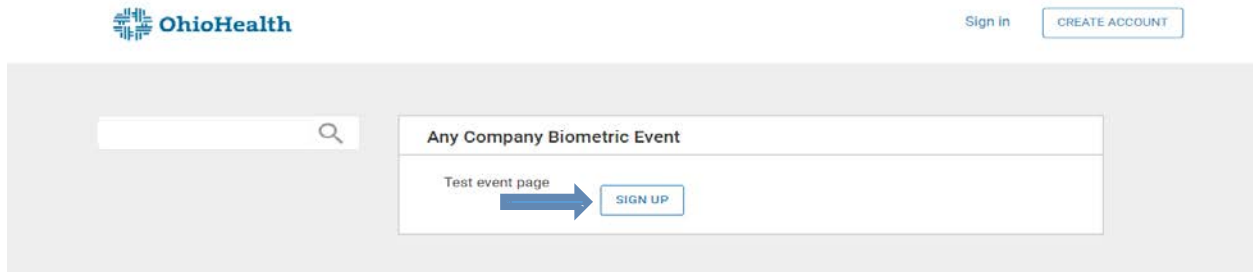


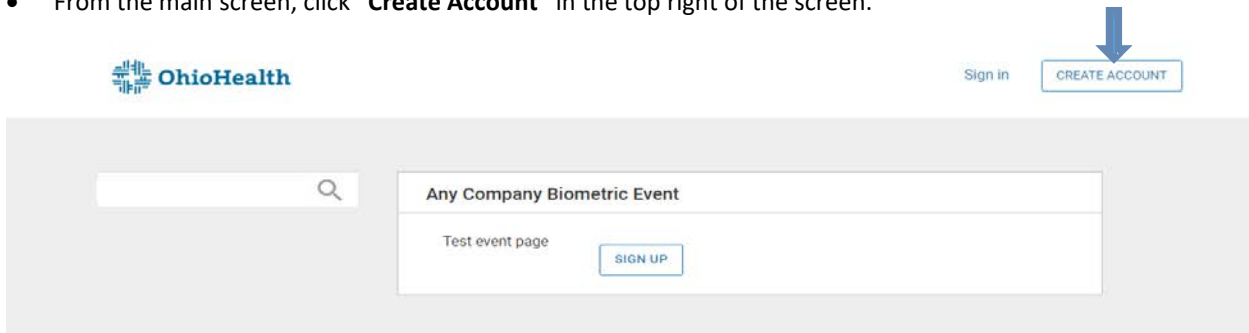
Appointment Scheduling User Guide

To Create a new Account with Create Account button

- Select the link that you were given to register for the event. You will arrive at a screen that shows events you can sign up for.



- From the main screen, click “Create Account” in the top right of the screen.




- Under “Create Account(s)”, fill in requested information to set up your account (There are more information fields than what are shown below. Please fill out form completely).

Create account(s) SIGN IN

First Name *

Last Name *

DOB *
 

Email *


- Bottom of form-- Make sure you check which contact preference box you would like to receive updates from email/text (or both).
- Show that you're not a robot, and then click “Next” at the bottom of the page.

Confirm Password *

Contact Preferences

Send me text message notifications
 Send me email notifications

By selecting SMS and/or Email, you will receive messages regarding your appointment including confirmations and reminders. If you opt out of messaging, you will not be notified of any updates about your appointment.

 Next

- You should receive a message upon completing this portion either by text or email.
- This only registers you in the system – GO TO NEXT STEP TO SCHEDULE AND CONFIRM APPOINTMENT

If you need to create another account for a family member

- When logged into your primary account then simply select “Sign up another participant”



