# Scheduling Your COVID-19 VACCINE

Iredell Health System is using a program called SimpleTix for scheduling COVID-19 vaccine appointments. Please take a few minutes to review the information in this user guide so you will be familiar with how the scheduling program works before booking your appointment.
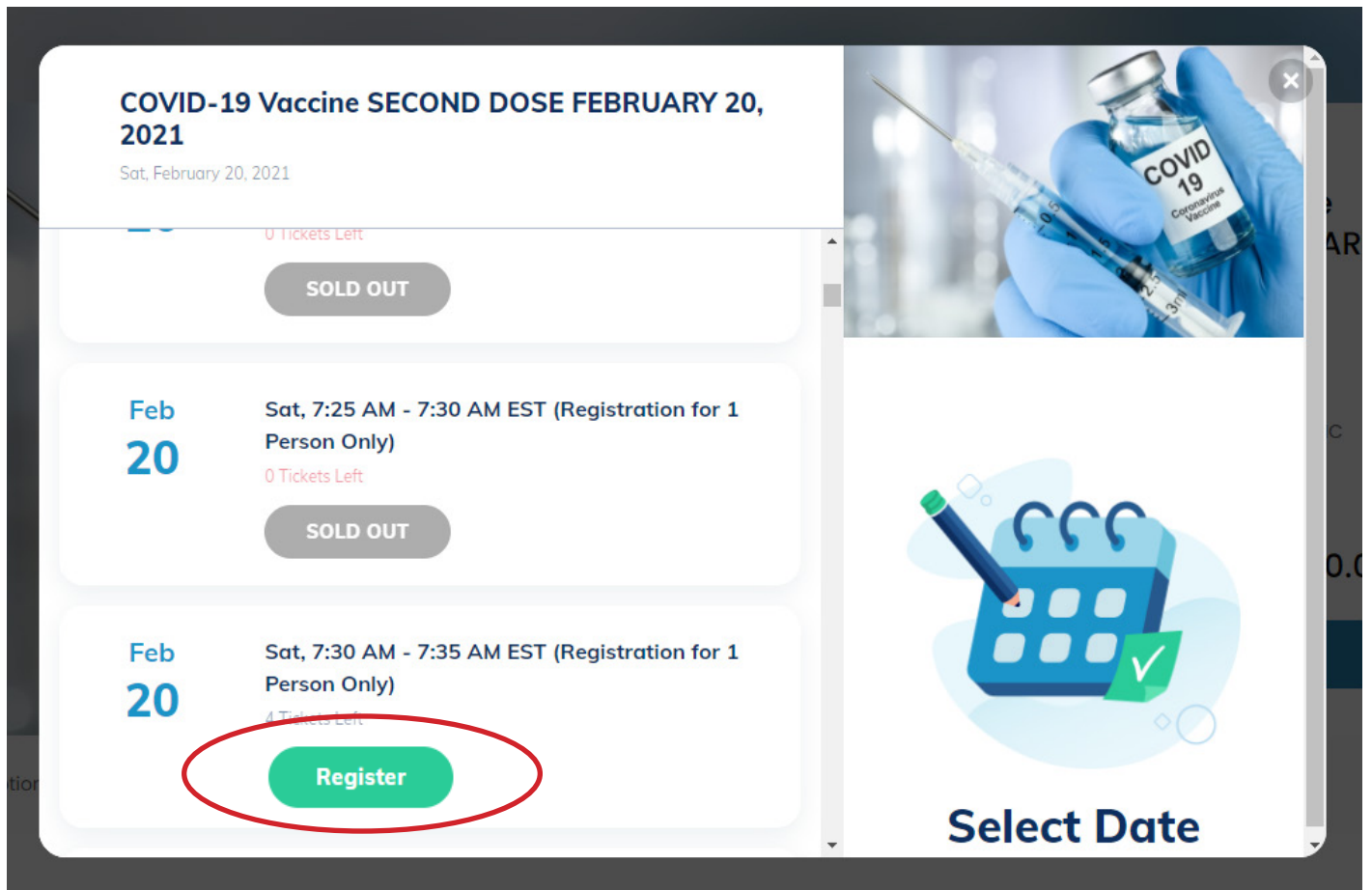
Please note the following:

