

To ensure a successful webinar, PLEASE read and follow all instructions

WIC Ethnic and Racial Data Collection: Asking All the Right Questions Nutrition Services Branch

Wednesday, December 2, 2009 from 1:30 PM – 2:30 PM

Thursday December 3, 2009 from 9:30 AM – 10:30 AM

As outlined in the registration memo, you must complete this online registration process. It is very important that you keep these instructions for reference.

Please note that technical support for the *entire* webinar process is provided **ONLY** through Microsoft® Office Live Meeting. If you have any trouble registering, are unable to join the meeting, or have technical questions of any type, contact support at: 1.877.473.3940 or 706.634.4591, or paste the following address in your browser <http://r.office.MicrosoftOffice.com/r/rlidLiveMeeting?p1=12&p2=&p3=LMIInfo&p4=support>. **Do not call the NSB HelpDesk or anyone in the Nutrition Services Branch (NSB) for assistance.**

1. **To register:** go to the Microsoft® Office Live Meeting registration page.
 - Paste this address in your web browser to start the registration process:
<https://www.livemeeting.com/cc/ncdhhs>
 - Click on Public Events (see Attachment 1)
 - Select the Event Title **WIC Ethnic and Racial Data Collection** from Upcoming Events (see Attachment 2)
 - From the list of Meetings, select the session you would like to attend (see Attachment 2)
 - Complete the information requested and click on Register (see Attachment 3)
 - You are now registered for the webinar. However, your registration must be approved
2. You may register at any time; however, we will begin approving registrations on **November 23, 2009**. You will receive an email generated from the Microsoft® Office Live Meeting system (but tagged with Mary Anne Burghardt as the sender) confirming your registration. It will contain
 - your **confirmation number**
 - an **active link** to join the meeting on the appropriate date and time
 - a link to any handouts.

Keep this email message. It contains the link to *Join the Meeting*. Also, print out a copy of the confirmation email for reference in case technical assistance is needed.

3. Print the handouts prior to the meeting. Click on the handout link in the confirmation email. You will need to provide your name and your confirmation number to access the documents. We suggest you copy and paste the confirmation number to assure accuracy.
4. The confirmation email will include instructions for First Time Users. Please check your system prior to the day of the selected session, by clicking on the link in the confirmation email. Do not click the ***Join Meeting*** until 30 minutes prior to the start of the session you are confirmed to attend.
5. After clicking on the active ***Join meeting*** link in your confirmation email, please enter your full name and your agency (Company) name. *Note:* you **do not** need a user name or password or confirmation number to access the meeting when using the active link in this confirmation.
6. Remember; do not join any earlier than 30 minutes prior to the start of the session. Attempting to do so will result in an error message. Do however join the meeting with enough time to allow for technical difficulties to be resolved by the webinar start time. If you have any problems when joining the meeting, please refer to the instructions in the box at the top of the page and have your confirmation number available.

Attachment 1: Public Events

The screenshot shows a web browser window displaying the Microsoft Office Live Meeting login page. The browser's address bar shows the URL: <https://www323.livemeeting.com/ccjncdths/loginPage>. The page features a navigation menu on the left with the following items: My Home, Meet (with sub-links for Join Meeting and View), and Register (with a sub-link for Public Events). The 'Register' link is circled in black, and a hand-drawn lightning bolt points to it from the left. The main content area is titled 'Login to Live Meeting Manager' and includes a login form with fields for 'User login:' and 'Password:', a 'Forgot your Password?' link, and a 'Login' button. Below the form is a 'Notice' section with several bullet points regarding meeting recording and consent. At the bottom of the page, there is a copyright notice for 2009 Microsoft Corporation and a 'Powered by Microsoft Office Live Meeting' logo.

File Edit View Favorites Tools Help

Back Search Favorites Mail

Address <https://www323.livemeeting.com/ccjncdths/loginPage> Go Links

Microsoft Office
Live Meeting

Login Download Support

My Home

Meet
Join Meeting
View

Register
Public Events

Login to Live Meeting Manager

User login:

Password: [Forgot your Password?](#)

Notice:

- Upon entering a meeting, information about your presence will be accessible to other participants during the meeting.
- Microsoft Office Live Meeting service can be used to record meetings. A recording is in progress when the red recording indicator is lit on the console.
- By participating in a meeting, you agree that your communications may be monitored or recorded at any time during the meeting.
- If you initiate audio or video recording, it is your responsibility to inform all meeting participants that they are being recorded and obtain their consent, as applicable. You also agree to comply with all applicable laws when using the recording function.
- To agree to these terms and enter the meeting, click Login

Login

Copyright 2009 Microsoft Corporation. All rights reserved. [Terms of Service](#)

All information submitted will be subject to the [Office Live Meeting - Microsoft Privacy Statement](#)

Powered by
Microsoft Office
Live Meeting

Done Internet

Attachment 2: Event Selection

The screenshot shows a web browser window displaying the Microsoft Office Live Meeting interface. The address bar shows the URL: <https://www323.livemeeting.com/lrs/8001516879/PublicEvents.aspx>. The page title is "Public Events" and the user is logged in as "mburghardt".

