



## **How to Register for an Event**



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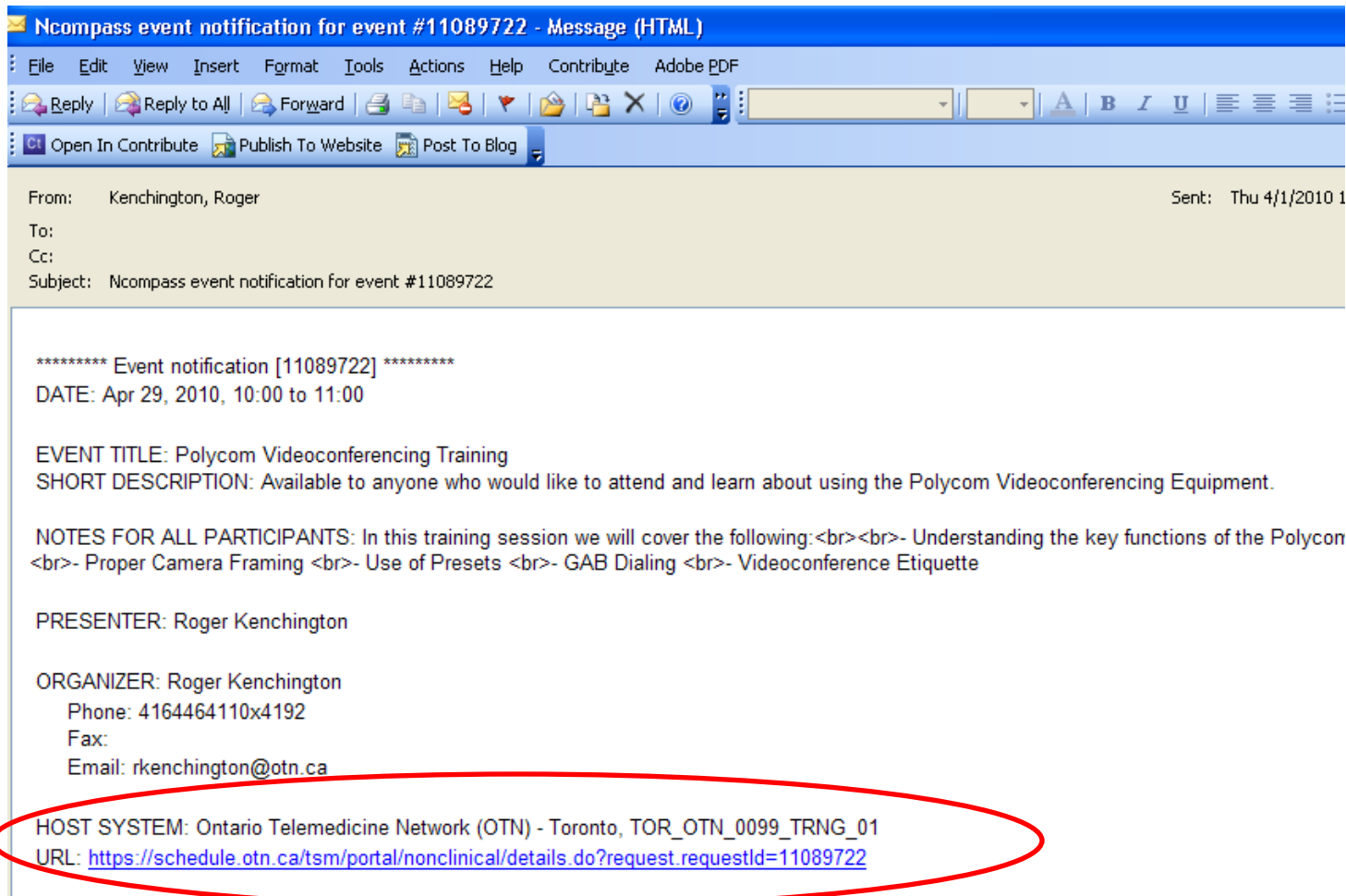
# Registering for Events

- **There are two ways to self-register for an event:**
  - **By accessing a link to an event sent to you by email;**
  - **By selecting an event that appears on the public calendar.**



# **E-mail Notifications**

**When planning an event, some organizers will send an email announcing the details and inviting interested parties to register or confirm their system details. This email will contain both a description of the event and a hyperlink in the body of the text.**



**[1]** When you receive an email notifying you of the event, click on the link in the main body of the message. This will launch the Ncompass application. Log in to Ncompass with your username and password.

