

Signing Up for Resident Visitation via Sign Up Genius

Please use this guide to help you navigate our sign-up procedure. Visitation is by appointment **ONLY** and visitors are requested to limit their visits to once a week. This will ensure that all families/friends have an opportunity to visit their loved ones. Visitors that sign up for more than one session per week may be removed from the visitation schedule at the facility's discretion.

You will not need to create an account to complete the process, but it will expedite this procedure for future visits. As per the New York State Department of Health, this process **MUST** be completed for each visit and each visitor.

Please also familiarize with the "Visitors Expectations Fact Sheet", which is downloadable via the link and located within the yellow circle in the picture below

The screenshot shows the Sign Up Genius interface for a "Resident Visitation" event. The header includes the Sign Up Genius logo, navigation links (Features, Pricing, More), and buttons for "Create a Sign Up", "Log In", and a search icon. The main content area displays the event title "Resident Visitation" and a description: "Please review the available slots below and click on the button to sign up. Thank you! As a courtesy to other residents and to ensure that each family has an opportunity to visit with their loved one, we respectfully request that you limit your visits to once a week. Visitors that sign up for more than one session per week may be removed from the visitation schedule at the facility's discretion." A "Related files" section contains a link to "Visitors Expectations Fact Sheet -UPDATED.pdf (91 KB pdf)", which is circled in yellow. Below this, a table lists available slots for the date 07/29/2020 (Wed.) at 10:30am - 11:00am. The table has columns for Date, Location, Time (EDT), and Available Slot. The Available Slot column shows four "Morning Session 1" entries, each with a "Sign Up" button. A "Submit and Sign Up" button is located at the bottom center. The footer includes copyright information and links to Privacy Policy, Terms of Service, and Do not sell my info.

Date (mm/dd/yyyy)	Location	Time (EDT)	Available Slot
07/29/2020 (Wed.)		10:30am - 11:00am	Morning Session 1 Sign Up
			Morning Session 1 Sign Up
			Morning Session 1 Sign Up
			Morning Session 1 Sign Up
			Morning Session 1 Sign Up

1. Choose an available slot in the yellow box, once selected it will highlight with a blue check mark

SignUpGenius Features Pricing More Create a Sign Up Log In

Resident Visitation

Please review the available slots below and click on the button to sign up. Thank you!

As a courtesy to other residents and to ensure that each family has an opportunity to visit with their loved one, we respectfully request that you limit your visits to once a week. Visitors that sign up for more than one session per week may be removed from the visitation schedule at the facility's discretion.

Related files:
Visitors Expectations Fact Sheet -UPDATED.pdf (91KB pdf)

Created by: Nursing and Rehabilitation Center Administrator

Date (mm/dd/yyyy)	Location	Time (EDT)	Available Slot	Calendar View
07/29/2020 (Wed.)		10:30am - 11:00am	Morning Session 1 Morning Session 1 Morning Session 1 Morning Session 1	<div>Sign Up Step 1</div> <div>Sign Up</div> <div>Sign Up</div> <div>Sign Up</div>

Submit and Sign Up

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2. Select "Submit and Sign Up" at the bottom of the page

SignUpGenius Features Pricing More Create a Sign Up Log In

Resident Visitation

Please review the available slots below and click on the button to sign up. Thank you!

As a courtesy to other residents and to ensure that each family has an opportunity to visit with their loved one, we respectfully request that you limit your visits to once a week. Visitors that sign up for more than one session per week may be removed from the visitation schedule at the facility's discretion.

