



THE WESLEY COMMUNITY

WESLEY HEALTH CARE CENTER

A Step-by-Step guide to SignupGenius

Please note: this login information will be different than the Skype information you have created.

Each floor has a unique link to sign up for your videoconferencing. Please be sure to begin by copying the link that correlates with the floor that your loved one resides on.

Link for 2 Springs Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-family>

Link for 3 Springs Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-3springs>

Link for 4 Springs Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-4springs>

Link for 5 Springs Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-5springs>

Link for 2 Hathorn Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-2hathorn>

Link for 3 Hathorn Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-3hathorn>

Link for 2 Victoria Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-2victoria>

Link for 3 Victoria Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-3victoria>

Link for 4 Victoria Families: <https://www.signupgenius.com/go/9040B4DAAA2AA5FC1-4victoria>

Once you visit your specific link, you will be prompted to enter a Wesley Specific access code as an added security measure.

The access code for all links is: WesL3y

ADDITIONAL INSTRUCTIONS FOLLOW BELOW ON ADDITIONAL PAGES

This is where you will begin. Click "Create a Sign Up" to register as a user for this platform.



SignUpGenius Features Pricing More

Create a Sign Up Log In

THE WESLEY COMMUNITY

3 Springs

3 Springs: Family/Resident Video Chat

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

Already can video conference with your loved one here on campus, please continue to do so in that capacity. This service is to allow our residents who will otherwise not see their loved ones the opportunity to do so. **

Submit and Sign Up

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If you already created an account, click here to log in.



Ensure the floor that your loved one lives on is listed here. There are unique scheduling tools for each floor.



Please be sure to thoroughly read these guidelines on the website. This will explain, in detail, the information that is required to request a video chat, the dates that are available for your and your loved one to connect, and more.

- **Appointments are available to schedule up to, but no more than, 3 days in advance.**
- **You must schedule your appointment at least 24 hours in advance.**

THE WESLEY COMMUNITY

3 Springs

3 Springs: Family/Resident Video Chat

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

****Please note, if you already can video conference with your loved one here on campus, please continue to do so in that capacity. This service is to allow our residents who will otherwise not see their loved ones the opportunity to do so. ****

IMPORTANT: You must create your Skype account prior to reserving an appointment time. For more information on Skype and how to set up an account, click on the following link: <https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype>

*****Residents who reside in an odd room number will be available to schedule a call on odd dates. As an example, a resident who lives in room #17 would be able to schedule it for the 15th, 17th, 19th etc. This way we ensure everyone gets an opportunity to stay in touch.*****

These sessions will be limited to ten minutes per resident to ensure that there is equal opportunity for the residents to visit with their families. The last five minutes of each scheduled time slot is reserved for staff to transition from supporting your loved one to supporting the next family/resident waiting to use this service.

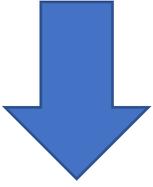
We ask that you are considerate to other families desire to video conference with their loved when scheduling your appointment times and frequency. All appointments must be made at least 24 hours in advance. We are not able to accomodate same day appointment requests.

Created by: The Wesley Community ✉

[Submit and Sign Up](#)

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The date is listed to the left. It is important to remember that the room number of your loved one dictates the dates you are eligible to sign up to chat. Listed here (04/02/2020) is an even date, so even numbered rooms would have been allowed to sign up.

04/02/2020 (Thu.)	10:00am - 10:15am	Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes. Click the "Sign Up" button to reserve this time slot.	
	10:30am - 10:45am	Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes. Click the "Sign Up" button to reserve this time slot.	
	10:30am - 10:45am	Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes. Click the "Sign Up" button to reserve this time slot.	

We will keep these calls to 10 minutes, 5 minutes have been allocated to staff transition time.

You are required to schedule 24 hours in advance. If you are looking at a time shorter than 24 hours, it will be displayed as locked. Please continue to scroll until you find an available time.

Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes.
Click the "Sign Up" button to reserve this time slot.

This is what will appear when a time slot is available.

