How to Register to Attend a Videoconference or add a Site

It is really easy to register and attend videoconference events and clinics, and even easier once you are familiar with the Attend Anywhere™ website and how the Attend Anywhere™ System works. To work online, you will need an Attend Anywhere™ logon and password, so that we know who you are. Getting a logon takes about 2 minutes and it’s free. This can be done online at www.attendanywhere.com or by calling the Attend Anywhere™ Team on 03 9927 7777.

Registering to Attend a Videoconference
If you are registering to attend at a location that is already set up it is only a four-step process.

1. Log-on to www.attendanywhere.com (or call us on 03 9927 7777).
2. Select the event that you wish to attend and hit Register.
3. Select your preferred location.
4. Pay the registration fee, if there is one.

We will then send you everything you need via email and all you have to do is turn up at the right time.

Adding a New Videoconference Site
If you are adding your own videoconferencing site there are a couple of extra steps to those outlined above. These are included below.

1. Identify the videoconferencing facility that you will be using. Options include:
   - Logon to the Attend Anywhere™ web site (www.attendanywhere.com), where the videoconferencing systems in your organisation are listed under “My Facilities” (you can send a booking request from there).
   - If you don’t have a videoconferencing system of your own, you can search the “Australasian Directory of Videoconferencing Facilities” to locate one (or you can buy one and advice on how to do that is in the web site).
   - Alternatively give the Attend Anywhere™ Team a call on 03 9927 7777 and they will be able to help locate a facility for you.
2. Identify who will be the Site Meeting Coordinator (SMC). This person accepts responsibility for connecting to the event, coordinating local participants, making documentation available locally etc. If this is not you, we will need this person’s details.
3. Book the videoconferencing facility that you are going to use.
4. Log-on to www.attendanywhere.com (or call us on 03 9927 7777).
5. Select the event and hit Add my Own Videoconference Site.
6. Select the videoconferencing facility you want to use from the drop down list.
7. If the facility you have booked is not showing, insert its name and we will do the rest.
8. Pay the registration fee, if there is one.

We will then send you everything you need via email and all you have to do is turn up and connect the videoconferencing system at the right time.