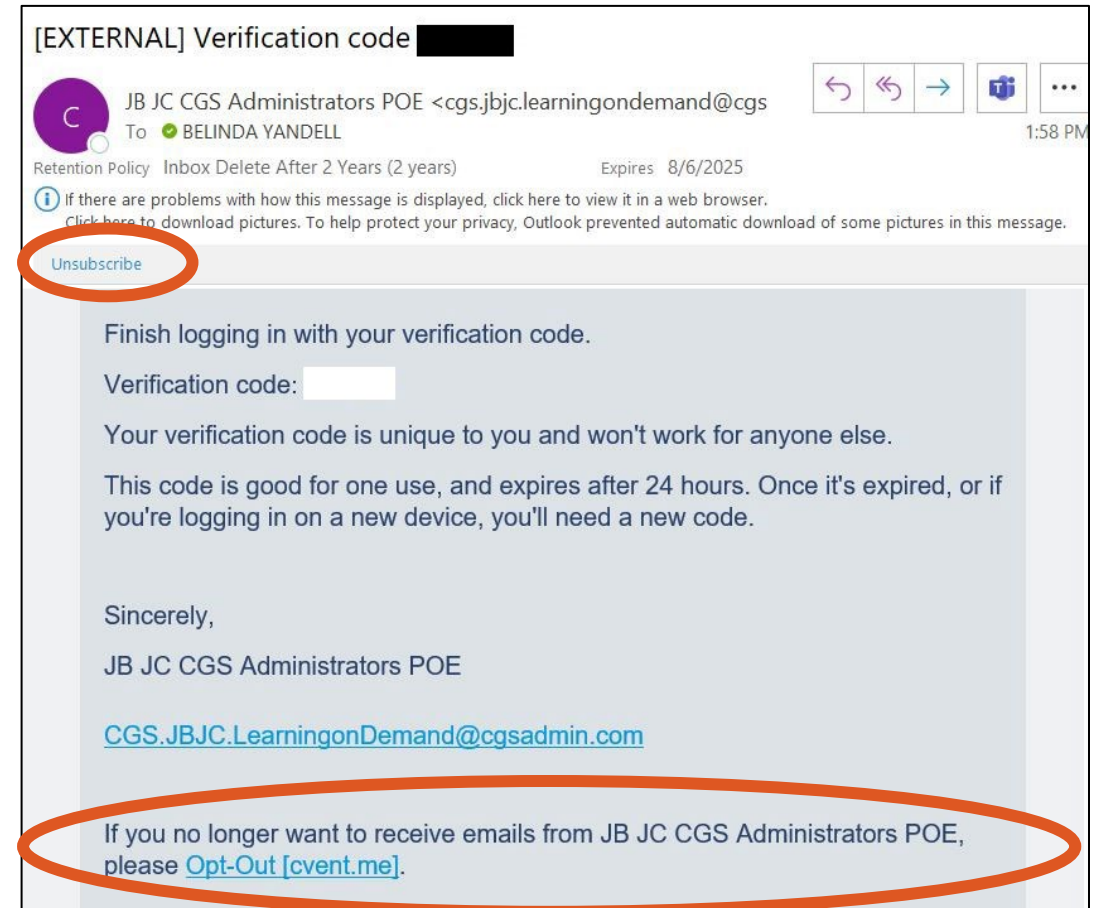
Agenda

Item	Date
Admission Item Event Registration Sessions External Infusion Pumps and Supplies	3/28/23, 10:30 AM - 3/28/23, 12:00 PM

Modify Registration Cancel Registration

Important Note: Please Don't Opt-Out of Emails!

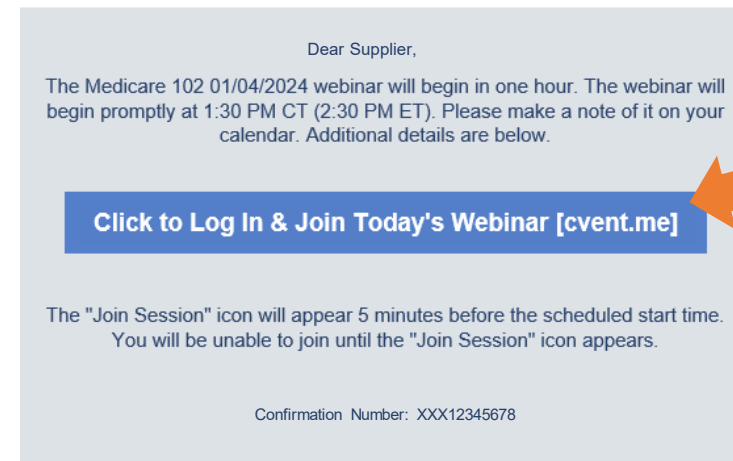
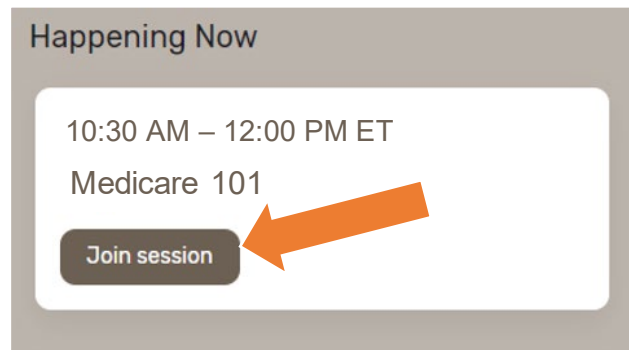
- It is always your right to unsubscribe or “opt-out” of emails from CGS.
- However, please be aware that by unsubscribing, **CGS will not be able to email you the link with verification codes to sign into a webinar or workshop.**
- If you choose to opt-out, remember to **check your text messages** for the code.



