



## ***Instructions for Scheduling an Appointment***

Click the **Event Signup** link provided in your email. This link should take you directly to a log in for your clinic options. If an Event Registration Code is requested, refer to the email for this code.

### **Step 1 – Login or Register:**

#### **Returning Users**

Enter email address and password in the popup dialo. Click on "Login".

#### ***If you forgot your password***

Enter your Email address. Click "Forgot Password". A temporary password will be emailed to you. Be sure to remove all dots in password box before entering temporary password. Contact 913-345-2223 with any password retrieval issues.

#### Healthy Solutions Event Scheduler

*Powered by eQueue.MeUp*

You must login or register below to proceed

<p style="text-align: center;"><b>Returning Users</b></p> <p style="text-align: center;">To continue, please Login below</p> <p style="text-align: center;">Email:</p> <input style="width: 90%;" type="text"/> <p style="text-align: center;">Password:</p> <input style="width: 90%;" type="password"/> <p style="text-align: center;"> <input type="button" value="Login"/> <input type="button" value="Forgot Password"/> </p>	<p style="text-align: center;"><b>New Users</b></p> <p style="text-align: center;">Register as a New User</p> <p style="text-align: center;"><input type="button" value="Click here to Register"/></p>
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#### **New Users**

Click on "Click here to Register" and complete requested information

\*\*Save this information / password



#### **Register Additional Contacts (such as Family Members):**

- 1) Click on "Manage Contacts" (*top menu*)
- 2) Click on "Add New Contact" and complete requested information.
- 3) Click on "New Signup" to schedule an appointment

## Step 2 – Scheduling Appointments(s):

- 1) Click "Select" (end of row) for clinic you wish to attend
- 2) Click "New Signup" (end of row) on requested time slot
- 3) Click on the name(s) of the individual(s) you are signing up – here you can sign up multiple contacts for the same shot (depending on availability)
- 4) Click the service or services you would like to receive (shot types). Here you can sign up for 2 shots (such as "Flu" and "Tdap")
- 5) Click "Complete Signup"  
*A clinic confirmation will appear on the left side of screen. From here, you can cancel ("delete") or change your appointment and access the necessary forms.*
- 6) "Click "Get Event Forms" to print/view forms or "Signup another contact" if necessary.

You will receive an email confirming your appointment and the opportunity to add it to your calendar. Reminder emails will also be sent prior to the clinic

**Please bring completed consent form to clinic!**

## Changing/ Cancelling an Appointment:

- 1) Click the **Event Signup** link provided in your email and sign in.
- 2) Locate the signup on the left hand side and click on "Change" or "Delete"
- 3) Click "Select Event" for a different clinic or click "Change" at the new time slot for the same clinic and follow prompts.
- 4) The new clinic time will appear on appointment confirmation on left side of screen

Event Details	# Avail	Timespan	
Demo Clinic - 12/17/2018 11819 BlackbobOlathe, KS 66210 <a href="#">Map</a> Room A	89	8:00AM to 11:00AM	<a href="#">→ Select</a>
Demo Clinic - 12/28/2018 11819 BlackbobOlathe, KS 66210 <a href="#">Map</a>	60	8:00AM to 10:00AM	<a href="#">→ Select</a>

  

Time	Duration	# Available	Service(s)	
8:00AM	10	4	Flu Shot , Pregnancy Flu Shot	<a href="#">→ New Signup</a>
8:10AM	10	5	Flu Shot , Pregnancy Flu Shot	<a href="#">→ New Signup</a>
8:20AM	10	5	Flu Shot , Pregnancy Flu Shot	<a href="#">→ New Signup</a>

What services do you want?

[Flu Shot](#) [Pregnancy Flu Shot](#)

And finally...

[Complete Signup](#)

Jill Working - Signup successful.

Signup process is complete! [Get Event Forms](#) or [Sign up Another Contact](#)

**Current Signups**

Show only co-worker ★ signups

[Change](#) [Forms](#) [iCal](#) [Delete](#)

**Demo Clinic - 12/17/2018 at 8:00AM**  
Registrant: Jill Working  
Service(s): Flu Shot  
11819 BlackbobOlathe, KS 66210 [Map](#)  
Room A

**Current Signups**

Show only co-worker ★ signups

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**Demo Clinic - 12/17/2018 at 8:00AM**  
Registrant: Jill Working  
Service(s): Flu Shot  
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Room A