- An email address is **required** to book your appointment. If you do not have an email address, you can create a free account at gmail.com, yahoo.com, or another provider of your choice.
- If you do not complete all 5 steps, your appointment will not process and will not be confirmed.
- You do NOT need to create a SimpleTix account to book your appointment.
- If you complete all of the steps and get a message at the very end that the time you chose has changed to "Sold Out," you will need to complete the entire process again choosing a different available time.
- You will need to either print and bring your e-ticket to your appointment, or have it available on your mobile device. It is required for entry to the clinic.

STEP 1: The scheduling link will open to the SimpleTix website. You will see this screen. Click on the **BLUE** "Register Now" button. (DO NOT click on anything else on this page.)
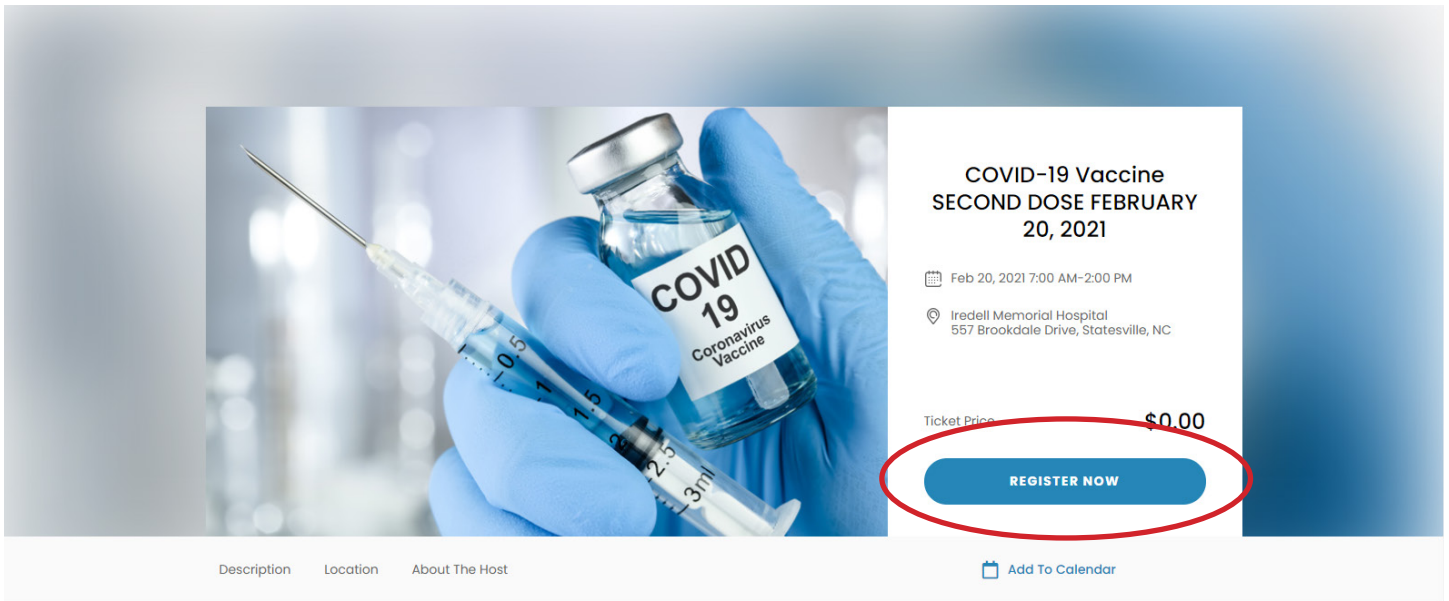
STEP 2: Scroll through the list that pops up to find an available appointment time. All available appointment times have a **GREEN** button. Click "Register." Do NOT click on a time that says "Sold Out." If you get a sold out message *after* clicking on a green "Register" button, it means that appointment time was just booked. Return to the list of available times and select a different time.