Select date and time of appointment for paul

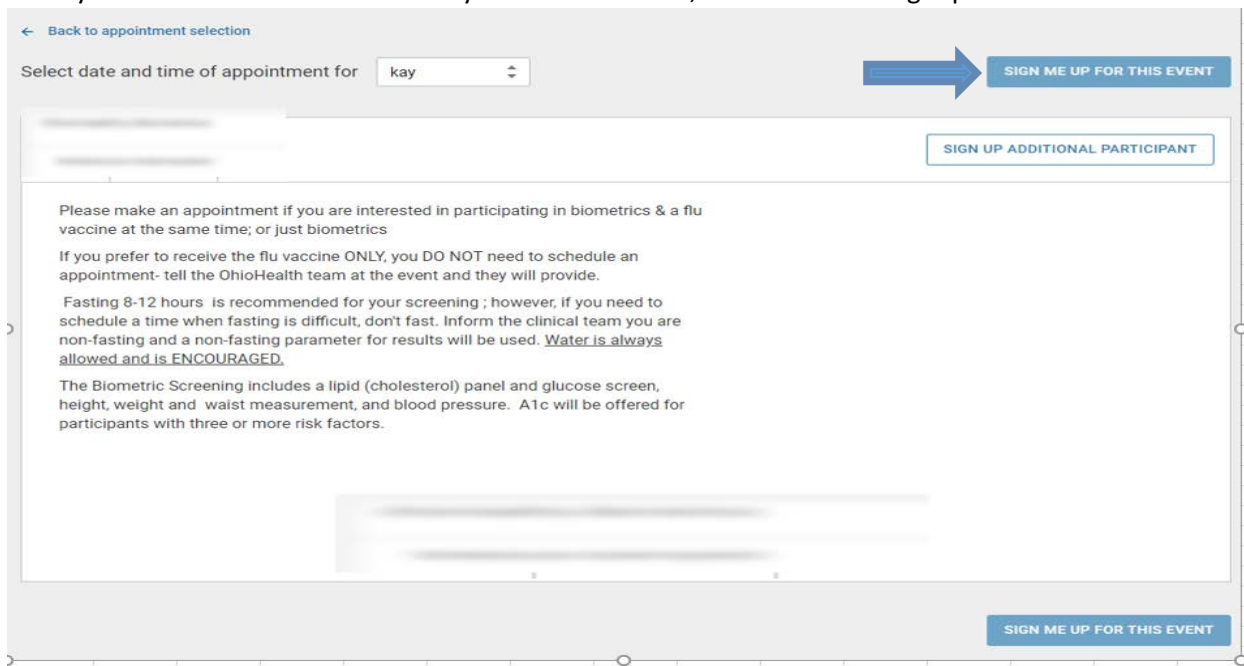
NEXT

SIGN UP ADDITIONAL PARTICIPANT

- Fill out the other participant information to create their account. ***Note. You must use a unique email address for each participant. You cannot use the same email for multiple users.**

Create an Appointment

- Once you have located the Event that you want to attend, then select the signup button.



← Back to appointment selection

Select date and time of appointment for kay

SIGN ME UP FOR THIS EVENT

SIGN UP ADDITIONAL PARTICIPANT

Please make an appointment if you are interested in participating in biometrics & a flu vaccine at the same time; or just biometrics

If you prefer to receive the flu vaccine ONLY, you DO NOT need to schedule an appointment- tell the OhioHealth team at the event and they will provide.

Fasting 8-12 hours is recommended for your screening ; however, if you need to schedule a time when fasting is difficult, don't fast. Inform the clinical team you are non-fasting and a non-fasting parameter for results will be used. Water is always allowed and is ENCOURAGED.

The Biometric Screening includes a lipid (cholesterol) panel and glucose screen, height, weight and waist measurement, and blood pressure. A1c will be offered for participants with three or more risk factors.

SIGN ME UP FOR THIS EVENT

- A calendar and available time slots will appear. You can choose a date on the calendar to see if there are screenings available on the day you prefer. Please note some events may only be on a single date.



June 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


June 2017

Su, 08	Mon, 09	Tue, 10	Wed, 11	Thu, 12	Fri, 13	Sat, 14
					07:00 AM	
					07:15 AM	
					07:30 AM	
					07:45 AM	
					08:00 AM	
					08:15 AM	
					08:30 AM	
					08:45 AM	
					09:00 AM	
					09:15 AM	
					09:30 AM	
					09:45 AM	
					10:00 AM	
					10:15 AM	
					10:30 AM	

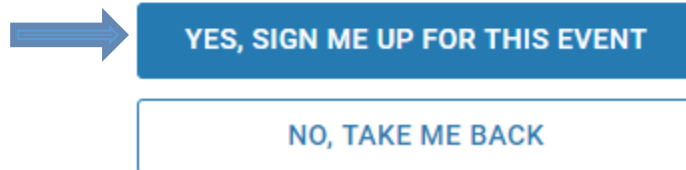
- Some Events may have more than one location available where the event will be held. Simply select the location of your preference from the dropdown (if available) and the scheduling calendar will update to only show available times for that location.
- Choose a time slot that you would like to attend and click **“Next”**. Your name, date, appointment time and location of the screening will appear.

