# MEETING SUMMARY - Participants

**\*\*\*PRIOR TO EVENT DATE, PLEASE REGISTER USING THE FOLLOWING REGISTRATION INSTRUCTIONS\*\*\***

Registration Instructions:

1) Click or Copy and Paste this URL to your web browser: https://qualitynet.webex.com

2) This should bring you to the QualityNet e-University webpage

3) Locate the event you wish to register for

4) Click on Register

5) Click Submit

6) Once approved, **you will receive a confirmation email** with the meeting information and the registration ID that will be used to log into the WebEx portion of the meeting. Please note, this email may go to your spam or junk folder. **It will come from the email address messenger@webex.com**

**Please join the event 15 minutes prior to the start time to ensure the automatic system set-up has been properly established.**

**If you have any questions or problems accessing the web portion of this meeting, please call the Ventech SolutionsWebExHelpline at 571-598-1988.**