



Participant Signup Instructions

Participant Signup

This section shows how the participant registers for an event using RegisterMyTime.

Click the URL link on the launch page for your location or use URL provided by your Wellbeing Champion.

[Sign In](#)

Test

Register Now! - Select an event below and click Register.

Questions or Problems? - Please contact your local Wellbeing Champion.

Search Events

Event Name	Service(s)	Location	Date	Percent Full	Registration
2016 Biometric Screening	2016 Biometric Screening	Test, NE-1234 Test Street	4/19/2016 9:00 AM - 12:00 PM	<div></div>	Register

Frequently Asked Questions

click **Register** next to the event in which you wish to participate.

[Sign In](#)

[Back To Events](#)

2016 Biometric Screening

The 2016 Allstate Biometric Screening will help you establish your wellness baseline in just 15 minutes or less! Your results will be automatically uploaded to the 2016 Wellbeing Assessment for you.

Your onsite biometric screening will include:

- Finger Prick Blood Test
 - Total Cholesterol, LDL Cholesterol, HDL Cholesterol, Triglycerides, Ratio (TC/HDL), Glucose
- Blood Pressure Reading
- Height, Weight and Waist Measurements (taken behind a privacy screen)

Once you arrive for your appointment, you will check in and complete the biometric screenings consent form. This form requires your 8-digit SAP Personnel number. To locate this number, access your paycheck at: My Desktop>MyWorkLife>MyHR Workplace>My Payment Notification. Your SAP Personnel number is located under your address and labeled "Personnel #." If the number does not have 8 digits, add leading zeros before the number (e.g., if your number # has 5 digits, input 3 zeros and then your SAP Personnel number).

We encourage you to hydrate yourself with water prior to your appointment and continue to take any medication. For the most accurate results, fasting for at least 8 hours before your screening is recommended.

Check the box for the service(s) you would like to participate in

Email Address*

Verify Email Address*

First Name*

Last Name*

Phone Number

[Register](#)

Registration Screen:

- **Select Appointment Time**

➤ click ↓ on right side of selected services and select an appointment time

- Enter **Email address** (a fake email may be entered if participant does not have one.)

- Verify **Email address**

- Enter **First Name & Last Name**

- **Phone Number is OPTIONAL**

- click **Register**

[Sign In](#)[Back To Events](#)

Thank you for registering for 2016 Biometric Screening

The 2016 Allstate Biometric Screening will help you establish your wellness baseline in just 15 minutes or less! Your results will be automatically uploaded to the 2016 Wellbeing Assessment for you.

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We encourage you to hydrate yourself with water prior to your appointment and continue to take any medication. For the most accurate results, fasting for at least 8 hours before your screening is recommended.

Location

Test, NE-1234 Test Street
Conference Room

Services

Service	Desired Time	Add to Calendar
<p>2016 Biometric Screening</p> <p>Don't forget - your biometric screening appointment is quickly approaching!</p> <p>The screening includes:</p> <ul style="list-style-type: none">• Finger Prick Blood Test• Blood Pressure Reading• Height, Weight, and Waist Measurements (taken behind a privacy screen) <p>Once you arrive for your appointment, you will check in and complete a consent form to participate in the biometric screening. To shorten the length of your screening you can complete a Biometric Screening Consent Form prior to the event and bring it with you to your appointment.* This form requires your 8-digit SAP Personnel number. To locate this number, access your paycheck at: My Desktop>MyWorkLife>MyHR Workplace>My Payment Notification. Your SAP Personnel number is located under your address and labeled "Personnel #." If the number does not have 8 digits, add leading zeros before the number (e.g. if your number # has 5 digits, input 3 zeros and then your SAP Personnel number).</p> <p>We encourage you to hydrate yourself with water prior to your appointment and continue to take any medication. For the most accurate results, fasting for at least 8 hours before your screening is recommended.</p> <p><i>*Please print a Biometric Screening Consent Form as front and back of one sheet of paper.</i></p>	4/19/2016 9:10AM	

Frequently Asked Questions

Registration Completed

A biometric screening consent form link is available at the bottom of the page. The link will also be available in all confirmation and reminder emails. (See Below)

To add the appointment to your calendar, click on symbol under "Add to Calendar". This will download a calendar item that can be added to:

- **Outlook**
- **iCal**
- **Google Calendar**
- **Lotus Notes**

A confirmation email will be generated to the email address provided during registration.

Test

Thank you for registering for the following appointment.

Date: 4/19/2016

Time: 10:30AM

Location: Test, NE-1234 Test Street

Room: Conference Room

Don't forget - your biometric screening appointment is quickly approaching!

The screening includes:

- Finger Prick Blood Test
- Blood Pressure Reading
- Height, Weight, and Waist Measurements (taken behind a privacy screen)

Once you arrive for your appointment, you will check in and complete a consent form to participate in the biometric screening. To shorten the length of your screening you can complete a [Biometric Screening Consent Form](#) prior to the event and bring it with you to your appointment.* This form requires your 8-digit SAP Personnel number. To locate this number, access your paycheck at: My Desktop>MyWorkLife>MyHR Workplace>My Payment Notification. Your SAP Personnel number is located under your address and labeled "Personnel #." If the number does not have 8 digits, add leading zeros before the number (e.g. if your number # has 5 digits, input 3 zeros and then your SAP Personnel number).