To Join a Webinar

There are two ways to join a webinar. In either method, you will be unable to enter the webinar until 5 minutes before start time.

- Log in to your personal webinar schedule on the CGS JB & JC Webinars website:
<https://cvent.me/LD3gPz>
- Click the link sent to you in the email reminder one hour prior to the webinar.



Joining Zoom

1. After you click **Join session**, you will be asked to open Zoom Meetings.
2. Click **Join from Your Browser** option located at the very bottom.
3. Enter your name.
4. Click **Join**.

The image displays three sequential screenshots of the Zoom joining process, each with a numbered orange arrow indicating the next step.

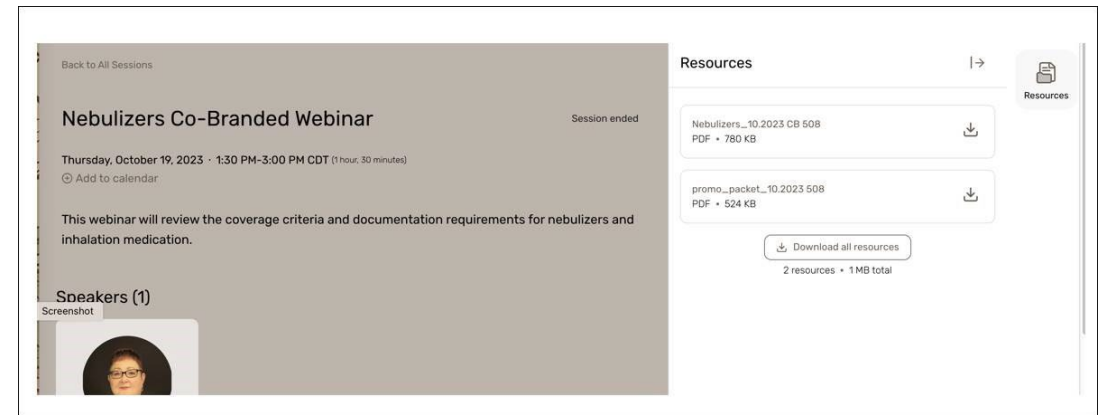
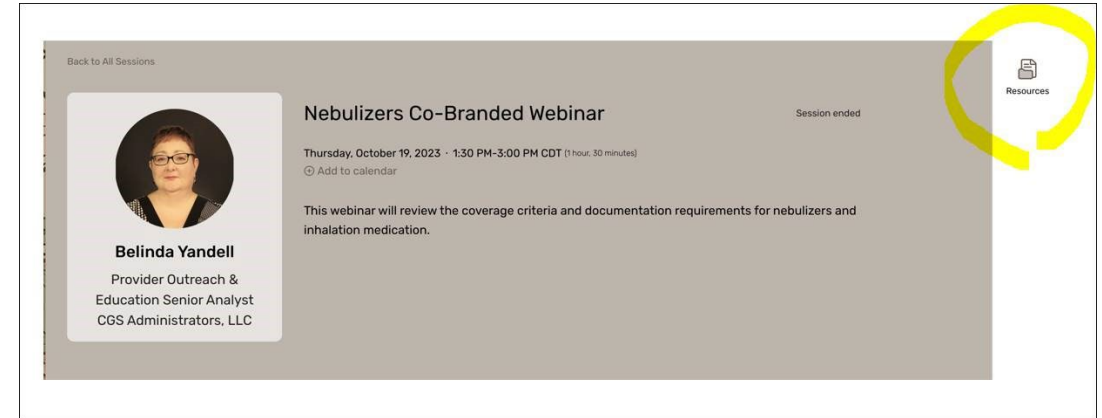
1. Happening Now
10:30 AM – 12:00 PM ET
Medicare 101
Join session

2. Click **Open Zoom Meetings on the dialog shown by your browser**
If you don't see a dialog, click **Launch Meeting** below
By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)
Launch Meeting
Don't have Zoom Client installed? [Download Now](#)
Having issues with Zoom Client? [Join from Your Browser](#)

3. Join Meeting
Your Name
Remember my name for future meetings
By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)
Join

How to Download a PDF of the Presentation

- On the CVENT website, click on the session title.
- Click on the highlighted **RESOURCES** icon in the upper right corner.
 - *Be aware that you will not see the RESOURCES icon unless you are registered for the session.*
- A sidebar will open to show the PDFs of the presentation and the promotional packet of important updates available for download.



Thank you!