eVisit (Videoconference)
Scheduling and Sending an OTNinvite

With OTNinvite you can invite a participant, who is not a registered OTNhub user, to join a videoconference.

This involves creating and sharing: a link to the videoconference, an optional Personal Identification Number (PIN), and contact information for use by the invitee if they have questions or need help.

Scheduling and Sending the Invitation

1. Log in to otnhub.ca, go to the **Videoconference** service, and click [Connect to...]. A **Connect to** pop-up appears.

2. Click [Guest Via OTNinvite] in the top left.

3. Fill in the required fields: guest name, guest email, PIN if desired, and the event settings.

   If you want to invite more than one participant click [Add guest] for each additional person and provide their name and email address. (Maximum participants: Clinical 8; Non-clinical 20)

4. Click 📅 **Schedule & Send Invite** or 📞 **Send Invite & Start Now**.

   If you are starting now, skip to step #6.

5. If you are scheduling an event, a Schedule pop-up appears. Select the desired Date, Start time, and End time and then click **Schedule**.

   A confirmation dialog box appears.

6. Review the invitation details. If all is correct, click **Schedule** or **Create**. If you need to change something, click Cancel.

Viewing the Calendar and Event Details

1. Using the **Calendar** panel, navigate to the event's scheduled date and locate the event in the **Events List**.

2. To view the **Event Details**, click its **Events List** entry.

   From the Event Details screen, you can:

   - Resend the invitation
   - Cancel the event
   - Change the event's End Time
   - For clinical events, change the Number of Patients
   - Join the event (on the scheduled date)
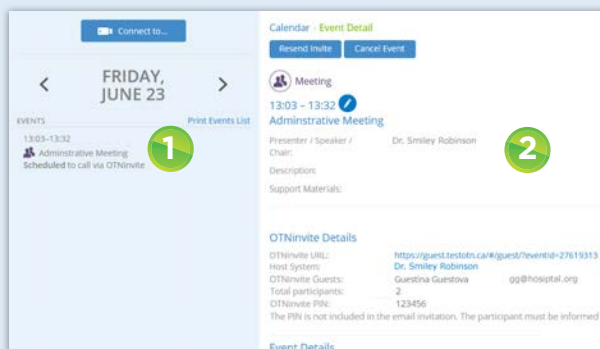
What happens when you send the invitation...

If you selected an immediate start time
(Send Invite & Start Now):

Invitee(s):
- OTNinvite sends an email which includes the scheduled date and time and a link to the videoconference.
  - If you specified a PIN, you need to give this to them yourself.
  - If the event includes multiple participants, each person is sent the email invitation via "blind cc".
- They can use the link in the invitation email to join your videoconference. Instructions are available in the *Joining a Videoconference via an Email Invitation* guides (for PC , Mac, Android, or iPad) available from eVisit (Videoconference) Help.

You:
- When connected, a video window appears. If you are the first participant to enter the conference, you will see only yourself.
- The videoconference is added to your **Events List** and its **Event Details** become available.
- You do not receive a copy of the invitation email.

Your Admin Contact (if set up in your Videoconference Settings):
- For non-clinical events, the Admin Contact receives a copy of the email invitation.
- For clinical events, the Admin Contact does not receive a copy (only the invitee receives the email invitation).

OTNinvite – Start Now

If you selected a future start time
(Schedule & Send Invite):

The system checks your eVisit (Videoconference) calendar for conflicts. If your system is already booked for the specified date and time, an error message appears at the top of the panel. Select a different date or time and then click the **Schedule and Send Invite** button again.

If there are no conflicts:

Invitee(s):
- OTNinvite sends an email which includes the scheduled date and time and a link to the videoconference.

  - If you specified a PIN, you need to give this to them yourself.
  - If the event includes multiple participants, each person is sent the email invitation via "blind cc".

You:
- The eVisit (Videoconference) calendar displays the scheduled date.
- The videoconference is added to your **Events List**.
- You do not receive a copy of the invitation email.

Your Admin Contact (if set up in your Videoconference Settings):
- For non-clinical events, the Admin Contact receives a copy of the email invitation.
- For clinical events, the Admin Contact does not receive a copy (only the invitee receives the email invitation).

OTNinvite – Scheduled Event