We encourage you to hydrate yourself with water prior to your appointment and continue to take any medication. For the most accurate results, fasting for at least 8 hours before your screening is recommended.

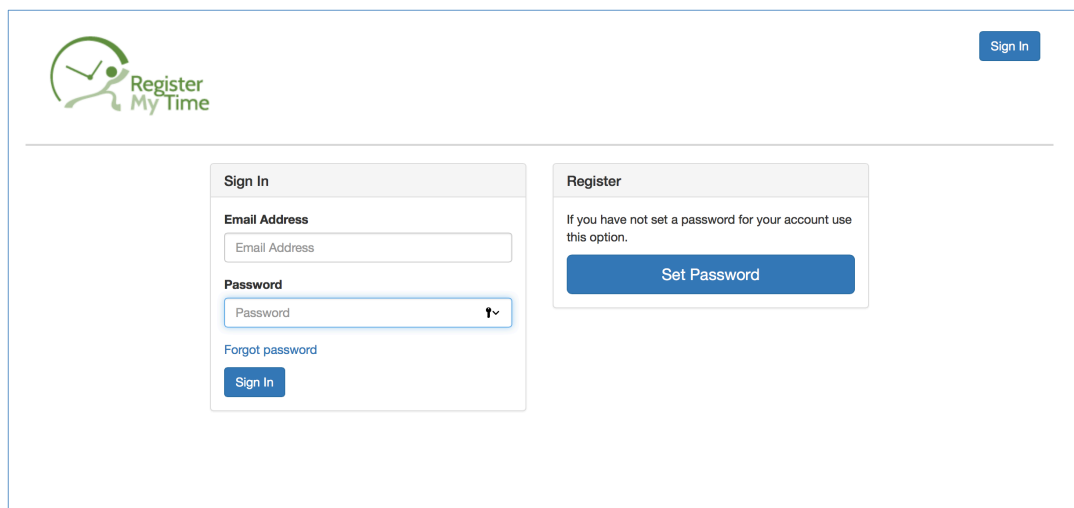
****Please print a [Biometric Screening Consent Form](#) as front and back of one sheet of paper.***

Please click the link below and login to retrieve your event information or to cancel/reschedule your appointment.

<https://login.registertime.com//SignIn>

Disclaimer: This email and any files transmitted are private and confidential. They are intended to be read only by the intended addressee. If you have received this email in error do not read the materials, notify the sender and then immediately delete this email from your system. Please do not reply to this email. This is a system-generated email and replies may not be monitored. Thank you.

Participant Reschedule or Cancel



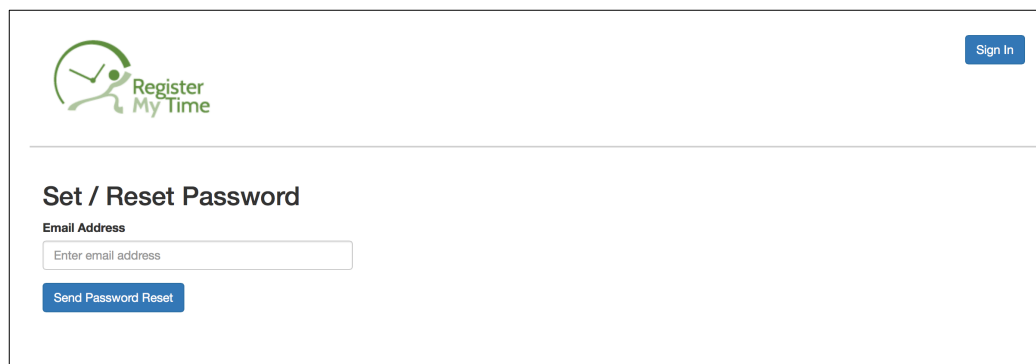
The screenshot shows the 'Register My Time' website interface. In the top left corner is the logo, which consists of a green clock icon with a person running inside it, followed by the text 'Register My Time'. In the top right corner is a blue button labeled 'Sign In'. Below the header, there are two main sections: 'Sign In' on the left and 'Register' on the right. The 'Sign In' section contains a 'Email Address' input field, a 'Password' input field with a toggle icon, a 'Forgot password' link, and a blue 'Sign In' button. The 'Register' section contains a text instruction: 'If you have not set a password for your account use this option.', followed by a blue 'Set Password' button.

