

How to Register for COVID-19 Vaccine Clinics Online

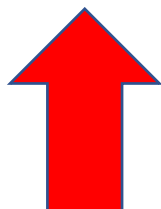
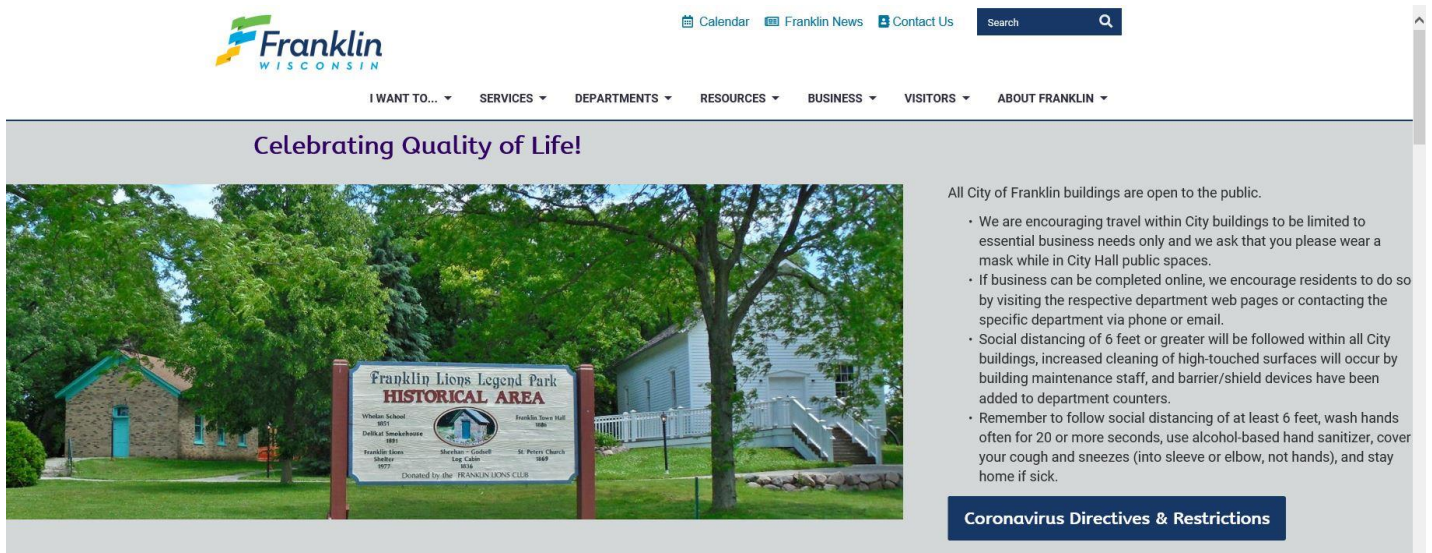
STEP 1

Open your internet browser

STEP 2

Go to the City of Franklin website:

www.franklinwi.gov



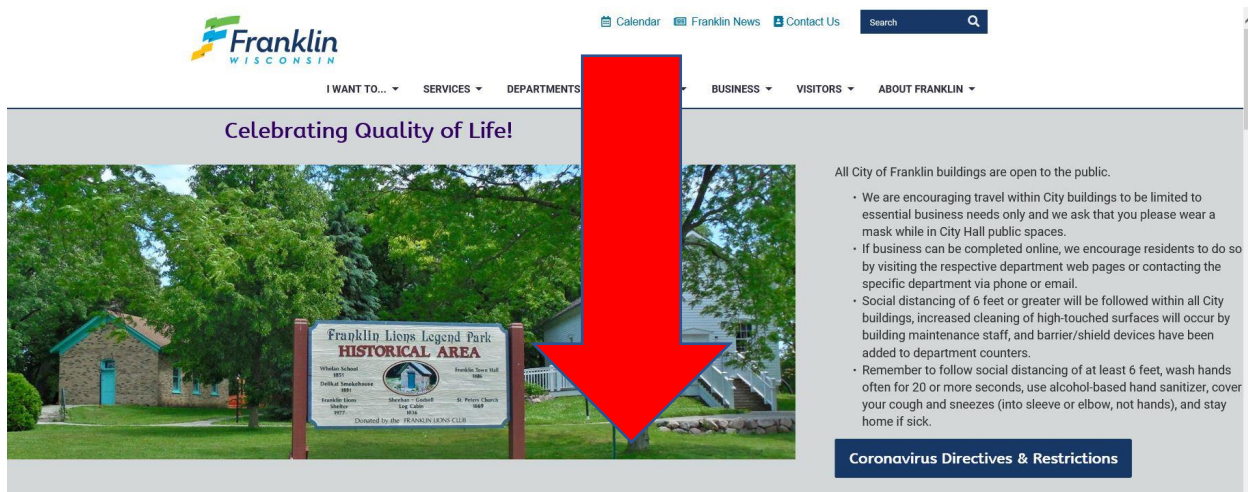
The website looks like this

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STEP 3

Scroll DOWN to find the registration link:

