

The Open Registration option gives any iScheduler user the ability to register their site for scheduled events. Follow the steps below to register.

! The host/presenter chooses the layout of the event.

Log in to iScheduler [https://schedule.mbtelehealth.ca/default\\_login.aspx](https://schedule.mbtelehealth.ca/default_login.aspx)

1. Click **Meetings** and then click **REGISTER**.
2. Click on the applicable topic link under the **MEETING TOPICS** column.
3. Find your event at the bottom of the screen under the **TOPIC** column.
4. Click on the blue **Sign up** link on the far right.
5. Select your site, room and codec from the drop down menus on the **Meeting Participant Sign up Page**.  
 (Note: Do not use the XXXX - it is a place holder, not a piece of equipment.)
6. Click **Register**.
7. Enter your **Site, Attendee Name** (your name) and **Contact Information** in the yellow fields at the bottom of the screen.
8. Click **Submit**. You have now completed the Open Registration Process.
9. Print a Whiteboard on the day of the session.

**1**

**meetings**

**REGISTER**

MEETING TOPIC	DESCRIPTION	SUBSCRIPTION
Admin	Admin	<input type="checkbox"/>
Clinical-Group Session	Group Session	<input type="checkbox"/>
Education	Education	<input type="checkbox"/>
Education-Rounds	Education-Rounds	<input type="checkbox"/>
MBTelehealth-Admin	MBTelehealth-Admin	<input type="checkbox"/>
MBTelehealth-Education	MBTelehealth-Education	<input type="checkbox"/>

  

TOPIC	DESCRIPTION	HOST	TIME	ACTION
Adult GI Pathology	Rounds	Bonnie Hollingshead	Monday, August 23, 2021 ( 12:00 - 13:00 )	Sign up
Obstetrics & Gynecology Grand Rounds	Rounds	Tamara Finley	Wednesday, August 25, 2021 ( 07:45 - 09:00 )	Sign up
Adult GI Pathology	Rounds	Bonnie Hollingshead	Monday, August 30, 2021 ( 12:00 - 13:00 )	Sign up

  

HOST SITE	WPG-Health Sciences Centre
HOST ROOM	MS-473
ATTENDEE SITE(S)	WPG-SBH (00002 (Service Desk)) VCU2 (55261)
JOIN SITE	Select a Site
JOIN ROOM	Select a Room
ROOM CODEC	-- Select a Codec
<b>Register</b>	

  

Attendee Information	
1. Site:	<input type="text"/>
2. Attendee Name:	<input type="text"/>
3. Contact Information (phone and/or email):	<input type="text"/>
<b>8</b> <b>SUBMIT</b> <b>CANCEL</b>	

**For more information or assistance**

Contact your local telehealth site contact (phone numbers are found on the Locations tab of the MBT website)

OR

Service Desk 204-940-8500 Option 4, Option 1  
 or toll-free 1-866-999-9698 Option 4, Option 1  
 or [schedule@mbtelehealth.ca](mailto:schedule@mbtelehealth.ca)