- Click the link provided in your confirmation email **or**
- Go to <https://login.registermytime.com/Signin>

****If you have never been to this page to create a password, Click **Set Password****

****If you have already set your password, Click **Sign In** in the upper right hand corner (skip to "Sign In" instructions below)**

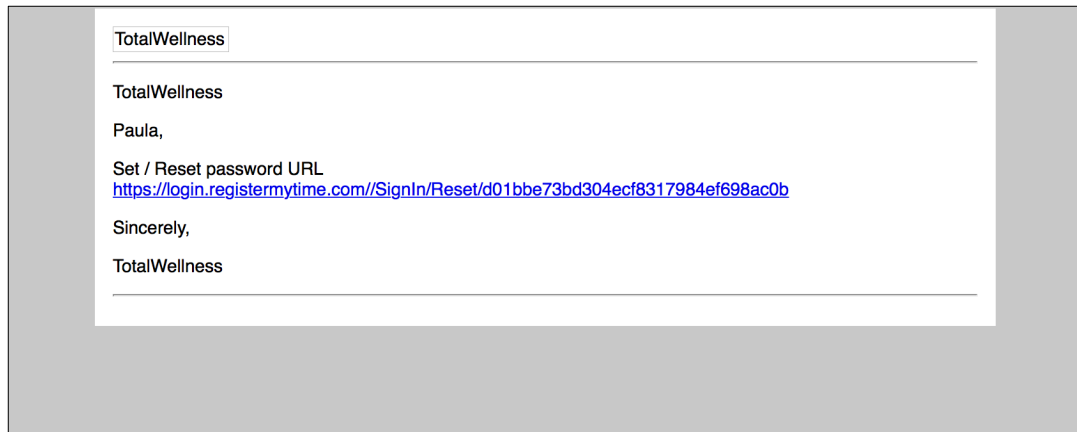
Set Password




The screenshot shows the 'Set / Reset Password' page on the 'Register My Time' website. The logo is in the top left, and a 'Sign In' button is in the top right. The main heading is 'Set / Reset Password'. Below it, there is an 'Email Address' label and an input field with the placeholder text 'Enter email address'. At the bottom of the form is a blue button labeled 'Send Password Reset'.

- enter **Email Address** used during registration
- click **Send Password Reset**

An email will be generated to the email address provided



Click **Set/Reset link**



Sign In

Set / Reset Password

Passwords must be at least 8 characters long, contain one upper case letter, lower case letter, number and special character


Password

Confirm Password

Update

- Create **Password**
- Confirm **Password**
- Click **Update**

Sign In



Sign In

Sign In

Email Address

Password

[Forgot password](#)


Sign In

Register

If you have not set a password for your account use this option.

Set Password

- Enter **Email Address**
- Enter **Password**
- Click **Sign In**



My Profile Sign Out

Signed in as: Wellbeing Champion, Test

My Profile

Email Address

First Name

Last Name

Leave the passwords blank unless you intend to change the password

Password

Passwords must be at least 8 characters long, contain one upper case letter, lower case letter, number and special character

Confirm Password

Save

My Events

Event Name	Event Location	Event Room	Service Name	Appointment Date/Time	Add to Calendar	
2016 Biometric Screening	Test, NE-1234 Test Street	Conference Room	2016 Biometric Screening	4/19/2016 9:20AM		Cancel Reschedule Event Homepage

- You do not need to enter your profile information again.
- You may change your password on this page.

Your appointments are listed on the bottom of the page.

- Click on **Reschedule** to change your appointment time.
- Click on **Cancel** to cancel your appointment
- To change your appointment to a **different date** you must cancel your current appointment and go back to the registration site to make a new appointment.

Reschedule:

My ProfileSign Out

Signed in as: Wellbeing Champion, Test

Back To Events

2016 Biometric Screening

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We encourage you to hydrate yourself with water prior to your appointment and continue to take any medication. For the most accurate results, fasting for at least 8 hours before

Check the box for the service(s) you would like to participate in

Service	Time	Room/Info	Percent Full	Desired Time
<input checked="" type="checkbox"/> 2016 Biometric Screening	4/19/2016 9:00AM - 12:00PM	Conference Room	<div></div>	<div>-Please Choose-</div>

Registrant Information

* Fields notated with an (*) are required

Email Address*

wellbeingchampion@test.com

Verify Email Address*

wellbeingchampion@test.com

First Name*

Test

Last Name*

Wellbeing Champion

Phone Number

Frequently Asked Questions


Register

- Check **boxes** next to the services in which you would like to participate
- **Select Appointment Time**
 - click ↓ on right side of selected services and select an appointment time
- Your personal information will be automatically populated.
- click **Register**

Your appointment time will automatically update.

You will receive the same confirmation screen and automatic email as described in the registration process confirming your new appointment time.

Cancel:



[My Profile](#) [Sign Out](#)

Signed in as: Wellbeing Champion, Test

My Profile

Email Address

First Name

Last Name

Leave the passwords blank unless you intend to change the password


Password

Passwords must be at least 8 characters long, contain one upper case letter, lower case letter, number and special character.

Confirm Password

[Save](#)

My Events

Event Name	Event Location	Event Room	Service Name	Appointment Date/Time	Add to Calendar	
2016 Biometric Screening	Test, NE-1234 Test Street	Conference Room	2016 Biometric Screening	4/19/2016 9:20AM		Cancel Reschedule Event Homepage

Your profile information is pre-populated.

Click **Cancel** next the appointment you want to cancel.

Your appointment will automatically cancel but it will not be automatically removed from your calendar. You must manually remove the appointment from any calendar to which you added it.