NARBHA Staff:
How to request a videoconference
using the web form on www.rbha.net

NOTE: Requesting setup of a videoconference does not automatically invite your meeting participants. It is your responsibility to invite the participants separately.

1. View the NARBHA Conference Room Calendar to ensure that a conference room is available for the date and time you would like to have your meeting.

- There should be a shortcut on your desktop titled, 'NARBHA Calendars'. If there is not, contact the MIS Help Desk to have a shortcut created on your desktop.

- Request an available room that meets your needs:

Mohave Room
- Seats **20** people around the table
- Space for about 8 additional chairs
- Responsive temperature controls
- Cell phone lobby and restrooms right outside the door
- Food tables inside the room
- Laptop & document camera
- Ceiling microphones
- Ceiling-mounted projector and in-room screen

Coconino Room
- Seats **16** people at the table
- Space for about 20 additional chairs (Please, no chairs against the screen wall.)
- Ceiling microphones and special video lighting
- Ceiling-mounted projector and in-room screen
- Food table is outside the room
- Meeting participants need to be directed to cell phone lobbies.
- Laptop and document camera

Library
- Seats 19 people at the table
- Space for 4 additional chairs
- No designated food service area
- Meeting participants need to be directed to cell phone lobbies.
- Laptop and document camera

Apache Room
- Seats about 8 people at table.
- Ceiling-mounted projector and in-room screen
- Laptop and document camera
- Room temp controlled by front desk

Yavapai Room

- Laptop and document camera
- Seats about 14
- In-room temp control.

Navajo Room

- Laptop and document camera
- Seats about 10

2. Request videoconference hookups.

On your computer, open your web browser (Internet Explorer or Firefox).
Go to www.rbha.net.

From the navigation bar on the left, select *scheduling center*.

Near the top of the screen you will see a box titled *Quick Links*.
Click on the *request form* icon (picture of a yellow piece of paper).

You will get a screen that will ask you for your Guest User Login.
In the *Full Name* field, type in your name how you would like it (i.e. Mary Smith, Mary S or M Smith). Use your NARBHA *Email Address* and press the *LOGIN* button.

Now you will see a screen that gives you four options: Request Video Meeting, Request Non-Video or Audio Meeting, View Your Meetings, and View NARBHA Conf Rm Calendar.

When you click on Request Video Meeting, you will need to SCROLL DOWN to the form. Fill out the form according to the following directions.

• All fields that have an asterisk MUST be filled in or you will not be able to submit the form.

• The "Requestor Name," and "Requestor Email" fields are auto populated with the login information you entered.

• Type in your work number into "Requestor Phone" (last four digits is fine).

• Enter the "Meeting Date" in the mm/dd/yyyy format or select Multiple Meeting Dates

Multiple Meeting Dates If you would like to schedule a recurring meeting (different days, same times), click the 'Multiple Meeting Dates' link. This will open up a 12-month calendar in a new window. (If it doesn't appear, make sure your ad blocker isn't blocking the pop-up.) Click on the boxes containing the dates you would like to select and hit the "Add Dates" button at the bottom of the page. The pop-up will close and you will have to scroll back down to your form on the main page. Make sure that the "Meeting Date" fields have grayed out, if not, click on the 'Multiple Meeting Dates' link again and re-enter your dates (sometimes it just doesn't stick). If you have problems with the tool, call Caroline at 2201 or email telemed@narbha.org.

• In the "Meeting Name" field, enter a descriptive title of your meeting.

• In the “Meeting Start Time” and “Meeting End Time” fields, use the hh:mm format, (example, a meeting from noon to 1 PM would go from “12:00 PM ” to “01:00 PM.”).

• For “Chairperson Name” type in chairperson’s name (again, anyway you like: Russ Chair, R Chair and Russ C are all good options).

• Under “Meeting Type,” select the appropriate type (administrative, training, community service, or clinical). **“Clinical” meetings are doctor-patient meetings only.**

• Under “Meeting Length,” select the length of the meeting to the nearest half hour.

• Under “Site of Host,” select “NARBHA Sites: NARBHA-Flagstaff” (it’s the only option available).