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

Date: Apr 29, 2010 - 10:00 to 11:00 (no setup time)

Title: **Polycom Videoconferencing Training**  
Available to anyone who would like to attend and learn about using the Polycom Videoconferencing Equipment.

Chair / Presenter: Roger Kenchington

Organizer: Roger Kenchington ⓘ

Org. Contact: 4164464110x4192, [rkenchington@otn.ca](mailto:rkenchington@otn.ca)

Call Management: Auto Start/End (bridge controlled)

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Space Available: "13" slots are available

Registration deadline: Apr 28, 2010 12:00

Access: Participants can self-register

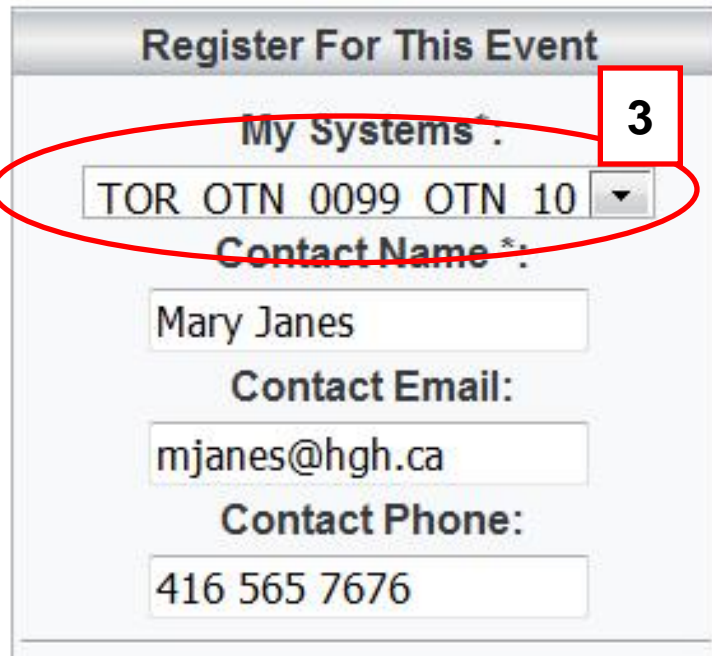
Category: Educational

Conference Mode: Participant View: Full Screen Layout  
Host View: Full Screen Layout

Event URL: [Event URL](#)

**Notes for all Participants:**

**[2]** Once in Ncompass, you will be able to view all information regarding the event. If you are interested in attending the event to which you have received an invitation, indicate your interest by registering your system.



**Register For This Event**

**My Systems** **3**

TOR OTN 0099 OTN 10

**Contact Name** \*

Mary Janes

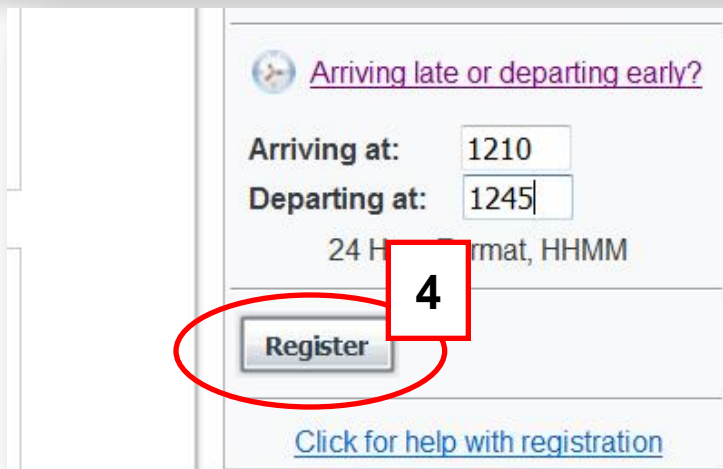
**Contact Email:**


mjanes@hgh.ca

**Contact Phone:**

416 565 7676

**[3]** Select the appropriate system from the list of My Systems. Enter a Contact Name, Contact email and Contact Phone.



 [Arriving late or departing early?](#)

Arriving at: 1210

Departing at: 1245

24 H format, HHMM


**4**

Register






[Click for help with registration](#)

**[4]** If you're going to be late or need to disconnect from the event early, click on the Arriving late or departing early link and input an arriving and departing time. Review this information to ensure it is accurate. If you are satisfied, click on the register link to attend the Event. The status bar should display that your system has been registered successfully...