Would you like to sign up for this event?

Verify that the information for the event below is correct.

 **kay white**

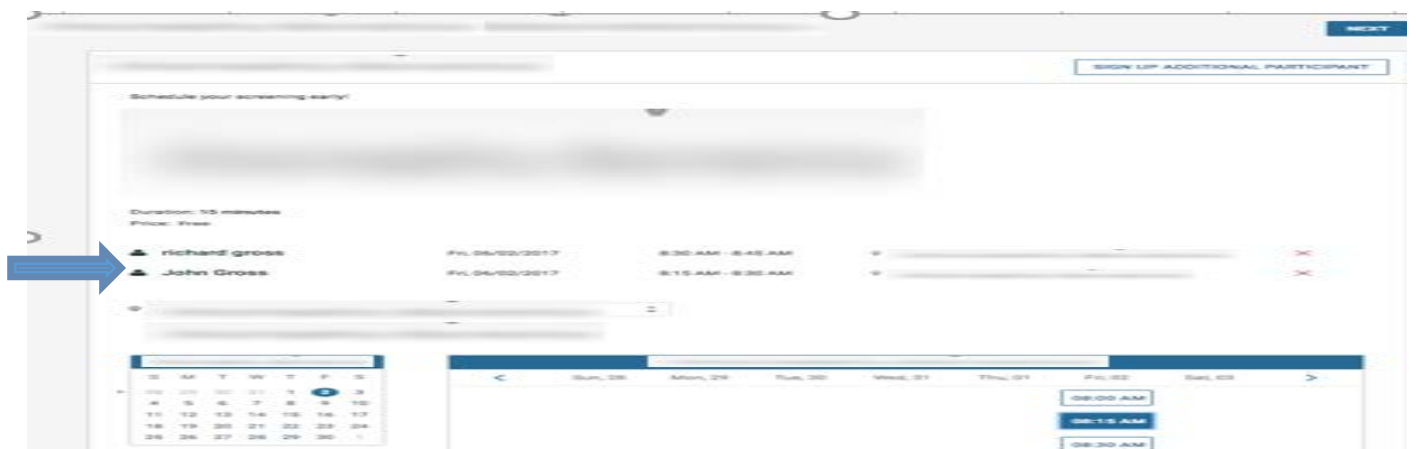
Thu, 02/14/2019 7:15 AM EST - 7:30 AM EST



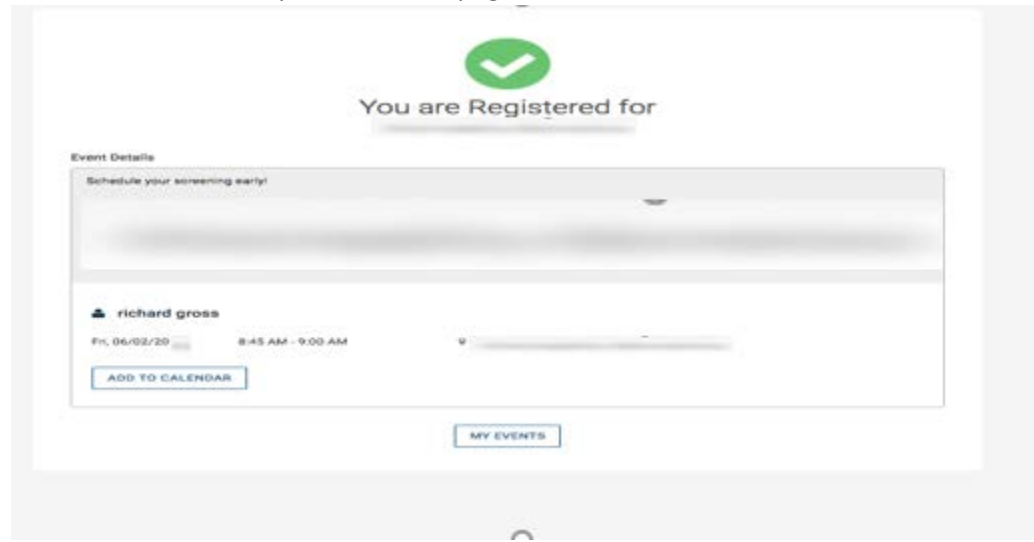
- If you need to schedule for another user that you’ve already created an account for.



