

Online Events

If you're scheduling an online or virtual event, you'll enter the Event URL on the Event Setup page.

How to Create an online Event

Check the box that says "Is Online, Zoom?" and then enter your video conferencing URL (Zoom link, Google meet, etc):

Event Setup

Event Name

Start Day

Last Day

Is this a multiday event?

You will add day and hour itineraries in the Hours step.

Maximum Attendees (Zero = unlimited)

Select A Location

Custom Location?

Video Conference URL

Is Online, Zoom?

Private? Only added attendees can see the event in the portal.

Steps


[Setup](#) [Host](#) [Hours](#) [Info](#) [Price](#) [Forms](#) [▶](#)

How to join an online Event

Attendees can join the online event by clicking the link, which will appear in several places:

All Events Page

The All Events page on the patient portal will list all upcoming events. Attendees can click "Join Online Event" to join:



Online

Beginner Qigong Series

📅 Jun 6, 2026 · Starts Saturday June 6 at 8:00 am

🔗 [Join Online Event](#)

Our Beginner Qigong series will take place on Saturdays in June, 8-9AM

✓ You are attending Beginner Qigong Series

[Manage Your Registration](#) **\$100.00**

Event URL

The individual event URL will also have an event link:



Upcoming Online

Beginner Qigong Series

✓ You are attending Beginner Qigong Series

Date: Saturday, Jun 6, 2026

Time: Starts Saturday June 6 at 8:00 am

Meeting: [Join Online Event](#)

Fee: \$100.00 — Series price (due at door)

Our Beginner Qigong series will take place on Saturdays in June, 8-9AM

Please wear comfortable clothing.

Email and SMS Notifications

We also recommend adding your video conferencing URL to your email and SMS reminders, which you can do from the **Notifications** tab for your Event.

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