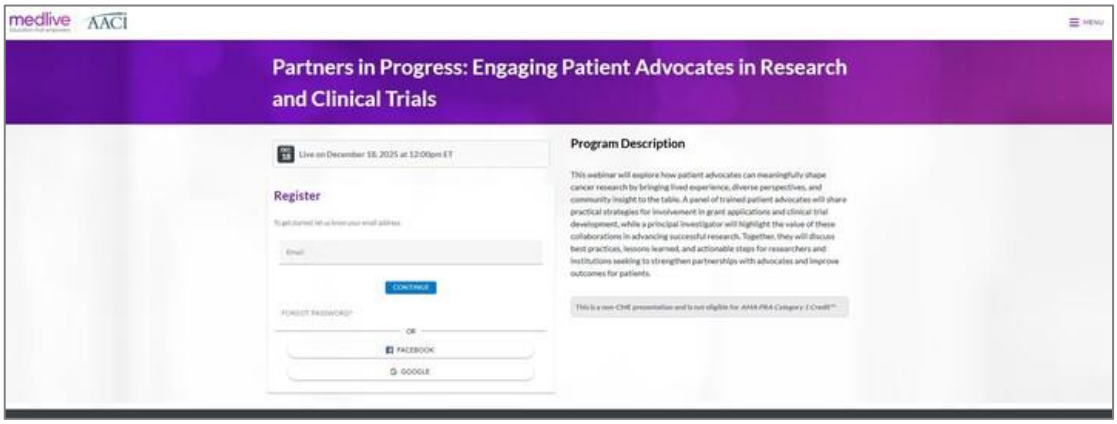
Medlive Webinar Registration – FAQs

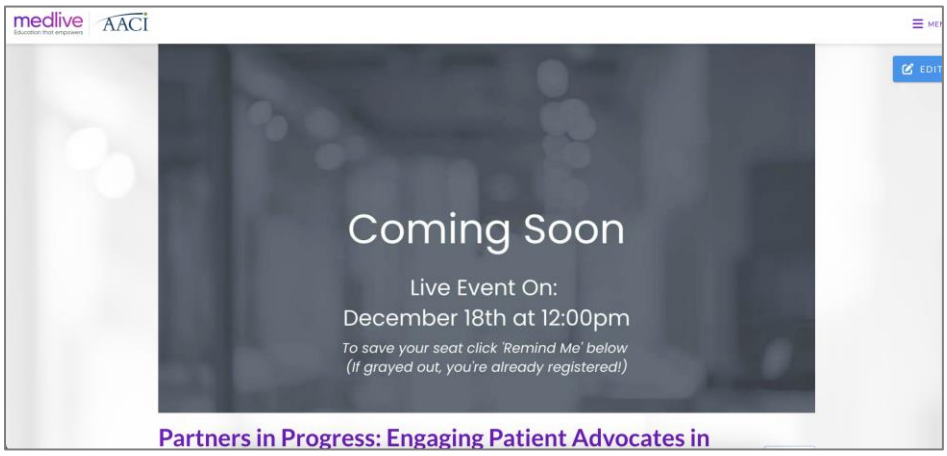
How do I register for the webinar?

1. Click the registration link in the email from AACI.
2. Select **Register for Webinar**.
3. If you are not already registered on Medlive, you will be prompted to complete registration directly on the Medlive site. See example of a registration page below.



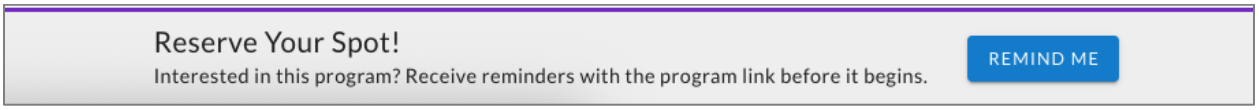
What happens after I register?

After completing registration, you will be redirected to the **program page** for the webinar.



How do I receive reminders about the webinar?

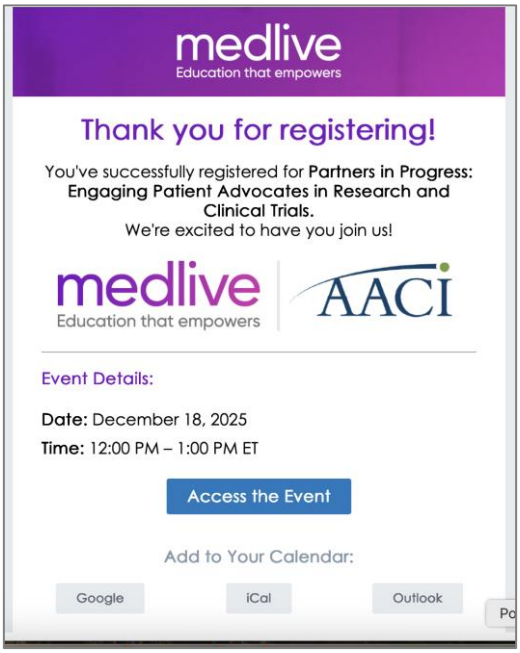
On the bottom of the program page, click the **“Remind Me”** button. See visual of the banner below.



