



How to Communicate Your Event



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Introduction

- **Ncompass allows you to publish your videoconference event both in the Ncompass Public Events listing and the OTN Learning Centre.**
- **Furthermore, Ncompass allows you to add attachments to your event that are accessible from both the Ncompass Public Events listing and the Learning Centre.**

Publishing Your Event

The screenshot displays the Otn event management interface. At the top, there is a navigation bar with a left arrow icon and the text "Registration Open". Below this is a "Scheduled" tab. A help link "Click here for help with this section" with a question mark icon is visible. The main content area shows event details: "Event Status: Scheduled", "Created By: Roger Tester", and "Creation Date: Oct 17, 2011". A red box with the number "1" highlights the "Publish Event" button in the "Event Tool Bar". Other buttons in the bar include "Request Webcast", "Notify Participants", "Edit Event", "Copy Event", "Cancel Event", "Manage Attachments", and "Print".

[1] To publish your event, locate the event and click the Publish Event button located to the right of the screen. You will now be brought to the Manage Publication screen where you can adjust the publication options for the given event.

Publishing Your Event

Manage Publication #22118224

New	Unscheduled	Scheduled
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Reservation Details [Click here for help with this section](#)

Date: Nov 12, 2014
Event Time: Nov 12, 2014 - 09:50 to 13:00 (includes 10 minutes setup time)
Event Title: **Tandberg Equipment Training Session**

Publication Options [Click here for help with this section](#)

Participant Fees: Yes No

Publish Location: Your event will be published to both the Learning Centre and the Ncompass Public Events List.

Publish Requestor's Contact Information: Yes No

If you are posting someone else's contact information, please ensure that prior to doing so, you have received their appropriate consent, and that they are aware of the intended use and purpose of this information. Thank you.

[2] The first option allows you to select whether there are participant fees associated with the event.

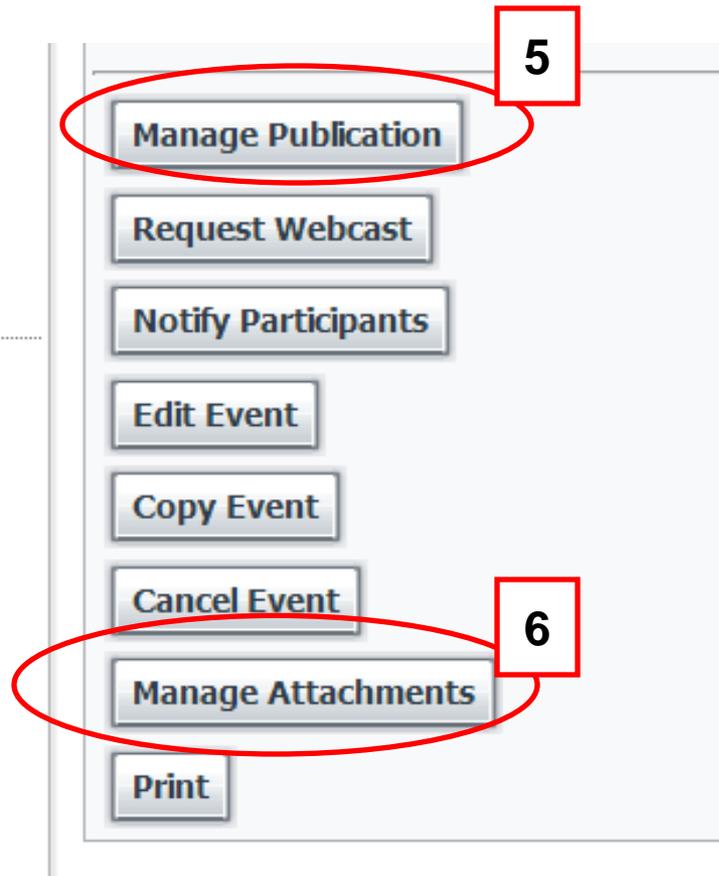
[3] All published events can be viewed in both the Learning Centre and the Ncompass Public Events listing. Select whether you want your contact details to be published and made available. The default selection is yes.

Event Tool Bar

Status: Scheduled
Created By: Larry Learner
Creation Date: 2011

[4] Select the Publish Event button to finalize your selections.

Attaching Documents



[5] If at anytime, you need to “unpublish” your event, please click the Manage Publication button and select the Unpublish Event button located on the right side of the screen.

[6] The Manage Attachments button allows you to add any attachments to your event in Ncompass. If you choose to have your event published in the Learning Centre, then the attachments will also be accessible there.