- Select the next name from the “select date and time of appointment for” dropdown box.
- Select the desired time slot for that person and you will now see 2 held appointments. One for you and one for your family member.



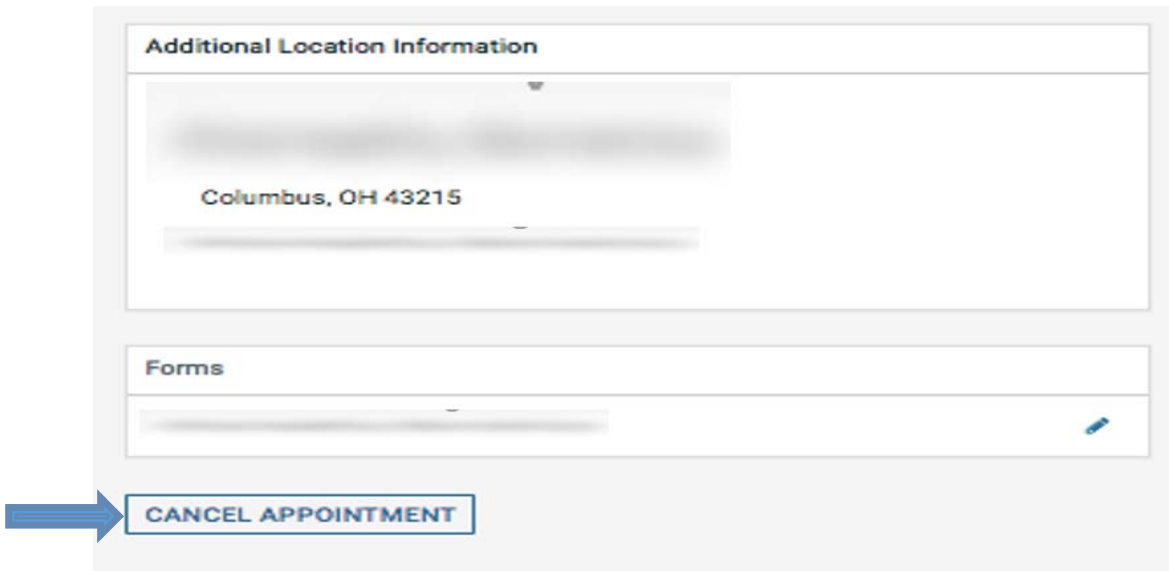
- Click **“Next”**
- Click **“Complete Registration”**
- You will see a summary confirmation page



- You should receive a confirmation for your appointment via your contact preference.

Cancel an Appointment

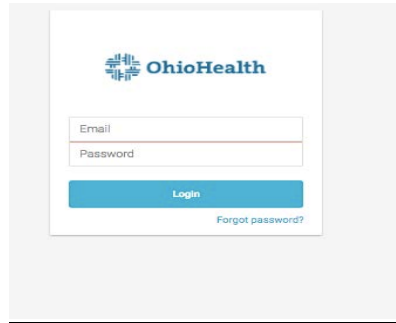
- You would need to log in to your account and click **“My Events”**.
- Click on **“Details”** and scroll to the bottom of the page.
- Click on **“Cancel Appointment”**



- You will be directed to a pop up that states **“Are you sure you want to cancel this appointment?”**
- Click **“Yes”**
- Your appointment will now be canceled.

Forgot your Password?

- Just select Forgot Password on any sign in screen



- Enter the email you registered with and we will email you a password reset