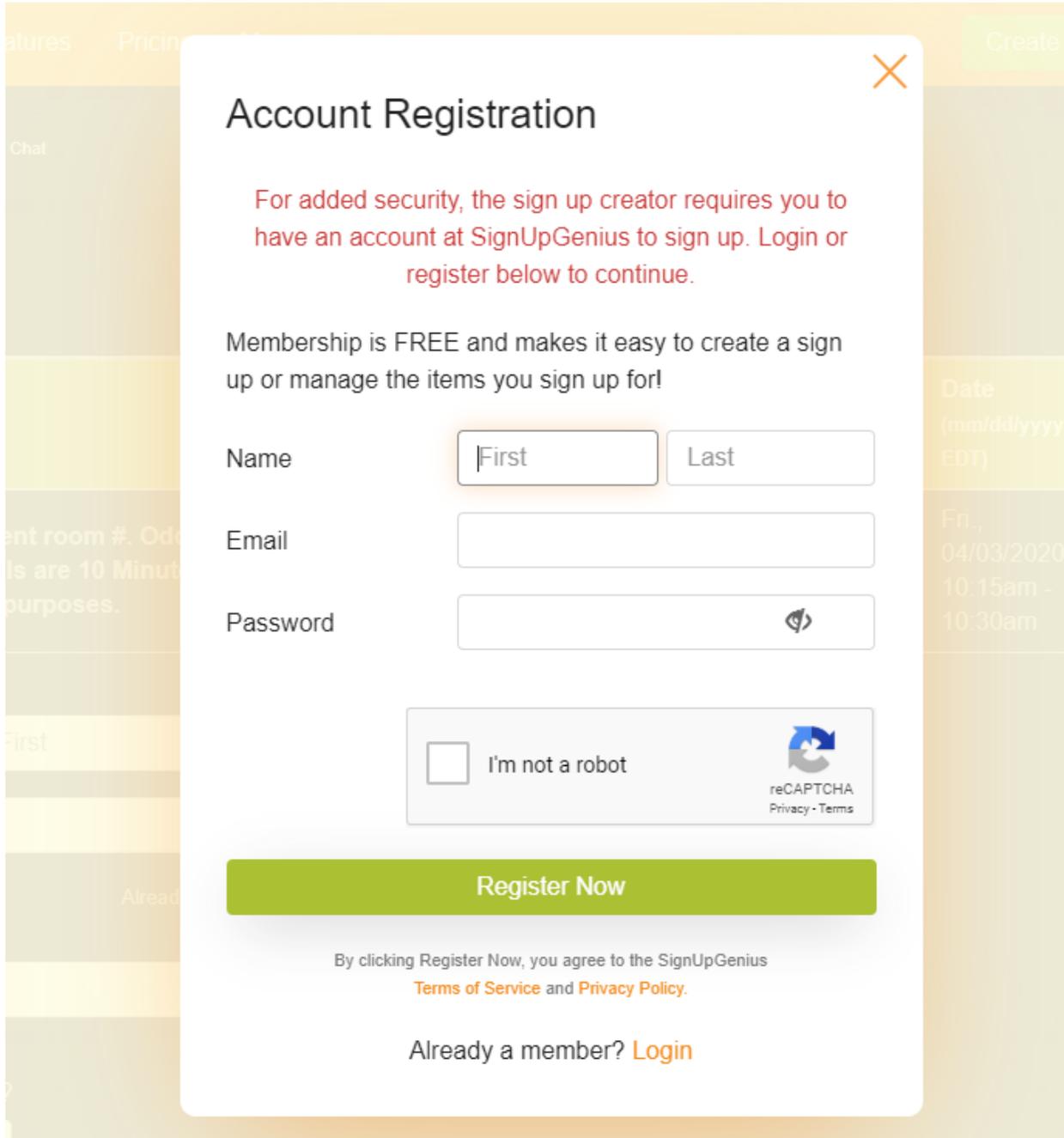
Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes.
Click the "Sign Up" button to reserve this time slot.

Already filled

This is what will appear when a time slot has been taken.

This is a step by step of what you will see as you register for a timeslot.

- You will select the timeslot that you would like to book, and click “Submit and sign up”
- When you click “submit and sign up” this is what will pop up.



The image shows a modal window titled "Account Registration" with a close button (X) in the top right corner. The background is a blurred screenshot of a website with various elements like "Features", "Pricing", "Chat", "Create", "Date (mm/dd/yyyy EDT)", "Fri, 04/03/2020 10:15am - 10:30am", "ent room #. Odds are 10 Minute purposes.", "First", and "Already".

Account Registration

For added security, the sign up creator requires you to have an account at SignUpGenius to sign up. Login or register below to continue.

Membership is FREE and makes it easy to create a sign up or manage the items you sign up for!