**Host System:**

	Site Name	System Name
Host	Ontario Telemedicine Network (OTN) - Toronto	TOR_OTN_0099_TRNG_01 

**Participant Systems:**

Site Name	System Name	Contact Name	Contact Info	Cal	Unreg
PROV- St. Mary's of the Lake Hospital Site	<a href="#">KNG_PROV_0323_SML_02</a> 	Sharon Elmhirst	<a href="mailto:elmhirss@providencecare">elmhirss@providencecare</a> 613-548-7222 x 2332		
Humber River Regional Hospital - Finch Street site	<a href="#">TOR_HRH_0639_FINC_01</a> 	Charlaine Garvey	<a href="mailto:cgarvey@hrrh.on.ca">cgarvey@hrrh.on.ca</a> 416-744 2500 ex 2566		
Ontario Telemedicine Network (OTN) - Toronto	<a href="#">TOR_OTN_0099_OTN_10</a> 	Tom Cooke	<a href="mailto:scooke@otn.ca">scooke@otn.ca</a> 416-757-0523		<input type="checkbox"/> 

**[5]** By clicking on your system address – which is a blue link - you are able to change the system that you are currently using and select another system that your profile is associated with.

**[6]** If you need to deregister from the event, click on the Unreq checkbox and confirm that your system has been removed from the event by checking the message at the top of the screen.



## Welcome

Welcome to the Member page of the OTN website. This page features one-stop access to the information that you use daily to support your use of Telemedicine. We encourage you to bookmark it as a 'favourite'.

[Telemedicine Resources](#)

## What's New

December 17th, 2012  
OTN offices will be closed Tuesday, December 25, 2012 to Wednesday, January 2, 2013. Service...

[Read](#)

December 13th, 2012  
The McGuinty government and the Ontario Medical Association (OMA) have tentatively agreed on a new...

[Read](#)

## Members

### Telemedicine Centre

Welcome to the Telemedicine Centre, which provides direct access to the Telemedicine services used regularly to meet your clinical, educational and/or administrative needs.

[Ncompass](#)[Learning Centre](#)[Telemedicine Directory](#)[Webcasting Centre](#)[Webconferencing Centre](#)[Training Centre](#)**1**

**[1]** To view the public educational events listings , please go our website at [www.otn.ca](http://www.otn.ca) and click the orange “Members” button. When you are in the Members page, click the “Learning Centre” button



# How to Register for Events



## Learning Centre



Home ▶ Search Results

### 31 Search Results

<b>Jan 2013</b> <b>04</b> Friday 12:00-13:00	<a href="#">Ncompass Non Clinical Best Practice Series</a> <b>Presented By: Roger Kenchington</b> This refresher session is appropriate for Telemedicine Coordinators, administrators and organizers involved in self-scheduling and managing educational and administrative videoconference events. The refresher session covers: searching and viewing activity on the calendar and my events page; Registering for events and changing the details of your registration; Scheduling and managing multipoint non-clinical events; Marking the calendar; Running reports and reviewing documents in Ncompass; Please ...
25062696 <b>meeting</b>	Toronto
<b>Jan 2013</b> <b>08</b> Tuesday 12:00-13:00	<a href="#">OTN Best Practices Lunch &amp; Learn - TeleDerm</a> <b>Presented By: Hugh Kellam</b>
25064706 <b>meeting</b>	Ottawa
<b>Jan 2013</b> <b>09</b> Wednesday 12:00-12:45	<a href="#">OTN Best Practices Lunch &amp; Learn - Patient Camera Demonstration</a> <b>Presented By: Andrew Morgan</b> This session is designed to give anyone that uses a AMD Patient Camera an opportunity to experience using the device and ask any questions about operating the equipment. AMD ENT Scopes will also be covered if needed.
	Toronto

[2] You can directly go to the Learning Centre using: [learning.otn.ca](http://learning.otn.ca) . Once in the Centre , you can search for events by typing keywords in the Search field located at the top right of the screen.