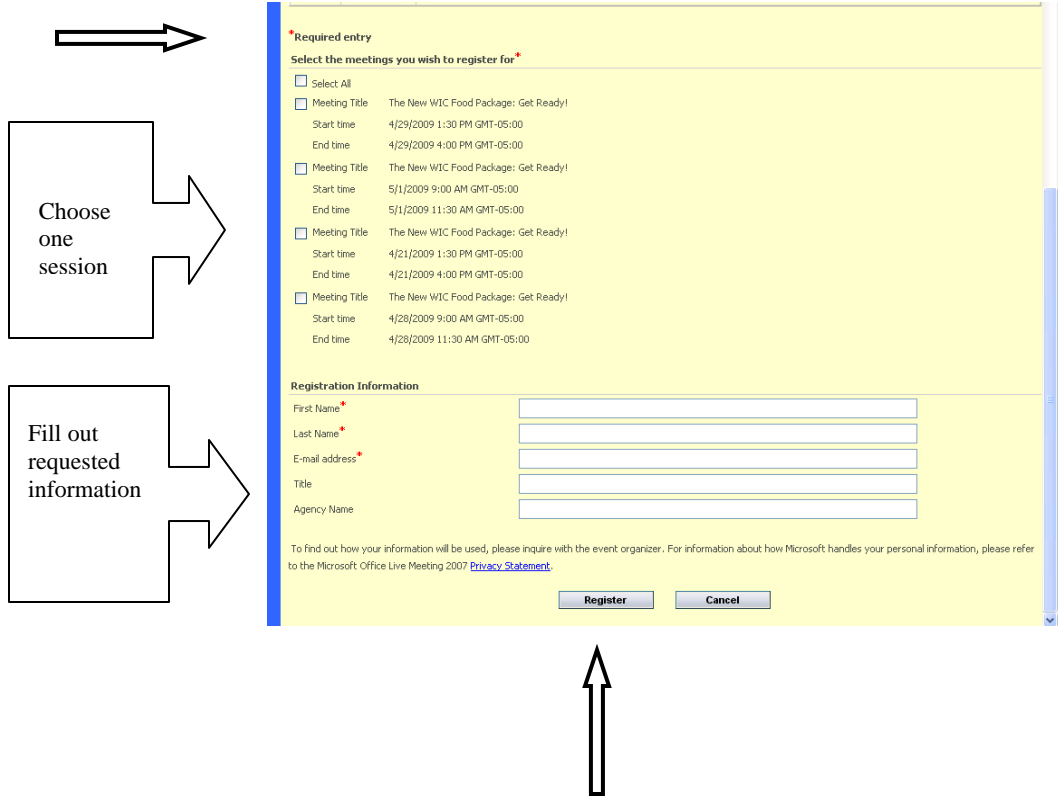
The main content area displays a list of public events. The first event is "SPSP Recordkeeping and Financial Management". The second event, "The New WIC Food Package: Get Ready!", is circled in black. The event description for "The New WIC Food Package: Get Ready!" is as follows:

This is a technic. This is the first in a series of required trainings for local agency staff to prepare for the new WIC food packages. Between now and early September, the Nutrition Services Branch will be providing information and training webinars and workshops. Participation in all training events will be required by various WIC staff. Required attendees for the "Get Ready" webinars include: WIC directors, vendor coordinators and lead clerks. Other WIC staff are welcome, but participation is optional. The objectives for this webinar are listed below. By the end of this session, participants will be able to:

- List the categories of allowable foods for women, infants and children (effective 10/1/09)
- Describe the specifications for the WIC allowable foods
- State examples of each category of allowable foods
- State a plan for promoting the new food package to staff and participants

At the bottom of the page, there is a copyright notice: "Copyright 2009 Microsoft Corporation. All rights reserved. Terms of Service" and "All information submitted will be subject to the Office Live Meeting - Microsoft Privacy Statement". The page is powered by Microsoft Office Live Meeting.

Attachment 3: Registration Form



The image shows a registration form with several annotations. A box labeled "Choose one session" has an arrow pointing to the "Select the meetings you wish to register for" section. A box labeled "Fill out requested information" has an arrow pointing to the "Registration Information" section. A vertical arrow points to the "Register" button at the bottom.

***Required entry**

Select the meetings you wish to register for *

Select All

<input type="checkbox"/> Meeting Title	The New WJC Food Package: Get Ready!
Start time	4/29/2009 1:30 PM GMT-05:00
End time	4/29/2009 4:00 PM GMT-05:00
<input type="checkbox"/> Meeting Title	The New WJC Food Package: Get Ready!
Start time	5/1/2009 9:00 AM GMT-05:00
End time	5/1/2009 11:30 AM GMT-05:00
<input type="checkbox"/> Meeting Title	The New WJC Food Package: Get Ready!
Start time	4/21/2009 1:30 PM GMT-05:00
End time	4/21/2009 4:00 PM GMT-05:00
<input type="checkbox"/> Meeting Title	The New WJC Food Package: Get Ready!
Start time	4/28/2009 9:00 AM GMT-05:00
End time	4/28/2009 11:30 AM GMT-05:00

Registration Information

First Name *

Last Name *

E-mail address *

Title

Agency Name

To find out how your information will be used, please inquire with the event organizer. For information about how Microsoft handles your personal information, please refer to the Microsoft Office Live Meeting 2007 [Privacy Statement](#).