STEP 3: Your selected appointment time will appear. Click on the **GREEN** "Checkout" button.

STEP 4: Fill in all of the requested information and click the **GREEN** "Complete" button.

STEP 5: A confirmation screen will appear with a message that your tickets for your appointment have been sent to the email address you used when filling out your information. You can also view those tickets by clicking on the **GREEN** "View Tickets" button (see bottom image for an example of what the e-ticket looks like). Please note, you do **NOT** need to create a SimpleTix account.

Print and bring this ticket with you
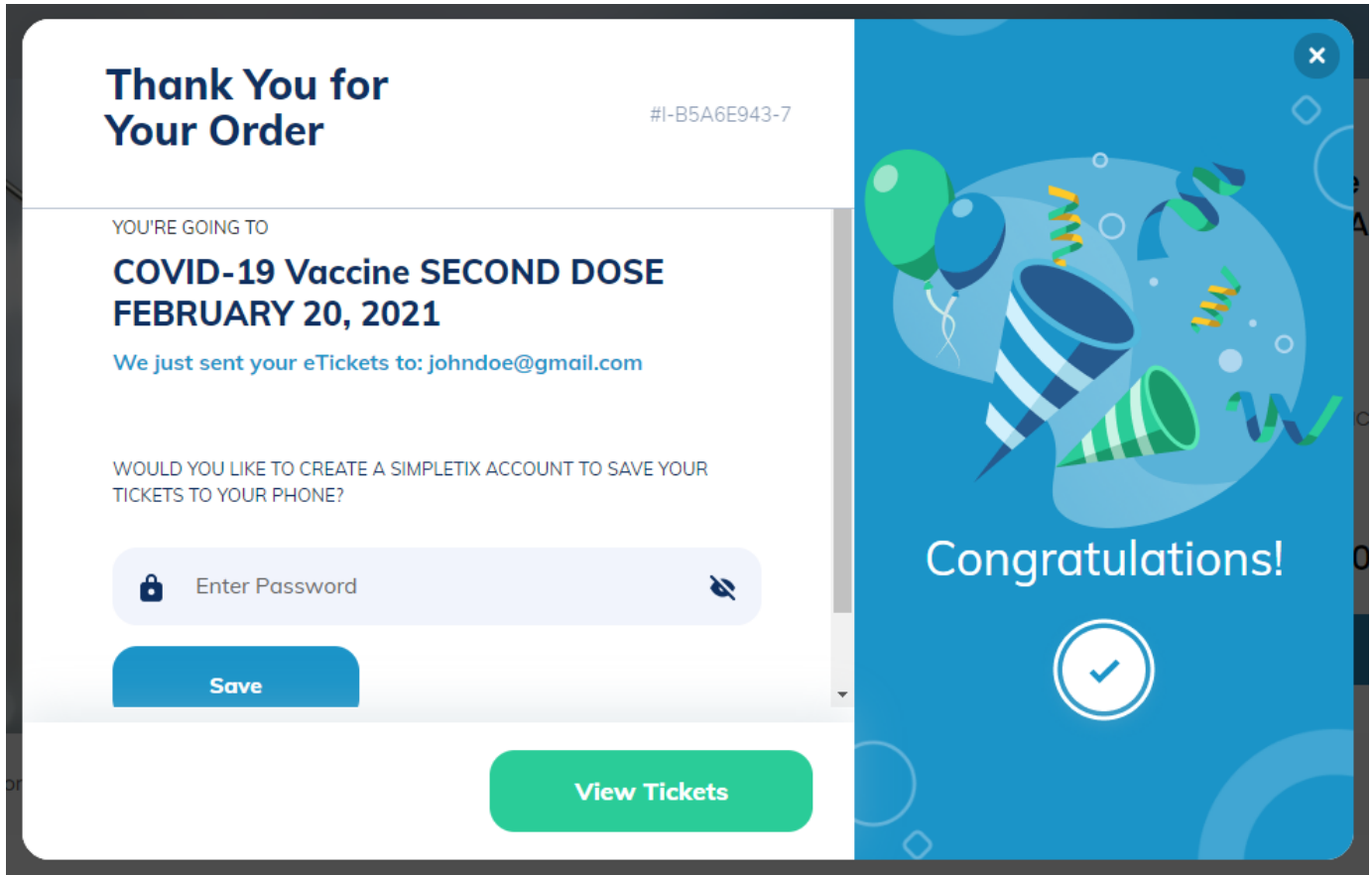
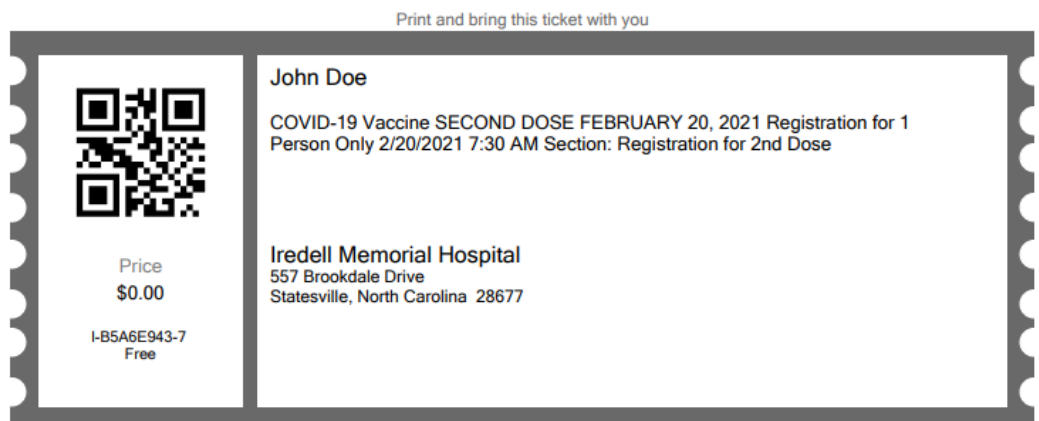**BRING THIS WITH YOU TO YOUR APPOINTMENT!**