Name

Email

Password 

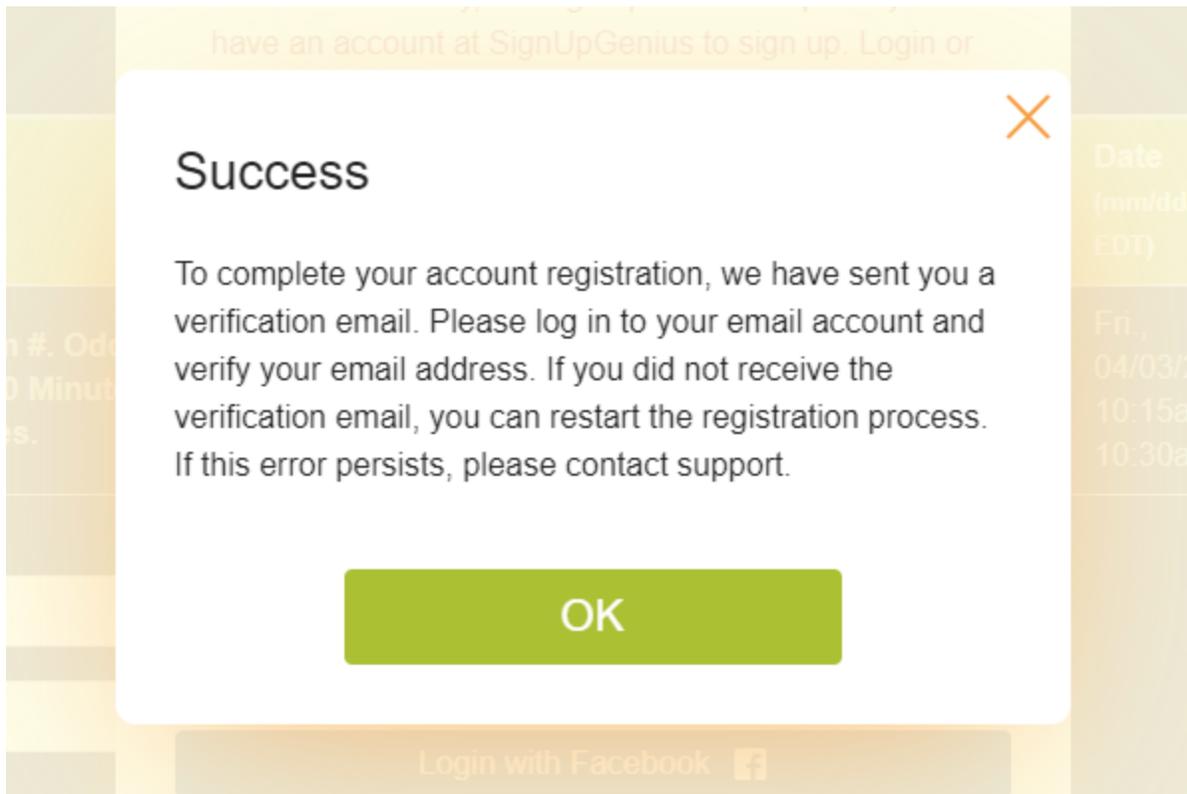
I'm not a robot  reCAPTCHA
Privacy - Terms

Register Now

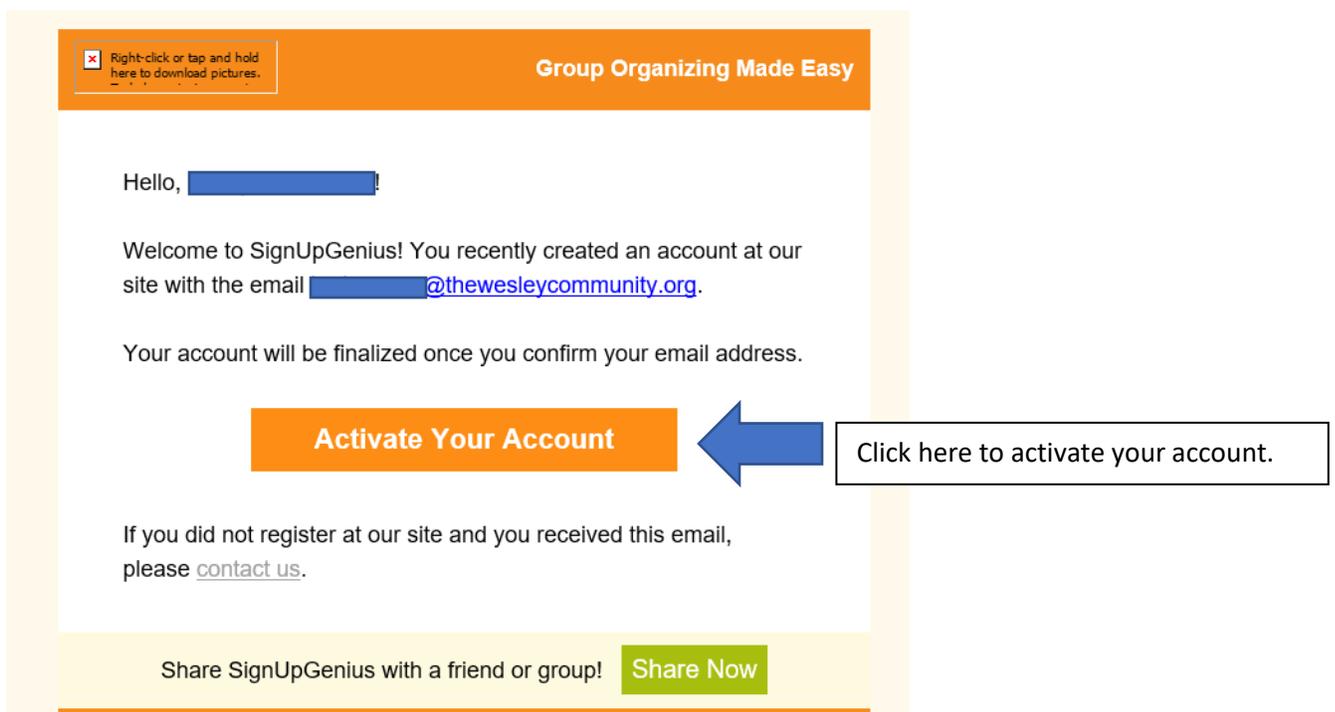
By clicking Register Now, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Already a member? [Login](#)