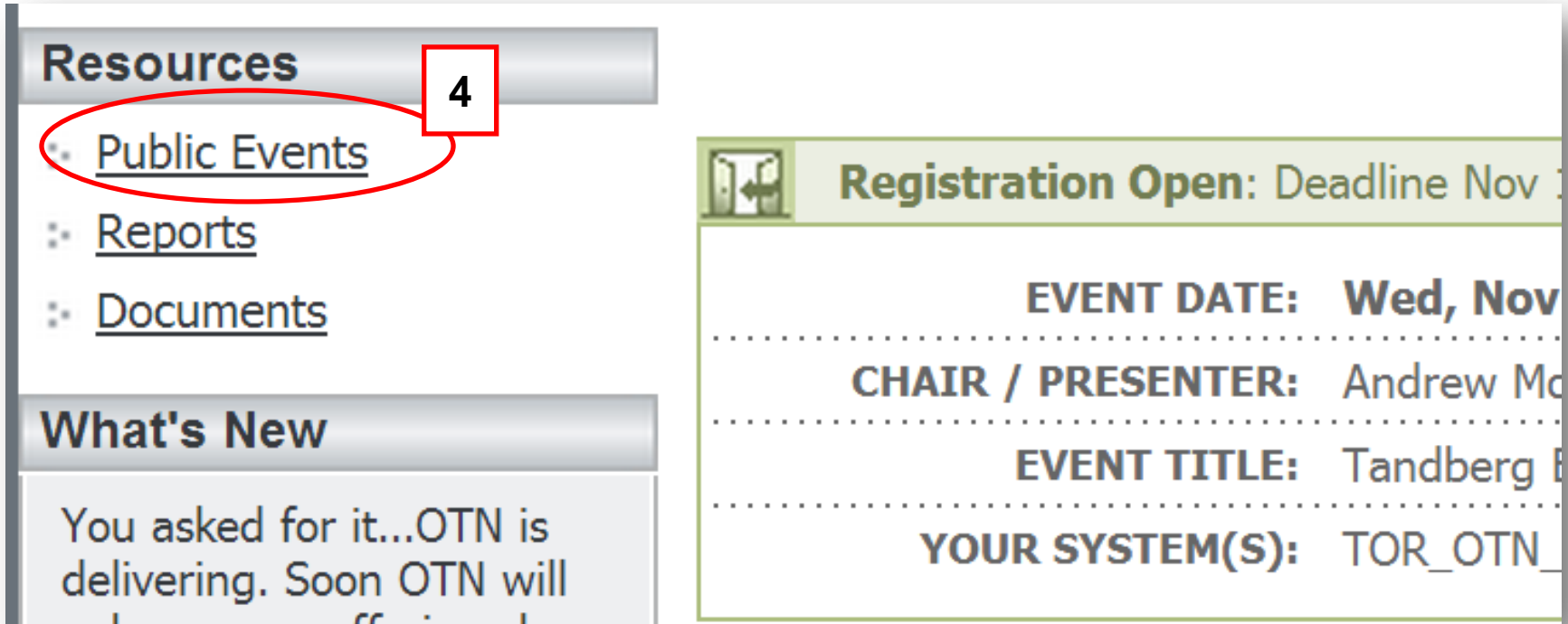


# How to Register for Events

## Ncompass Non Clinical Best Practice Series

<b>Event Date:</b>	Friday January 04 2013, 12:00 - 13:00
<b>Registration Deadline:</b>	Thursday January 03 2013
<b>Event ID:</b>	25062696
<b>Presented By:</b>	Roger Kenchington
<b>Host Site:</b>	Ontario Telemedicine Network (OTN) - Toronto
<b>Host City:</b>	Toronto
<b>Therapeutic Area of Care:</b>	Other
<b>Description:</b>	This refresher session is appropriate for Telemedicine Coordinators, administrators and organizers involved in self-scheduling and managing educational and administrative videoconference events. The refresher session covers: searching and viewing activity on the calendar and my events page; Registering for events and changing the details of your registration: Scheduling and managing multipoint non-clinical events; Marking the calendar; Running reports and reviewing documents in Ncompass; Please note that in order to participate in this session you will need to have access to a computer with internet connectivity. Five minutes before the refresher session, please connect to the following link <a href="https://webconference.otn.ca/edu_rkenchington/">https://webconference.otn.ca/edu_rkenchington/</a>
<b>Accredited:</b>	No
<b>Participant Fee:</b>	No
<b>Registration Instructions:</b>	To participate in this event by videoconference, contact the local OTN Telemedicine Coordinator to help reserve a room and system at your site that is videoconference enabled. If you do not know who your local Telemedicine Coordinator is, contact OTN Scheduling Services at 1 (866) 454 6861. <b>If you are an OTN Telemedicine Coordinator</b> , you can register your system for this event via Ncompass. For those who do not have Ncompass training, please submit the appropriate system information to the organizer's contact information below or Scheduling Services at <a href="mailto:scheduling@otn.ca">scheduling@otn.ca</a>
<b>Contact information:</b>	Roger Kenchington 416-446-4110x4192 rkenchington@otn.ca
<b>Supporting Materials:</b>	N/A

**[3]** If you find an event that interests you, please click on the title link of the event. The event details page will provide key information including: Event Date, Registration Deadline, Event ID, Description and Registration Instructions.