Attaching Documents

Edit Registration Details #22118224

New	Unscheduled	Scheduled (Published)
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Reservation Details [Click here for help with this section](#)

Date: Nov 12, 2014
Event Time: 10:00 to 13:00
Event Title: **Tandberg Equipment Training Session**

Supporting Materials [Click here for help with this section](#)

7 0 File(s) **8**, 0 B of 50 MB used

File	Description
<input type="button" value="Choose file"/> Live Training Handout2.pptx	<input type="text" value="Agenda"/>

[7] To add an attachment, please press the Add File button. You will now be able to browse and select the file you would like to attach to the event. Please note, you can attach as many documents as required, however, 50 MB is the maximum capacity.

[8] In the Description field you will be able to provide a short title of the file being attached.

Attaching Documents

 The file(s) have been successfully attached to the event.

Edit Registration Details #22118224  Registration Open

New Unscheduled **Scheduled (Published)**

Reservation Details [Click here for help with this section](#) 

Date: Nov 12, 2014
 Event Time: 10:00 to 13:00
 Event Title: **Tandberg Equipment Training Session**

Supporting Materials [Click here for help with this section](#) 

1 File(s) selected, 1.0 MB of 50 MB used.

Remove	File Name	Description	Date Added
<input type="checkbox"/>	Live Training Handout2.pptx	Agenda	Aug 19, 2014

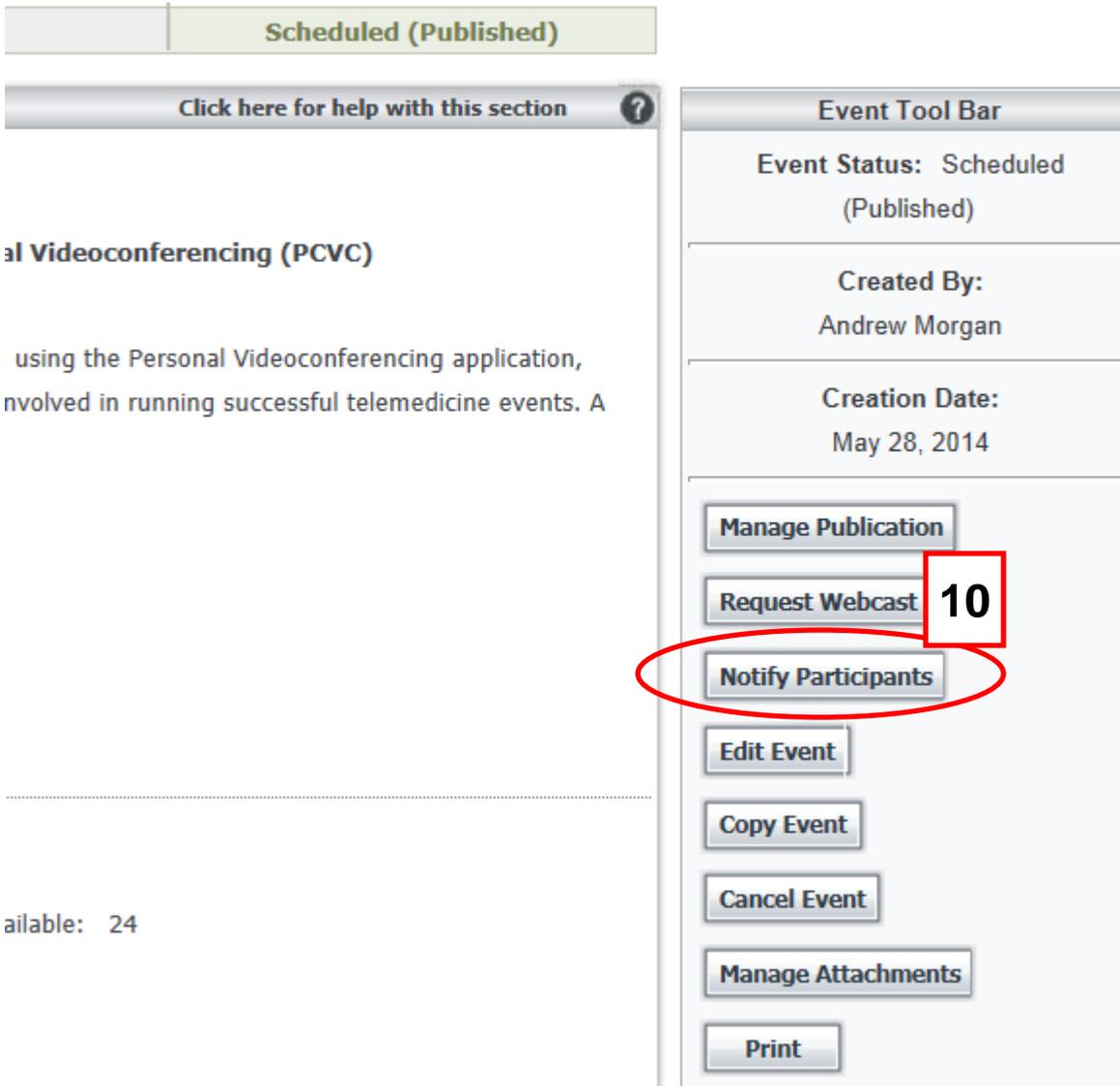
Event Tool Bar

Status: Scheduled (Published)
 Created By: Roger Tester
 Creation Date: Oct 9, 2014

