

Instructions for Scheduling an Appointment

Click the [Event Signup](#) link provided in your email <https://equeuemeup.azurewebsites.net/?tenant=healthysolutions&busid=72&code=CSD>

Step 1 – Login or Register:

Previous -Returning Users

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

If you forgot your password

Enter your Email address. Click on "Forgot Password". A temporary password will be emailed to you.

New Users (Never used the scheduler before)

Click on "Click here to Register"

Healthy Solutions Event Scheduler

Powered by eQueueMeUp

You must login or register below to proceed

<p>Returning Users To continue, please Login below</p> <p>Email:</p> <input type="text"/> <p>Password:</p> <input type="password"/> <p>Login Forgot Password</p>	<p>New Users Register as a New User</p> <p>Click here to Register</p>
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You must login or register below to proceed

New Users
To continue, please Register below

Email:

Re-enter email:

Password:

Re-enter password:

First Name:

Last Name:

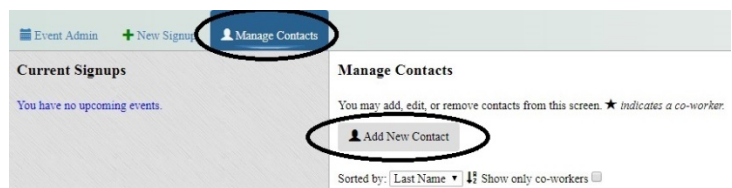
[Register](#)

New users... complete requested information

**Save this information / password

Register Additional Contacts / 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 on "Select" beside Clinic you wish to attend
- 2) Click on "New Signup" corresponding with the time you would like
- 3) Click on the name(s) of the individual(s) you are signing up
- 4) Click the service or services you would like to receive
- 5) Select "Complete Signup"
- 6) "Click **"Get Event Forms"** to print/view forms or "Signup another contact" for additional contacts...**Bring completed Consent Form(s) and your insurance card to the clinic**

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

Time	Duration	# Available	Service(s)	
8:00AM	10	4	Flu Shot , Pregnancy Flu Shot	→ New Signup
8:10AM	10	5	Flu Shot , Pregnancy Flu Shot	→ New Signup
8:20AM	10	5	Flu Shot , Pregnancy Flu Shot	→ New Signup

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](#)

A clinic confirmation will appear on the left side of screen...You can change your appointment and have another opportunity to get the necessary forms.

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

Changing an Appointment:

- 1) Click the **Event Signup** link provided in your email
- 2) Locate the signup on the left hand side and click on the "Change" button
- 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

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

[↔ 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