Related files:
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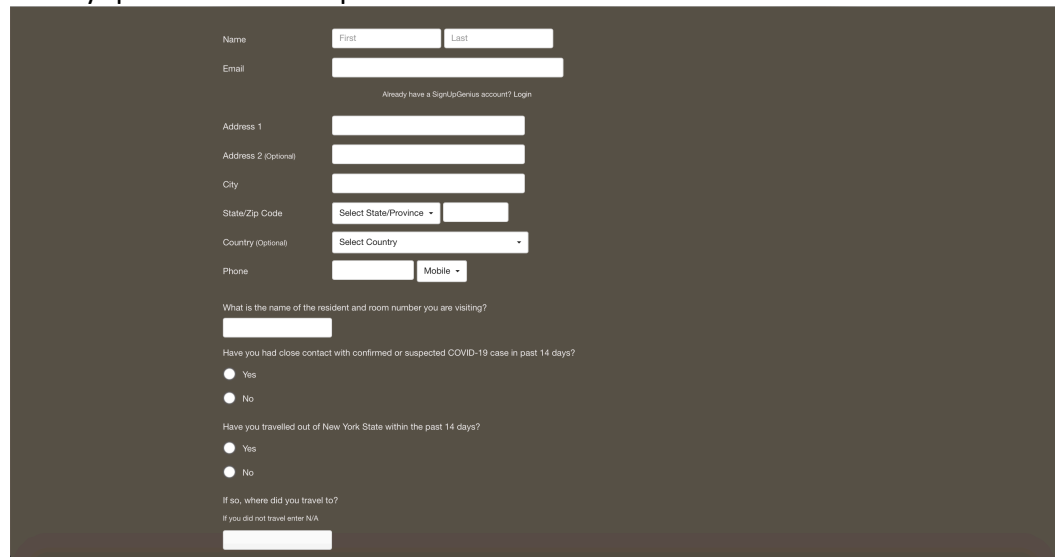
Date (mm/dd/yyyy)	Location	Time (EDT)	Available Slot	Calendar View
07/29/2020 (Wed.)		10:30am - 11:00am	Morning Session 1 Morning Session 1 Morning Session 1 Morning Session 1	<div>Sign Up</div> <div>Sign Up</div> <div>Sign Up</div> <div>Sign Up</div>

Submit and Sign Up Step 2

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3. A new window will appear for you to answer a series of screening questions. Please note that **ALL** questions are required to be answered by the New York State Department of Health.
 - a. For a list of endemic areas that will prohibit visitation please go to <https://coronavirus.health.ny.gov/covid-19-travel-advisory>. Should you have been to one of these sites you will **NOT** be able to visit until your State mandated

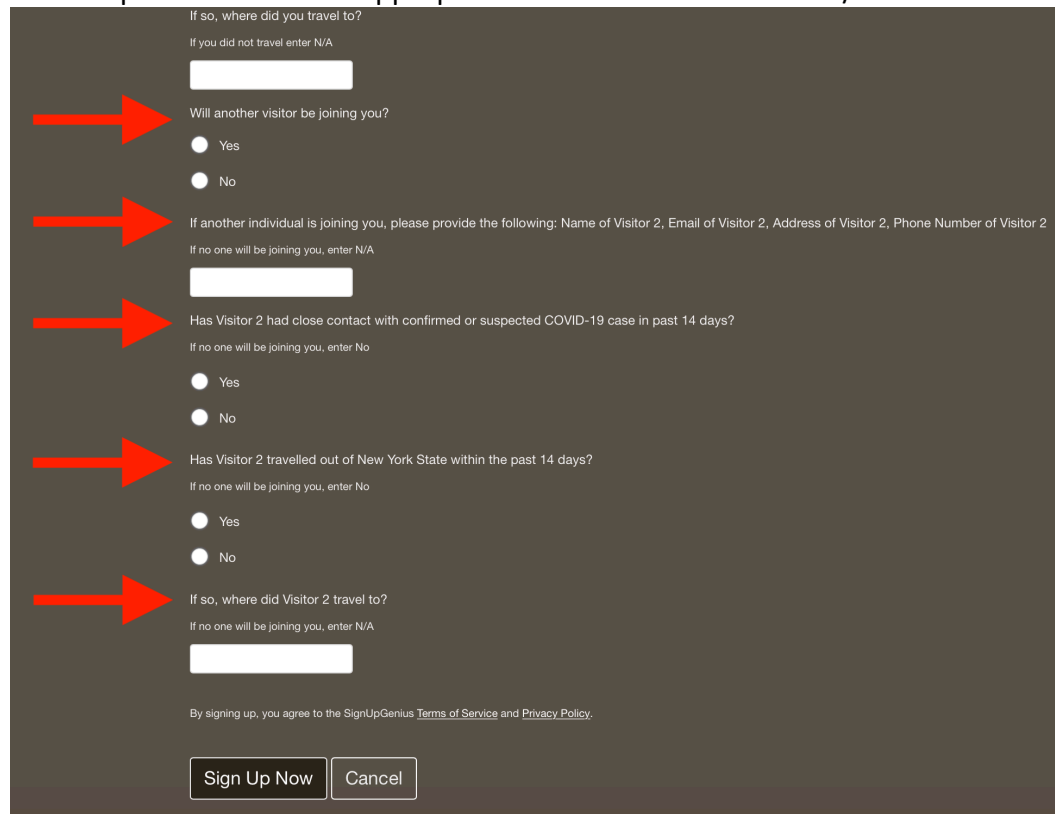
14-day quarantine is complete.



