

## Government Executive Media Group Viewcast Registration Procedures

Dear Registrant,

Thank you for your interest in Government Executive Media Group's digital events. We have recently switched to a new viewing platform to enhance your user experience.

If you are having difficulty viewing the platform, please follow the below steps:

### Step 1:

1) Make sure that your browser is up to date, clear its cache and cookies, and refresh the page.

To clear your cache/cookies on a PC:

- Open the desktop, and then tap or click the **Internet** Explorer icon on the taskbar.
- Tap or click the Tools button, point to Safety, and then tap or click **Delete** browsing history.
- Select the **Cookies** and website data check box, and then tap or click **Delete**.
- To clear your cache/cookies on a **Mac**: [Click Here](#).
- To clear cache/cookies on your **browser**: [Click Here](#).

### Step 2:

2) Please visit our systems test page at:

<https://www.brighttalk.com/pages/customer-support/test-your-system#>

Please run through the "**Check your firewall**" page.

We would greatly appreciate for you to send [afreund@govexec.com](mailto:afreund@govexec.com) the results of those tests.

### Step 3:

3) If all else comes back normal, yet you're still unable to register for the event, I recommend ensuring that your third party cookie setting is **enabled**. And then I will register you on the backend.

**Could you please provide the following information to [afreund@govexec.com](mailto:afreund@govexec.com):**

Work Zip Code

I will register you with your email address and the password: **nextgov**

If you have any further questions, and would like to speak with the Digital Events Coordinator, Ashley Freund, please call her at 202-266-7582.

## Standard Protocol for Registration

Thank you for your interest in Government Executive Media Group's digital events. Below I have provided step-by-step instructions to guide you through the registration process.

If you are not a previous subscriber to BrightTALK, (Government Executive Media Group's new viewing platform for digital events), please follow the below steps:



### Step 1:

Please scroll to the "Register" section for the viewcast page:



### Register for the Viewcast

Login/Register

DETAILS	
TITLE	Smoothing the Transition to Retirement
PRESENTER	Presented by: Government Executive   Underwritten by: FLTC
SCHEDULED TIME	Sep 22 2015 2:00 pm ⓘ
DURATION	1 hr 00 mins
<p>Join us for a discussion about what federal employees can do to make the most of their retirement. This viewcast will focus on understanding the balancing act between federal retirement benefits, Social Security and the Thrift Savings plan. It also will clear up common misperceptions about planning for retirement involving such issues as taxes, survivor benefits and Medicare.</p>	
Starting in: 20 days 2 hrs <b>ATTEND</b>	
SHARE THIS WEBCAST	
<b>POST TO SOCIAL PROFILES</b>  Post this webcast to your social profiles and groups.	<b>INVITE YOUR CONTACTS</b>  Recommend this webcast to your colleagues.

Time zone: United States - New York    A BrightTALK Channel    User Agreement | Privacy Policy | Help

*If you experience any difficulty registering for this event, please contact [crasa@govexec.com](mailto:crasa@govexec.com).*

## Step 2:

Click “Attend”

**DETAILS**

**TITLE** Smoothing the Transition to Retirement

**PRESENTER** Presented by: Government Executive | Underwritten by: FLTC

**SCHEDULED TIME** Sep 22 2015 2:00 pm **DURATION** 1 hr 00 mins

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Starting in: **20 days 2 hrs** **ATTEND**

**SHARE THIS WEBCAST**

**POST TO SOCIAL PROFILES**  
Post this webcast to your social profiles and groups.

**INVITE YOUR CONTACTS**  
Recommend this webcast to your colleagues.

Time zone: United States - New York      A BrightTALK™ Channel      User Agreement | Privacy Policy | Help

## Step 3:

If you are not a previous subscriber to BrightTALK, please click the button on the right-hand side that says, “Register.”

