

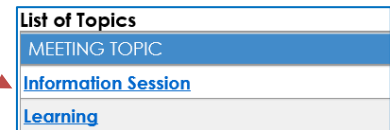
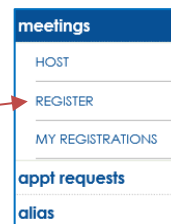
HOW TO REGISTER FOR A SCHEDULED LEARNING OR INFORMATION SESSION IN iSCHEDULER

To submit a request to create a 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 **Information Session** or **Learning** in the **Meeting Topic** section in the **List of Topics** 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).

List of Meetings to Sign up (Learning)

SEARCH FILTER

FROM TO MEETING TITLE MEETING ID GO

MEETING ID#	MEETING TITLE	DESCRIPTION	HOST	TIME	ACTION

5. Scroll down on the right hand side of the **List of Meetings or Information Sessions** to find the session 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 on **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)

Meeting Participant Sign up Page	
MEETING NAME	Pathology CME grand rounds
MEETING ID	24895
DATE & TIME	Thursday, April 18, 2019 (16:15 - 17:30)
SUPPORT TYPE	Other Assistance
MEETING DURATION	75 (Minutes)
PROVIDING SITE	Calgary Foothills Medical Centre
PROVIDING ROOM	McCaig Tower Room 7580 (RESTRICTED)
ATTENDEE SITE(S)	Calgary Alberta Children's Hospital (Room B4-222 (Assistance w/presentation)) ACH - Rm B4-222 Calgary Lab Services (Exec Room C269 (Assistance w/presentation)) Calgary Lab Services Exec C269 Calgary Peter Lougheed Centre (Room 4023 (Assistance w/presentation)) PLC - Rm 4023 Calgary Rockyview General Hospital (Room 3A133 (Assistance w/presentation)) RGH - Rm 3A133 Calgary South Health Campus (Calgary Lab Services Meeting Room 050140 (RESTRICTED) (Assistance w/presentation)) SHC - CLS Mtg Rm 050140 Medical Examiner (Calgary (Assistance w/presentation)) Cal - Medical Examiner (1 user(s) have signed up)
JOIN SITE	Select a Site
JOIN ROOM	Select a Room
ROOM CODEC	-- Select a Codec --
TOTAL NUMBER OF PEOPLE ATTENDING	1
<input type="button" value="Register"/>	

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** at the bottom.
11. Enter the number of attendees that will be in the room, in the **TOTAL NUMBER OF PEOPLE ATTENDING** field.

JOIN SITE	Select a Site
JOIN ROOM	Select a Room
ROOM CODEC	-- Select a Codec --
TOTAL NUMBER OF PEOPLE ATTENDING	1
<input type="button" value="Register"/>	

12. Click on **Register**.
 - a. A message will appear under the **Register** button stating: Your Registration request has been received and will be confirmed upon room availability.
13. Requesters will receive a confirmation email stating **Registration Accepted** if the request is scheduled.

QUICK TIP: When registration has been accepted, the scheduled room may not be the same as the room that was requested. Requesters must check back in iScheduler to view sessions 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, requesters will receive an email stating **Registration Declined** and the request will not become visible 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 scheduled site/room is no longer needed for an information or learning session.

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

Internal - AHS Requesters - visit *Telehealth & Unified Communications Services* on AHS insite.

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:

North Zone nor.telehealthscheduling@ahs.ca

Edmonton Zone edm.telehealthscheduling@ahs.ca

Central Zone cen.telehealthscheduling@ahs.ca

Calgary Zone cal.telehealthscheduling@ahs.ca

South Zone sou.telehealthscheduling@ahs.ca