

SIGNING UP FOR AN EVENT

The Hypertrophic Cardiomyopathy Association offers support and educational events to assist the HCM Community. Events, including our online discussion groups, webinars, and more, are available on our 4hcm.org website. Most of these events are free to attend!

****Note**: If you are signing up for a virtual event, the HCMA uses the Zoom platform. **You must have a Zoom account to participate**.

Zoom offers a free account that is more than suitable to participate in our virtual meetings/events. If you do not have a Zoom account, go to <u>https://zoom.us</u> and click on the "Sign Up" button.

<u>IMPORTANT</u>: There is a difference when signing up for a Zoom *Meeting* event (ex. Online Discussion Groups) versus a Zoom *Webinar* event.

A Zoom *Webinar* event (ex. Bighearted Warriors Unite) will require an additional few steps in the registration process before you get the meeting link.

These differences are highlighted toward the end of this document, so be sure to check so you do not experience any difficulties getting into a *meeting* or *webinar*.

To sign up for any event on our event calendar, navigate to https://4hcm.org/calendar/.

1. You can select the event you would like to attend by clicking the event title right from the calendar, as seen below.



2. Once you have confirmed the event you would like to attend, click the "Register" button.



3. From this next screen, you will fill in your registration information. Be sure to enter the proper email address, as the confirmation email will be sent to this email address after registration is complete!

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4. From this screen you will confirm the Attendee name(s). Once confirmed, click the "Next" button.

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	ICD Discussion Group with Hosts Sydelle Zinn and Karen Newstrom – Free Online Discussion Group 09/29/2021 07:00 PM - 08:00 PM ET Please provide information about the people who will be attending this event. Attendee 1				
	First Name Ross				
	Hadley Email				
	rosshadisy@gmail.com				
	Neon CRM by Neon One				

5. The next screen, as seen below, is your Event Registration Summary. Once you check that everything is accurate, click on the "Complete Registration" button.



6. At this point, you will get a notice, as seen on the screen below, that an acknowledgment email is going to be sent shortly.

Please check your email to ensure you have received this email, as it will either contain the meeting link or it will instruct you on the next steps (if necessary) to complete your registration.

**NOTE: If you are signing up for a zoom webinar meeting (ex. Bighearted Warriors Unite events), you WILL be given instructions with additional steps in the registration process.

 The example below is an acknowledgment email for a standard <u>Zoom</u> <u>Meeting</u> containing the Zoom meeting link. If you are signing up for a Zoom meeting, this is the link you will use on the day/time of the event you have registered.

Thanks for your registration, Julie Russo! We have successfully received your registration.	
Registrant Information:	
E-mail Address: julie@4hcm.org	
Phone: 973 983-7429	
Billing Address: 18 E Main Street Denville, NJ 07834	
Registration Grand Total: \$.00	
Registration Summary:	
Registration #: 2404 Event Name: Transplant Pathway Discussion Group - Host Lisa Salberg Summary: Education and Support Time: 10/05/2021 05:30 PM - 06:30 PM ET Virtual Meeting URL: <u>https://us02web.zoom.us/y851759780532owd=a3VxekFVTFpDRnRE0jRLekhL01hidz09</u>	
Attendee 1 Name: Julie Russo Email: <u>Julie Ruhem org</u>	Total for this Registration: \$.00
Please save this email for your records. If you have any questions, please contact us.	
Thanks again for joining us.	
Hypertrophic Cardiomyopathy Association	

8. The following example is an acknowledgment email for a **Zoom Webinar** event.

**For a Zoom *Webinar*, <u>Zoom requires an additional step before you get the</u> <u>meeting link</u>. The picture below highlights the link that you must click on to complete the registration process for a Zoom Webinar.



9. Once you click on the link, you will be brought to the Zoom Webinar Registration Link, as shown below. Enter the required information and click the "Register" button at the bottom.

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	Торіс	Tufts Medical Center Special Edition Bighearted Ware the International HCM Summit	Ne gadiy							
	Description	6:00 - 6:05- Introduction - Martin S. Maron, MD								
		6:05 - 6:25 - HCMA Presents: Summit Overvlew - Use								
		6:25 - 6:45 - Surgical Treatment of Heart Fallure - Hig	s - Michael Robich, MD MSPH							
		6:45 - 7:05 - Atrial Fibrillation, Pulmonary Hypertensi Highlights - Ethan J. Rowin, MD	on and	d nonobstructive HCM -						
		7:05 - 7:15 - Imaging in HCM & Sudden Death Prever	tion -	Highlights - Martin S. Maron						
		7:15 - 8:30 - Discussion of Summit Highlights with QI	SA-A	•						
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10. You will receive a confirmation from Zoom "Webinar Registration Approved" as seen on the screen below. Note: The webinar link you will need to get into the event will also be on this confirmation page.



Lastly, you will get an email that will also include the link for the webinar.

Sample email below.