• Under “Is CEU/CME Certification Available,” the default answer is “No.” Change it to “Yes” only if your meeting will provide Continuing Medical Education Units to the participants.

• The “Number Attending” field is optional, but highly recommended. You can use this to indicate how many people will be in the NARBHA room, so that telemed staff can assign an appropriate size conference room for your meeting.

• Optional: Fill out a brief description of your meeting in the “Meeting Description” field; this will help telemedicine coordinators at invited sites understand what the meeting is about.

•Optional: Use the comments box for any additional requests for the telemed department. For example: “request Coconino Room,” or “will need an audio number for NAZCARE.”

• In the Requested Sites section of the form, check the boxes next to the sites you want to invite and enter a participant name into the adjoining field.

  • For each site that you select to invite, it is required that you fill in the key staff participant’s name in the field to the right of the site name. If you do not know the participant’s name, then type in the expected audience, such as “CEOs” or “social workers.”

  • Sites are organized under NARBHA + RA Sites, CPSA Sites (including DBHS), Cenpatico Sites, GSA 3 Sites, NoAZ Speacialized Service Agencies, and Other Sites.

  • Tips for inviting sites: **It is ok to over-invite locations**. For example, you want to invite a MMHC staff member to attend a meeting from Kingman but you don’t know where they will be. Go ahead and invite all three Kingman sites to the meeting and be sure to include their name in the “Key Staff Participants” field. Then remind your participant to contact their telemed coordinator and they will work out the schedule together.

• At the end of the site list is the list of peripheral equipment you can request for your meeting; these include Document Camera, Laptop, Play DVD, Play videotape, Record meeting, Projector, Projector Screen, and Wireless mouse.

• When you are finished inviting sites and requesting peripheral equipment, scroll to the bottom of the form and hit "Send Request."

• You will see your meeting request pop up on the screen saying "Thank you. The Following Meeting Request Has Been Sent." Print that out for yourself if you like.

• The Telemed staff receives an email notification of the meeting request. This alerts them that a conference room needs to be assigned. They will contact you if they have any questions.

• The Telemed Coordinator for each site that you have invited receives an email invitation to the meeting. They will answer "yes" or "no" according to the wishes of their site participants and the availability of their telemedicine rooms.

NOTE that you are responsible for inviting individual meeting participants at each site to your meeting and for advertising about your meeting. Listing key participants on the request form helps site coordinators determine participation.

Also NOTE that you are responsible for faxing or transmitting meeting materials, agendas, etc.

If you need to **CHANGE** (change date, time, length, or which sites are invited) or CANCEL a meeting, please notify the Telemed staff (telemed@narbha.org). We will take care of changes and cancellations on the web for you.

3. Request a non-video or audio meeting: The "Request Non-Video or Audio Meeting" link will take you to a different form.

- Fill out all required fields completely and click on "send request."
- Note that if you want an audio-only call (a telephone conference call), you must check the box "Do you need an audio meeting?" and then fill out the number of participants who will call in (telemed staff will provide you a separate call-in phone number for each participants) and specify whether you need a conference room for the call.

• The Telemed staff receives an email notification of the meeting request. This alerts them that a conference room and/or phone numbers need to be assigned. They will contact you with the telephone numbers and/or room assignment, and let you know if they have any questions.

4. View your meetings: The "View Your Meetings" option will allow you to view any meetings you have requested. With this option, you can find out whether sites you invited to your meeting have responded "yes" or "no" to the invitation.

- To input the dates of meetings you want to view, SCROLL DOWN to the "View Meetings" search engine. You can search for one date, a range of dates, or a keyword.

- You can also view meetings on the scheduling center page using the "Weekly Network Meetings" link.

5. "View NARBHA Conf Rm Calendar" will take you to the internal NARBHA calendar that lists each conference room and the title and times of the conferences scheduled in each particular room for that week.

- If you would like to view a week other than the week you currently are in, type in a date in the 'show week containing field' using the mm/dd/yy format and click 'go'. (It takes about 10-30 seconds each time for the calendar to load, we're sorry.)

If you have any questions or problems using the web telemed scheduling tools, please call us! We are happy to help.