The screenshot displays a web interface with a left-hand navigation menu and a main content area. The navigation menu includes a 'Resources' section with a sub-link 'Public Events' circled in red and a small box containing the number '4'. Below 'Resources' are 'Reports' and 'Documents'. Underneath is a 'What's New' section with a message: 'You asked for it...OTN is delivering. Soon OTN will...'. The main content area features a green header with a door icon and the text 'Registration Open: Deadline Nov...'. Below this, event details are listed: 'EVENT DATE: Wed, Nov...', 'CHAIR / PRESENTER: Andrew Mc...', 'EVENT TITLE: Tandberg B...', and 'YOUR SYSTEM(S): TOR\_OTN\_...'.

[4] To directly register your system for the event, logon to Ncompass and select the Public Events link under the Resources heading. This will provide a listing of all the public events for the month.



## How to Register for Events

 Registration Open: Deadline Apr 27	Scheduled (Published)
EVENT DATE: <b>Wed, Apr 28 13:30-16:00</b>	EVENT #: 8848077
CHAIR / PRESENTER: Mary Breadner (DCR # 2)	EVENT CATEGORY: ADMINISTRATIVE
EVENT TITLE: Charge Tech/QMS meeting	
YOUR SYSTEM(S):	


 Registration Open: Deadline Apr 28	Scheduled (Published)
EVENT DATE: <b>Thu, Apr 29 10:00-11:00</b>	EVENT #: 11089722
CHAIR / PRESENTER: Roger Kenchington	EVENT CATEGORY: EDUCATIONAL
EVENT TITLE: Polycom Videoconferencing Training	
YOUR SYSTEM(S): TOR_OTN_0099_TRNG_01	

 Registration Open: Deadline Apr 28	Scheduled (Published)
EVENT DATE: <b>Thu, Apr 29 11:30-12:30</b>	EVENT #: 8688058
CHAIR / PRESENTER: Sandra Easson Bruno	EVENT CATEGORY: EDUCATIONAL
EVENT TITLE: Geriatric Grand Rounds	
YOUR SYSTEM(S):	

**[5]** Locate the event that you are interested in attending by searching for a key word. This can be done by pressing the “Control” and F keys simultaneously. Once you have found your event, click on the header to access the event details.

<< [Back to Last Calendar View](#) | [Refresh This Page](#)

Non-Clinical Event #11089722  Registration Open

New | Unscheduled | **Scheduled (Published)**

**Event Details** [Click here for help with this section](#) ?

Date: Apr 29, 2010 - 10:00 to 11:00 (no setup time)  
Title: **Polycom Videoconferencing Training**  
Available to anyone who would like to attend and learn about using the Polycom Videoconferencing Equipment.  
Chair / Presenter: Roger Kenchington  
Organizer: Roger Kenchington ⓘ  
Org. Contact: 4164464110x4192, [rkenchington@otn.ca](mailto:rkenchington@otn.ca)  
Call Management: Auto Start/End (bridge controlled)

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Space Available: "12" slots are available  
Registration deadline: Apr 28, 2010 12:00  
Access: Participants can self-register  
Category: Educational

**Event Tool Bar**

Event Status: Scheduled (Published)

Created By: roger kenchington

Creation Date: Mar 25, 2010

[Unpublish Event](#)  
[Notify Participants](#)  
[Edit Event](#)  
[Copy Event](#)

**[6]** If the bar is green and the words "Registration Open" appear after an icon depicting two open doors, then you will be able to register for this event.

99x71645, [audiovisual@ottawahospital.on.ca](mailto:audiovisual@ottawahospital.on.ca)  
/End (bridge controlled)  
.....  
are available  
in deadline: Apr 28, 2010 12:00  
s can self-register  
al  
: View: Full Screen Layout  
: Full Screen Layout  
.

melanie mel

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Creation Date:  
Dec 21, 2009

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**7**

**Register For This Event**

**My Systems\*:**  
TOR\_OTN\_0099\_TRNG\_0:

**Contact Name \*:**

**Contact Email:**

**Contact Phone:**

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**[7]** Select the appropriate system from the list of My Systems. Enter a Contact Name, Contact email and Contact Phone. Review this information to ensure it is accurate. If you are satisfied, click on the register link.



# Register for Public Event

- Remember, there are rules about when changes can be made to an event. The last possible time that changes can be made in Ncompass is noon on the business day before the event is to occur.
- Please contact Scheduling Services if you are unable to make the change. You can contact the Scheduling Services by dialing 1-866-454-6861.
- Finally, it is always good practice to inform the host of the event of any alterations you have made to it.



# 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 involves more than three sites involved in the 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 do 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.