

## Instructions for Scheduling a Visit Using Signup Genius

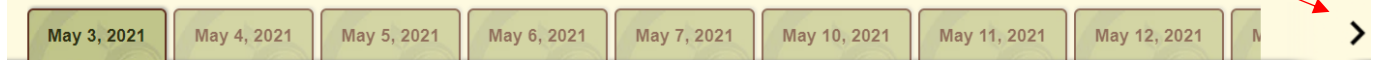
There are separate scheduling links for our Skilled and Personal Care (PC) residents.

Within each link there are individual tabs for each day of the month.

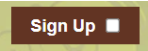
### Steps to schedule your visits for your Desktop:

1. Choose either the Skilled or PC link based on the unit you are visiting.
2. Select the tab for the date you are scheduling your visit. Use the arrow button to scroll through the tabs to see each date of the month.

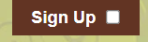
### Skilled Visitor Scheduled May 2021








3. Each care level (Skilled and PC) is divided by 4 units, and each unit has 5 slots available for each 2-hour period of time. There is also a slot if you wish to visit with your loved one outside.

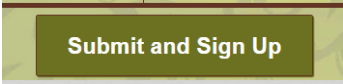
If you would like to visit with your loved one in their room, please choose a block of time in the unit they reside. Click the “Sign Up” button  next to the time you wish to visit.

Available Slot	Date (mm/dd/yyyy)	Time (EDT)
<b>Fairlee</b> Inside Visits for Rooms 301 - 321	05/03/2021 (Mon)	9:00am - 11:00am (5) 
		11:00am - 1:00pm (5) 
		1:00pm - 3:00pm (5) 
		3:00pm - 5:00pm (5) 
		5:00pm - 7:00pm (5) 
<b>Patten</b> Inside Visits for Rooms 201 - 221	05/03/2021 (Mon)	9:00am - 11:00am (5) 
		11:00am - 1:00pm (5) 
		1:00pm - 3:00pm (5) 
		3:00pm - 5:00pm (5) 
		5:00pm - 7:00pm (5) 


If you would like to visit with your loved one outside, please select from one of the 2-hour blocks of time listed in the slot labeled “outside visit.” Click the “Sign Up” button  next to the time you wish to visit.

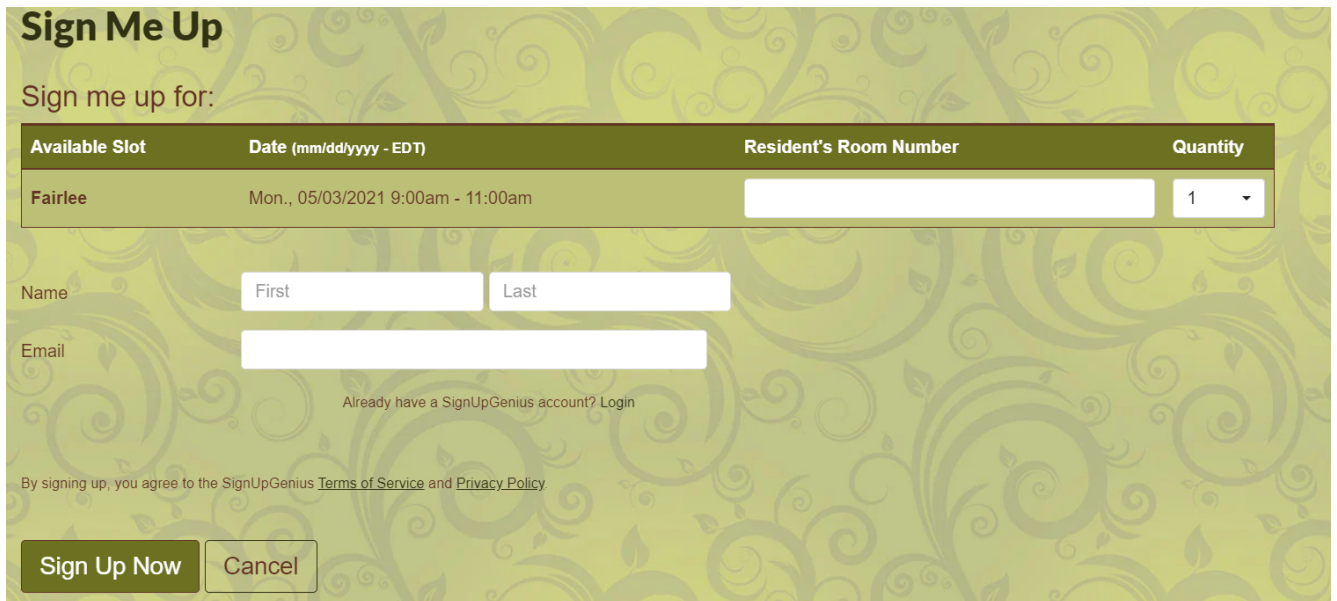
<b>Outside Visit (Care Center Canopies)</b> For Fairlee, Patten, Dundale, & Pavilion Residents	05/03/2021 (Mon)	9:00am - 11:00am (2) 
		11:00am - 1:00pm (2) 
		1:00pm - 3:00pm (2) 
		3:00pm - 5:00pm (2) 
		5:00pm - 7:00pm (2) 

4. Once you click the “Sign Up” button a check mark will appear like so . After selecting

5. the time, click the button labeled “Submit and Sign Up” . This will bring you to a page title “Sign Me Up” where you will finalize scheduling your visit.

6. Once on the “Sign Me Up” Page, you need to do the following:

- Type the room number of the person you are visiting.
- Select the Quantity (This will always be 1)
- Enter your name and your email
- Lastly, you need click the button labeled “Sign Up Now” 



**Sign Me Up**

Sign me up for:

Available Slot	Date (mm/dd/yyyy - EDT)	Resident's Room Number	Quantity
Fairlee	Mon., 05/03/2021 9:00am - 11:00am	<input type="text"/>	1 <input type="text"/>

Name

Email

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By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

**Your Sign Up is now complete and your visit is scheduled. You will receive an email confirmation of your scheduled visit.**