This will trigger an additional confirmation email with reminder and calendar options.

Will I receive a confirmation email?

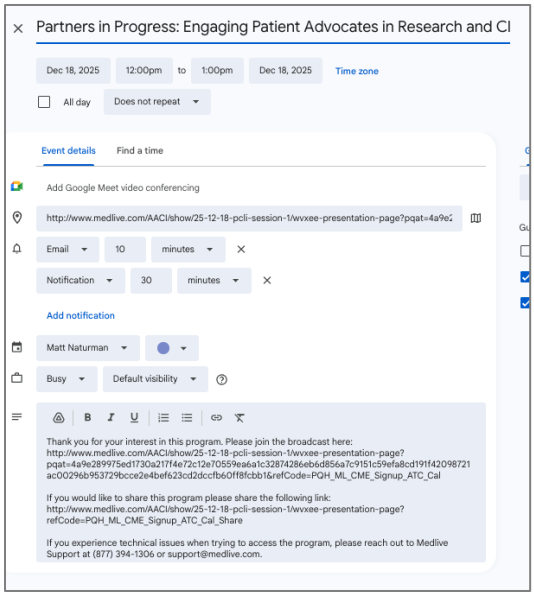
Yes. Once you click **“Remind Me”**, a confirmation email will be sent to the email address you used to register. If you don’t see it, please check your spam or junk folder and add **programs@email.medlive.com** to your address book to ensure you receive future communications.



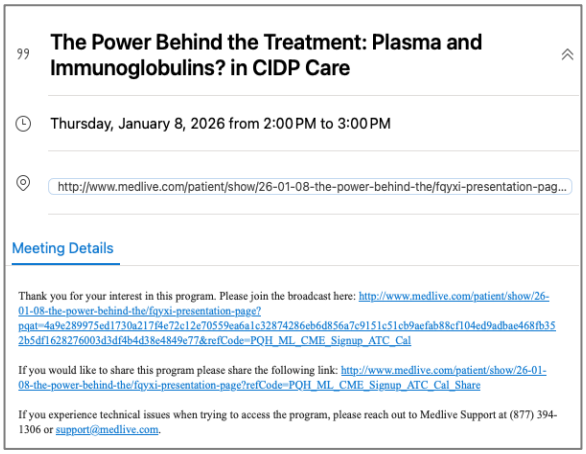
How do I add the webinar to my calendar?

In the program confirmation email:

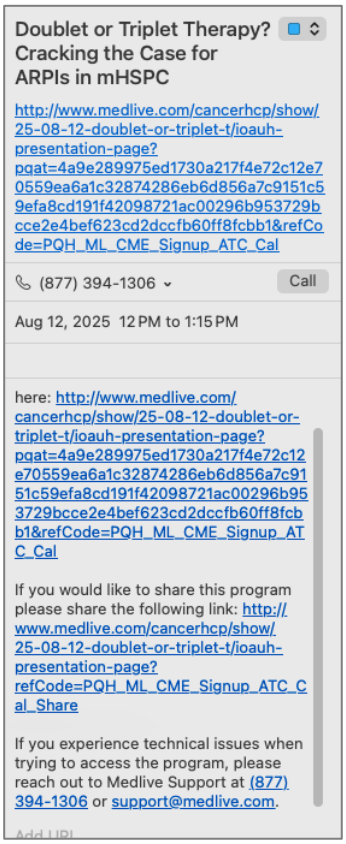
1. Click **“Add to Calendar.”**
2. Choose your preferred calendar option (e.g., Google, Outlook, Apple Calendar).
    a. Clicking the Google Event Calendar.



    b. Clicking the Outlook Add to Calendar.



c. Clicking the iCal Add to Calendar.



3. Save the event to your calendar.

When will reminder emails be sent?

Registered attendees will receive:

- A reminder **one day before** the webinar
- A reminder **15 minutes before** the live event begins, including a direct link to enter the program

Who can I contact if I have trouble registering or accessing the program?

If you experience any issues, please contact the support team at Medlive for assistance at support@medlive.com or (877) 394-1306.