John Doe

COVID-19 Vaccine SECOND DOSE FEBRUARY 20, 2021 Registration for 1 Person Only 2/20/2021 7:30 AM Section: Registration for 2nd Dose

Iredell Memorial Hospital
557 Brookdale Drive
Statesville, North Carolina 28677

Price
$0.00

I-B5A6E943-7
Free

Your COVID-19 vaccination appointment has been scheduled. Please note, however, receiving this ticket does not mean you are eligible if you do not meet current North Carolina vaccination eligibility requirements. As of January 30, 2021, those requirements are as follows:

Group 1: Healthcare workers and long-term care staff and residents.
Group 2: Older adults (anyone 65 years or older, regardless of health status or living situation).

Vaccinations will take place in the front parking lot at Iredell Memorial Hospital. Please do not show up more than 15 minutes before your appointment time.

- Enter through the Hartness Road entrance. Signs will be in place to guide you.
- The vaccine will be given in your upper arm. Please wear a short sleeved shirt or a shirt that can easily be rolled up to allow for the vaccine.
- Remain in your vehicle for the duration of your appointment. You will be required to wait for a minimum of 15 minutes after being vaccinated for a mandatory post-vaccine observation period.
- For your safety and the safety of our staff, please wear a face covering while in the presence of others, including while inside your vehicle during the vaccination process. Face coverings can be removed once you have been vaccinated and have moved to the post-vaccine observation area.
- Please leave pets at home, but service animals are always welcome.

As a reminder, Iredell Memorial is a tobacco-free campus and no smoking or vaping is permitted, including inside vehicles.

Thank you!