Virtual classes with Bookings

Create and customize virtual classes for your organization that cover a variety of topics for prospective new patients through an easy-to-use platform with interactive learning options.

Schedule a tailored virtual class

Design **virtual classes with Bookings** to include a wide array of topics, collect custom fields, designate a maximum number of attendees, add optional pricing, and assign staff to classes with **easy filtering options and calendar views**.

Customize sign-up

Enable **easy sign-up** with three options: **self-service registration** on the web, **Bookings API** to programmatically make an appointment, or have a scheduler **manually add attendees** from an existing list through the **Bookings app integrated in Teams**.

Reduce no shows to maximize attendance

Notify prospective attendees of your virtual class with **meeting invites and customized email reminders** or **SMS notifications**. Download **attendance reports** to receive a class roster.

Deliver an interactive class

Create a rich attendee experience with **spotlighting, presenter mode, a whiteboard app, breakout rooms,** and more, for real-time audience participation without compromising privacy on a **HIPAA-compliant platform**.

OUTCOMES   ## A study conducted by Forrester Consulting* found that:

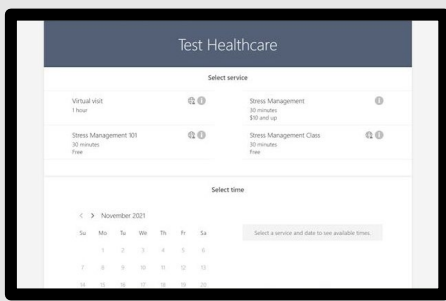|	
4 hours	Microsoft Teams users save **4 hours per week** from improved collaboration and information sharing.
45 mins	Microsoft Teams saves users **45 minutes per week** collaborating with colleagues.
17.7%	Decision makers improve their time-to-decision by **17.7%**.
↑**832%**	Organizations using Microsoft Teams have seen improved ROI of **832%** over 3 years.

Calendar view of a virtual class in Bookings
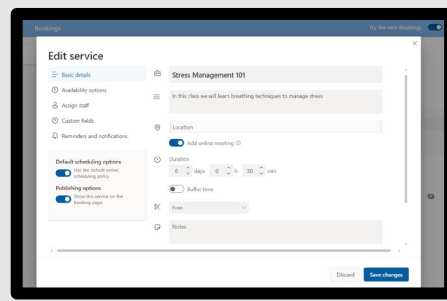
Add services and assign staff in Bookings

Virtual classes with Bookings in action

1

Set up and **schedule** a virtual class

Use [Bookings in Teams](#) to create a virtual class based on your industry and topic, **and schedule recurring or one-off** classes with the option to **create custom fields or questions** and collect information on repeat attendees.

Create a group class, **add a new service** related to your healthcare specialty, set a **maximum number of attendees**, or include **optional pricing** with Bookings.

Assign staff to your class and easily switch between calendars in Bookings with an option to **filter by staff role and services.**

Optimize your class calendar with Bookings through **web-based integration with Outlook** and a gain a **unified view** across multiple staff members' calendars and availability.

2

Sign-up virtual class **attendees**

Leverage one of the following **customizable sign-up options in Bookings** to best meet your needs:

1. Enable **self-service, web-based scheduling** via a sign-up portal so attendees receive and can share a link to the class.

2. Allow a scheduler to make **manual bookings with existing rosters** and access attendee lists and contact information in the **Bookings mobile app**.

3. Use **Bookings APIs** to make the appointment so calendar owners and organizational admins can **define** and **customize appointment details**.

3

Hold the virtual **class**

Use **email reminders** and **SMS notifications in Bookings** to maximize attendance and track no-shows.

Attendees can easily join your virtual class from a mobile device or on the web. For an optimal experience we recommend using Teams, a **HIPAA compliant platform**.

Hold interactive classes that allow for **custom content** and **video views** and include features such as **multiple speaker spotlight, various presenter modes, polling, the whiteboard app, attendee chat, Q&A,** and **breakout rooms** so large classes can be divided into smaller groups.

Conduct a tension free meeting with **host controls** that allow admins to remove attendees from class, disable chat, or mute all.

Ask attendees to join the virtual class with **first name or initials on**ly for privacy and anonymity.

Download an **attendance report in Bookings** for a class roster with timestamps of when attendees joined.

Learn more

[Learn how to create and manage a virtual class in Bookings, step-by-step >](#)

[Learn about privacy, security, and compliance in Microsoft Teams >](#)

[Learn more about getting started with Microsoft Bookings >](#)