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### Register for the Viewcast

Login/Register

To take part in this channel's live and recorded webcasts please register for BrightTALK's webcasting service. CLOSE X

**Already registered with BrightTALK?**  
Log in to access this channel.

Email:

Password:

[Forgotten Password?](#)

**LOGIN >**

**Register now with BrightTALK**  
This is a free service for business professionals to attend relevant, live and recorded interactive webcasts.

**Frequently asked questions**

**REGISTER >**

Time zone: United States - New York      A BrightTALK™ Channel      User Agreement | Privacy Policy | Help

## Step 4:

Please fill out the information (First Name, Last Name, Email Address, Time Zone, Password, Confirm Password.) \* Note: You will use this password for all Government Executive Media Group digital events moving forward. \*

FREE one-time registration. CLOSE X

STEP 1 of 2: To take part please complete the following to join BrightTALK.

First name \*  Last name \*

Email \*  Time zone \* -- Select time zone -- ▼

Password \*  Confirm password \*

By clicking "Proceed" or using BrightTALK, you confirm you have read, understood and agree to our [User agreement](#), [Privacy policy](#) and the use of cookies.

\* mandatory

**PROCEED >**

Time zone: United States - New York A BrightTALK Channel User Agreement | Privacy Policy | Help

## Step 5:

Please fill out the additional fields, Job Title, Organization, Work Phone, Work Zip Code, GS-Level, Job Function.

To take part please complete the following:

City \*

State \*

Job Title \*

Organization \*

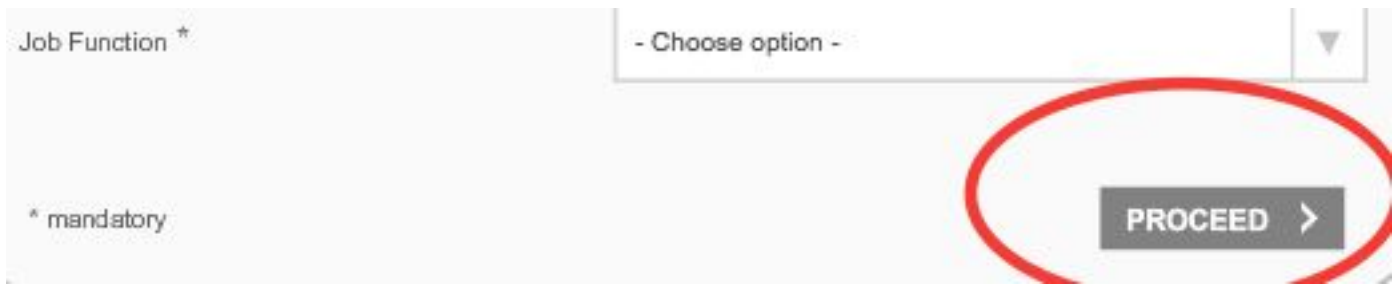
Work Phone \*

Work Zip Code \*

Time zone: Australia - Perth A BrightTALK Channel User Agreement | Privacy Policy | Help