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[9] Press the Save Changes button to ensure that your attachments are now linked to the event. You will also notice that you have the option to remove attachments if necessary. Please note that you will not be able to add the same file more than once and files can be added or removed at any time.

Notify Participants



The screenshot shows a web interface for event management. At the top, there is a tab labeled "Scheduled (Published)". Below this is a header bar with the text "Click here for help with this section" and a question mark icon. The main content area is titled "Personal Videoconferencing (PCVC)" and contains text about using the application for telemedicine events. On the right side, there is an "Event Tool Bar" with the following information: "Event Status: Scheduled (Published)", "Created By: Andrew Morgan", and "Creation Date: May 28, 2014". Below this information are several buttons: "Manage Publication", "Request Webcast", "Notify Participants", "Edit Event", "Copy Event", "Cancel Event", "Manage Attachments", and "Print". The "Notify Participants" button is circled in red, and a red box with the number "10" is placed over it.

The Notify Participants button is useful when corresponding with participants enrolled in an event.

[10] When the Notify Participants button is clicked, MS Outlook or any other type of Email based application will be launched.



Notify Participants

Send	To...	
	Cc...	
	Bcc...	Kellam, Hugh ; Morgan, Andrew
	Subject:	Ncompass event notification for event #36056118

***** Event notification [36056118] *****

DATE: Sep 04, 2014, 12:00 to 12:45

EVENT TITLE: OTN Best Practices Lunch Learn - Personal Videoconferencing (PCVC)

SHORT DESCRIPTION: The session will cover the practical aspects of scheduling a consultation, using the Personal Videoconferencing application, demonstrating successful telemedicine events. A PDF guide with handy checklists will also be included with the training.

NOTES FOR ALL PARTICIPANTS:

PRESENTERS: Roger Kenchington

REQUESTOR: Andrew Morgan

Phone: 4164464110x4288

Fax:

Email: amorgan@otn.ca

URL: <https://schedule.otn.ca/tsm/portal/nonclinical/details.do?request.requestId=36056118>

HOST SYSTEM: Ontario Telemedicine Network (OTN) - Toronto, TOR_OTN_0099_TRNG_01

PARTICIPANT SYSTEM NAME(S):

	ARRIVAL AT	DEPARTURE AT
Ontario Telemedicine Network (OTN) - Toronto, TOR_OTN_0099_OTN_18	12:00	12:45

** NOTE **

If your system is arriving late, you must contact the OTN Service Desk at the time you wish to join the event and provide the Service Desk with the Event ID

If your system is departing early, please disconnect from the event at the desired time. If you do not possess the ability to disconnect from events, contact

The “subject” line contains the event number. The Bcc field include email addresses pulled from Contact Email field under each of the Participating Systems registered. The body of the email includes pertinent details regarding the event. Nearer the bottom of the email is a URL link that Ncompass Users can use to locate the event.

Ncompass Terminology

Auto Initiate	An Ncompass feature that enables events to start and end automatically without manual intervention. This means that if you schedule an event to start at 8:00 AM, the systems involved will automatically connect at that time, providing the videoconferencing systems have been turned on
Clinical Event	An event that directly or indirectly discloses patient information.
Event Access	A field in Ncompass that determines whether participants can register/deregister their own systems for the event.
Multipoint	An event that involves more than three sites in a videoconference. Any multipoint event requires a bridge. A bridge acts like the hub of a wheel, bringing together the spokes or in this case the individual sites in a videoconference. All multipoint events have a clearly defined start and end time and must be scheduled at least 30 minutes before they are to occur.

Ncompass Terminology

Ncompass	Ncompass is an online scheduling tool designed for OTN Members to schedule and manage videoconferencing events. It's simple to use, secure and gives OTN Members access to the same scheduling information as OTN's Scheduling Services.
Point-to-point	An event that takes place between two videoconference systems and does not require the involvement of a bridge. Consequently, point-to-point calls can be scheduled at any time. In addition, point-to-point events provide users with portal calling features.
Private Event	The host registers the sites that will attend the event. It is also the host's responsibility to contact all the participants that are registered.
Public Event	The event is published in Ncompass and participants can register their own system to the event.