

Schedule a Non-clinical Event

1. Use **Meetings>Overview** to check availability of desired sites.
2. Click **Meeting Template>Apply** then search for the desired template and apply it. *Note: If there is no template, contact MBT Scheduling to have one created.*
3. Under **Step 1** on your screen, double check that the host site information is accurate and check off Open Registration if you want the event open for anyone to attend.
4. Click on **Step 2** on your screen then enter the date and time of your event.
5. Click on **Step 3** on your screen and select the pre-booked sites, room and codecs. *Note: For events with a large number of sites, skip Step 3 then follow the instructions to add attendee sites below.*
6. Click on **Step 4**, enter site contact information in the comments section; click **Apply Template** to schedule the event and **OK** to confirm.
7. Choose the layout. The default layout is 1+7 (see image on right).

Add Attendee Sites

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options.
2. Click on the meeting and then click **Add Site** beside the meeting name.
3. Select the desired sites from the drop down list then click the **Add** button and **OK** to confirm.

Remove Attendee Sites

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options.
2. Click on the **meeting ID#** to open it and click the **Rem** button beside the site you want to remove.
3. Select a reason, add a comment and click **Save**. Click **OK** to confirm.

Change the Date or Time of an Event

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options then click the **Edit** button beside the **Host Room**.
2. In the pop up window, click **Change Date/Time** then enter the new date and/or time and click **Search**.
3. Click **Check Attendee Sites** then review the listing to make sure all sites are available. *Note: If you see VCUX that means the site is not available.*
4. Click **Change**, then **OK** to apply the change.

Cancel an Entire Event (host and attendees)

1. Find the event using the **Meetings> Calendar** or **Meetings>Meeting Search** menu options.
2. Click the **Cancel** button beside the **Meeting Name**, choose **Cancel with Notification** and click **Submit**. Click **OK** to confirm.
3. Select a reason, add a comment and click **Save**. Click **OK** to confirm.
Note: If you click Search again to refresh the page, the meeting will now show as cancelled.

Whiteboard

MBTelehealth Site Contacts should be printing the Whiteboard daily for up to date connection information.

Multi-site Layout Options



Call the MBT Schedulers for...

- *All out of province/out of Network connections
- *All last minute (after noon the day before) additions/changes/modifications

**1-866-999-9698 Option 4,
Option 2
(toll-free)**

Definitions

- Appointment**
Patient side of clinical event
- Clinic**
Provider side of clinical event
- Meeting**
Non clinical events