Once you complete this form and click “register now” this is the next screen you will see.



You will then need to go to your email inbox and confirm your email address.



You will then be taken to a page to enter all of your information and finalize your booking.

This will be top of the page you land on.

If you would like to use FaceTime instead of skype, please enter your appleID email or cellphone number here.



← Back to 3 Springs: Family/Resident Video Chat

Sign Me Up

Sign me up for:

Reserve Here:	Date (mm/dd/yyyy - EDT)	Comment	Quantity
Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes.	Fri., 04/03/2020 10:15am - 10:30am	<input type="text"/>	1

Reserve Here:	Date (mm/dd/yyyy - EDT)	Comment	Quantity
Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes.	Fri., 04/03/2020 10:15am - 10:30am	<input type="text"/>	1

Sign up as: **Katelynn Donovan** (kndonovan@thewesleycommunity.org) - This isn't me

Display an alternate name on the sign up (like a child or spouse)

Phone Mobile

Save my contact info for use on future sign ups

What is your Skype username?

Resident Initials. Initials ONLY - No full names please.

What building and floor does the resident live on?

Residents Room Number?

Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month.

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

All of these fields are required.
Please read each requirement carefully and be thoughtful to not include specific resident information beyond what is asked.
Thank you.

This will be the message that you receive when you successfully submit the form above.

Thank you, [REDACTED]!

You're all signed up for 3 Springs: Family/Resident Video Chat.

A confirmation email with an attached iCalendar has been sent to you.

✓ **Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes.**

Fri., 04/03/2020 10:15am - 10:30am EDT

[Back to Sign Up](#) ←

Click here to get back to the original home page.

[Add to Calendar](#) [Edit My Sign Up](#) [Contact The Wesley Community](#)

10:15am - 10:30am	Appts. correspond to resident room #. Odd room #, reserve odd date of the month. Even room #, reserve even date of the month. Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes. Click the "Sign Up" button to reserve this time slot.	KD MY SIGN UP (Katelynn Donovan)  
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↑
To confirm your registration, if you scroll down to the time slot you believe you signed up for, you should see this.

You will receive an email to the address that you used to register. The content of the email will provide guidelines on the skype account that you will need to call to begin your appointment.

2 Springs: Family/Resident Video Chat

Thank you, [REDACTED]!

You're all signed up for "2 Springs: Family/Resident Video Chat."



Calls are 10 Minutes in duration. The last 5 minutes of your chosen slot is reserved for staff planning purposes.

- Click the "Sign Up" button to reserve this time slot.
04/02/2020 (Thu.) 9:30am - 9:45am EDT

Be sure to have this access code handy when you log-in.

This sign up is protected by an access code. When prompted, enter the code "WesL3y" for access.

Skype Username Resident Family will call: WesleySprings2

This username will be unique to the floor that your loved one lives on. You will need to call this username at the beginning of your appointment.

There will be much more information provided in this email, please be sure to review thoroughly to be prepared for your videoconference phone call.