A registration form with the following fields and sections:

- Name: First and Last name input fields.
- Email: Email input field.
- Already have a SignUpGenius account? Login: Link to login.
- Address 1: Address input field.
- Address 2 (Optional): Address input field.
- City: City input field.
- State/Zip Code: Select State/Province dropdown and Zip input field.
- Country (Optional): Select Country dropdown.
- Phone: Phone input field and Mobile checkbox.
- What is the name of the resident and room number you are visiting?: Text input field.
- Have you had close contact with confirmed or suspected COVID-19 case in past 14 days?: Radio buttons for Yes and No.
- Have you travelled out of New York State within the past 14 days?: Radio buttons for Yes and No.
- If so, where did you travel to?: Text input field.
- If you did not travel enter N/A: Text input field.

- b. If another visitor will be accompanying you, you must fill out their information as well. Please note second visitor question all the information asked needs to be completed. *If however a second visitor will not be attending please answer the related questions with the appropriate answer of either No or N/A.*



A registration form with the following fields and sections:

- If so, where did you travel to?: Text input field.
- If you did not travel enter N/A: Text input field.
- Will another visitor be joining you?: Radio buttons for Yes and No.
- If another individual is joining you, please provide the following: Name of Visitor 2, Email of Visitor 2, Address of Visitor 2, Phone Number of Visitor 2: Text input field.
- If no one will be joining you, enter N/A: Text input field.
- Has Visitor 2 had close contact with confirmed or suspected COVID-19 case in past 14 days?: Radio buttons for Yes and No.
- If no one will be joining you, enter No: Text input field.
- Has Visitor 2 travelled out of New York State within the past 14 days?: Radio buttons for Yes and No.
- If no one will be joining you, enter No: Text input field.
- If so, where did Visitor 2 travel to?: Text input field.
- If no one will be joining you, enter N/A: Text input field.
- By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).
- Sign Up Now: Button.
- Cancel: Button.

Red arrows point to the following questions:

- Will another visitor be joining you?
- If another individual is joining you, please provide the following: Name of Visitor 2, Email of Visitor 2, Address of Visitor 2, Phone Number of Visitor 2
- Has Visitor 2 had close contact with confirmed or suspected COVID-19 case in past 14 days?
- Has Visitor 2 travelled out of New York State within the past 14 days?
- If so, where did Visitor 2 travel to?

4. Once completed click “Sign Up Now” and a confirmation email will be sent.

If so, where did you travel to?

If you did not travel enter N/A

Will another visitor be joining you?

- ☐ Yes
- ☐ No

If another individual is joining you, please provide the following: Name of Visitor 2, Email of Visitor 2, Address of Visitor 2, Phone Number of Visitor 2

If no one will be joining you, enter N/A

Has Visitor 2 had close contact with confirmed or suspected COVID-19 case in past 14 days?

If no one will be joining you, enter No

- ☐ Yes
- ☐ No

Has Visitor 2 travelled out of New York State within the past 14 days?

If no one will be joining you, enter No

- ☐ Yes
- ☐ No

If so, where did Visitor 2 travel to?

If no one will be joining you, enter N/A

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

Sign Up Now

Cancel