

1. Click on the Register button.

The screenshot shows the registration page for a Cisco Webex event. At the top, it says "Cisco Webex For Capital credit union". The event title is "Event Information: CCU - Virtual Annual Meeting". Below the title, it states "Registration is required to join this event. If you have not registered, please do so now." There is a language selector for "English : Chicago Time".

Event status: Not started (**Register**)

Date and time: Wednesday, February 3, 2021 7:00 pm
Central Standard Time (Chicago, GMT-06:00)
[Change time zone](#)

Duration: 1 hour

Description: Capital's Annual Meeting has gone virtual! We're holding the meeting on WebEx and everyone is welcome to attend! Please sign up to receive information in advance.

The Capital Credit Union logo is displayed with the tagline "Doing the Right Thing".

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

On the right side, there is a "Join Event Now" button. Below it, a message says "You cannot join the event now because it has not started." There are input fields for "First name:", "Last name:", "Email address:", and "Event password:". Below these fields is a "Join Now" button and a link "Join by browser NEW!". A note says "If you are the host, [start your event](#)".

At the bottom center, there is a "Register" button.

At the very bottom, a note says: "Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event."

2. On the next screen: Enter your first name, last name, email address and confirm your email address.

Check the Yes or No box for the Question: Are you a member of Capital Credit Union?

Click Submit.

The screenshot shows the registration form titled "Register for CCU - Virtual Annual Meeting". It includes a language selector for "English : Chicago Time".

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

Please answer the following questions.

* **First name:** [input field] * **Last name:** [input field]

* **Email address:** [input field]

* **Confirm email address:** [input field]


Are you a member of Capital Credit Union?:


Yes

No

At the bottom right, there are "Submit" and "Cancel" buttons. The "Submit" button is highlighted with a red box.

3. After you Submit your registration, you will see this page.



For 

Registration Confirmed

Thank you for registering.

You are now registered for the event: **CCU - Virtual Annual Meeting**

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

The event will start at 7:00 pm Chicago Time on February 3, 2021.
Please join the event on time.

[Done](#)

4. You will receive a confirmation email from messenger@webex.com

The email subject is “Registration approved for Web seminar: CCU – Virtual Annual Meeting”

The email states the event details below, and the Join Now link is unique to your registration.

Your registration was approved for the following Webex event.

Host: Jackie Leifker (jackiel@capitalcu.com)
Event number (access code): 146 723 3175
Registration ID: This event does not require a registration ID
Event password: Capital

Wednesday, February 3, 2021 7:00 pm, Central Standard Time (Chicago, GMT-06:00)

[Join event](#)

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+1-415-655-0001 US Toll
1-844-621-3956 United States Toll Free
[Global call-in numbers](#) | [Toll-free dialing restrictions](#)