### Step 6:

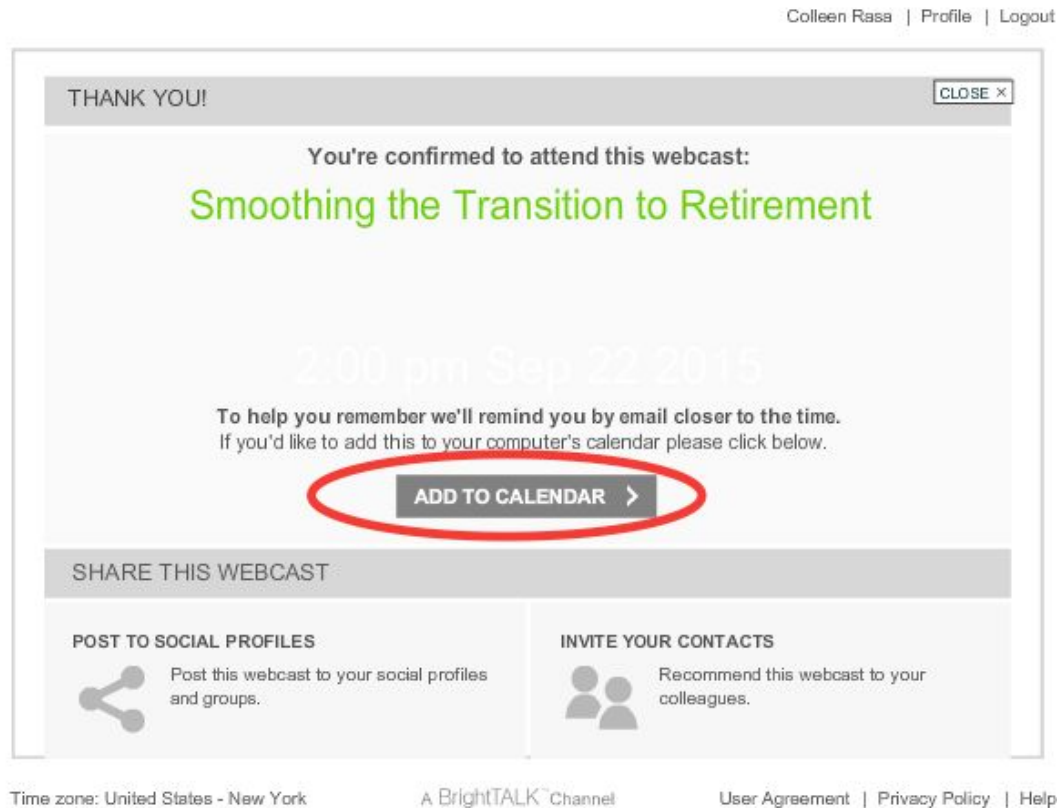
Once you complete the form, click “Proceed.”



A screenshot of a registration form. At the top, there is a field labeled "Job Function \*" with a dropdown menu showing "- Choose option -". Below this, on the left, is a small text "\* mandatory". On the right side of the form, there is a dark grey button with the text "PROCEED" and a right-pointing arrow. This button is circled in red.

### Step 7:

Once you click “Proceed,” the following message will appear:



A screenshot of a confirmation message for a webcast. At the top right, there is a user profile section for "Colleen Rasa" with links for "Profile" and "Logout". The main message is enclosed in a light grey box with a "THANK YOU!" header and a "CLOSE X" button. The text inside the box reads: "You're confirmed to attend this webcast:", followed by the title "Smoothing the Transition to Retirement" in green, and the date "2:00 pm Sep 22 2015". Below this, it says: "To help you remember we'll remind you by email closer to the time. If you'd like to add this to your computer's calendar please click below." A dark grey button with the text "ADD TO CALENDAR" and a right-pointing arrow is circled in red. At the bottom of the box, there is a section titled "SHARE THIS WEBCAST" with two options: "POST TO SOCIAL PROFILES" (with a share icon) and "INVITE YOUR CONTACTS" (with a group of people icon). Below the box, there is a footer with "Time zone: United States - New York", "A BrightTALK™ Channel", and links for "User Agreement", "Privacy Policy", and "Help".

*Don't forget to **add this event to your calendar** or share the event on your social profiles or with your friends and colleagues.*

## **Still Having Difficulty?**

Who should you call?

We are sorry you are still having difficulty! We will make sure to get you registered for this event as soon as we can, and thank you for your patience.

Please call or email Colleen Rasa, (information listed below.)

### **Ashley Freund**

Digital Events Coordinator  
Government Executive Media Group

**Work Phone:** 202-266-7056

**Email:** [afreund@govexec.com](mailto:afreund@govexec.com)

**\* Please Cc:** [support@brighttalk.com](mailto:support@brighttalk.com) \*