

HOW TO REGISTER FOR A SCHEDULED LEARNING OR INFORMATION SESSION IN iSCHEDULER

To submit a request to create a new Learning or Information session, refer to the **iScheduler Tip Sheet – Create a Meeting Request**.

An **AHS (Alberta Health Services) iScheduler Account** is required to register for learning or information sessions. To access **iScheduler** and create an account: <https://ischeduler.albertahealthservices.ca/>.

QUICK TIP: It is important for participants to register for a Learning or Information session even when a room is already scheduled at the preferred site. This will ensure that a large enough room is scheduled to accommodate all participants. As well, all participants who register will receive notification by email if there are any changes to the session (e.g. change to the site/room locations or cancellation).

1. Click on **Meetings** on the left hand side of the iScheduler home page to expand the menu.



2. Click on **REGISTER**.

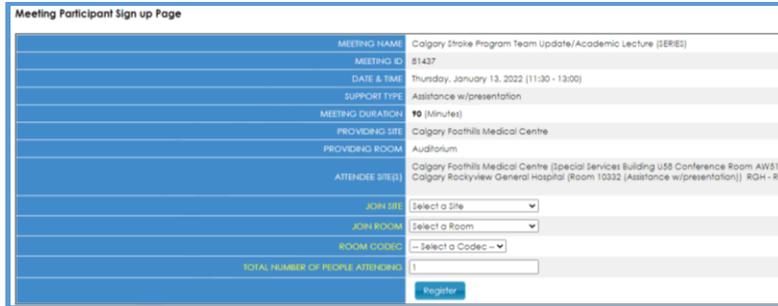
3. Click on **Learning\Information Session** in the **Meeting Topic** section at the top of the page.



4. A **List of Meetings to Sign Up** for will be displayed (the list may take a few seconds to load).



5. Scroll down on the right hand side of the list of Learning\Information Sessions to find sessions OR complete some or all of the fields in the **SEARCH FILTER** to narrow results:
 - a. Enter a specific date range or session in the **FROM** and **TO** fields by clicking on the popup calendar.
 - b. Enter all or part of the **MEETING TITLE**.
 - c. Enter the **MEETING ID** if known.
6. Click **GO**.
7. Click on **Sign up** in the **Action** column on the right side of the session; a **Meeting Participant Sign up Page** will appear for the session. (See next page.)



QUICK TIP: Sites/rooms that are listed in the Attendee Site(s) section on the Meeting Participant Sign up Page have been confirmed for this session. If the requester's preferred site is already listed in the Attendee Site(s) list, select it from the drop down list. Registrants will receive notification by email prior to the session if there are any changes to the session (e.g. change to the site/room locations or cancellations).

8. **Select a Site** from the drop down list in the **JOIN SITE** section.
 - a. If the site to be requested is not listed, email the providing site Zone Telehealth Scheduling team with site and room details and request assistance. (See last page for contact details.)
 - b. If a participant is not able to attend at a videoconference location, they can join via the **Audio Line** that is listed in the **ATTENDEE SITES** list.
9. **Select a Room** from the dropdown list in the **JOIN ROOM** section.
10. **Select a Codec** from the dropdown list in the **ROOM CODEC** section.
11. **Enter the number of attendees** that will be in the room in the **TOTAL NUMBER OF PEOPLE ATTENDING** field.
12. Click on **Register**. A message will appear under the Register button stating: Your Registration request has been received and will be confirmed upon room availability. **Registrations pending** processing will also be listed in the **MY REGISTRATIONS** list.
13. Participants will receive an email stating whether the registration request was **accepted or declined** once the request is processed.



QUICK TIP: When registration has been accepted, the confirmed room may not be the same as the room that was requested. Participants must check iScheduler to view the session details and room location after the Registration Accepted email has been received.

14. Click on **Meetings** on the left hand side of the iScheduler home page to expand the menu.
15. Click on **MY REGISTRATIONS** to find the session, attendee site and room details.
 - a. If necessary, expand the date range in the **Search Filter** or enter the session title.
 - b. Click **GO**.

16. If the requested site and/or room is not available, participants will receive an email stating **Registration Declined**. Sessions with a declined registration status will be listed in the **MY REGISTRATIONS** list.
 - a. Requesters can then submit another registration request for an alternate site.
 - b. If a participant is not able to attend at an alternate site, they can join via the **Audio Line** that is listed in the **ATTENDEE SITES** list.
17. Click on the **Cancel Registration** button beside the session in the **MY REGISTRATIONS** list to cancel a confirmed registration if a confirmed site/room is no longer needed.

For information, resources, and to access iScheduler or to create an account:

Internal - AHS Requesters - visit: [Telehealth & Unified Communications Services | Insite \(albertahealthservices.ca\)](#)

External – Non – AHS Requesters- visit Telehealth for Health Professionals at Alberta Health Services: <https://www.albertahealthservices.ca/info/Page15734.aspx>

For assistance with iScheduler, email: telehealth.info@ahs.ca

For assistance with Meetings, Learning and Information session requests, email the zone Telehealth Scheduling team where the session is being hosted:

Calgary Zone - cal.telehealthscheduling@ahs.ca

Central Zone - cen.telehealthscheduling@ahs.ca

Edmonton Zone - edm.telehealthscheduling@ahs.ca

North Zone - nor.telehealthscheduling@ahs.ca