“COVID-19 VACCINE CLINICS FOR SENIORS
(AGES 65+)”



STEP 4

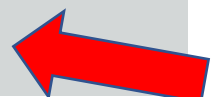
Click link to schedule appointment:

“Schedule an appointment for DATE, 2021
Clinic”

COVID-19 VACCINE CLINICS FOR SENIORS (AGES 65+)

[Schedule an appointment for February 10, 2021 Clinic](#)

[Schedule an appointment for February 17, 2021 Clinic](#)

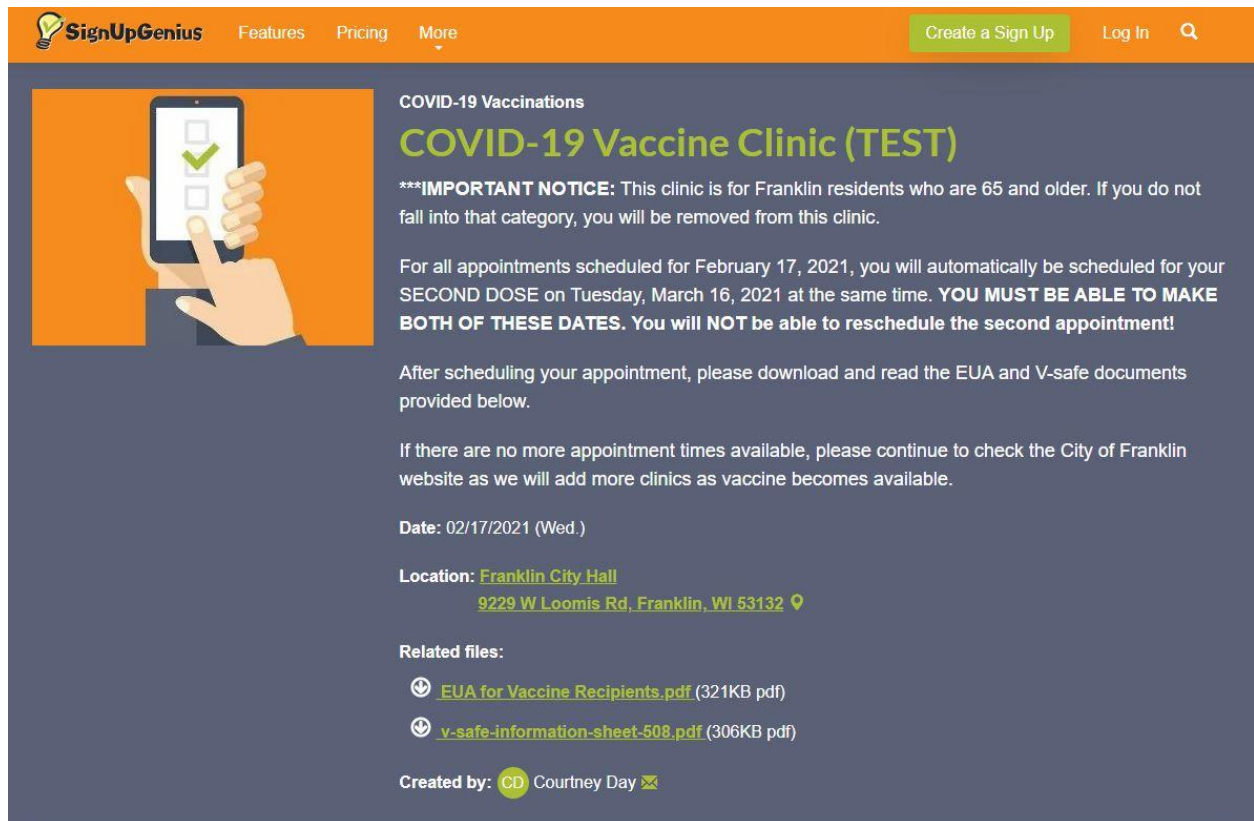


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STEP 5

The link will take you directly to our online registration on Sign Up Genius.

The registration page will look like this:



The screenshot shows a web page for COVID-19 vaccinations. The header includes the Sign Up Genius logo, navigation links for Features, Pricing, and More, and buttons for Create a Sign Up, Log In, and a search icon. The main content area has an orange background with an illustration of a hand holding a smartphone displaying a checklist with a green checkmark. The text on the page includes a title 'COVID-19 Vaccinations', a sub-title 'COVID-19 Vaccine Clinic (TEST)', an important notice for Franklin residents aged 65 and older, details about a second dose appointment on March 16, 2021, and instructions to download and read the EUA and V-safe documents. It also provides the date (02/17/2021), location (Franklin City Hall, 9229 W Loomis Rd, Franklin, WI 53132), and a list of related files: 'EUA for Vaccine Recipients.pdf' and 'v-safe-information-sheet-508.pdf'. The page is created by Courtney Day.

Sign Up Genius Features Pricing More Create a Sign Up Log In

COVID-19 Vaccinations

COVID-19 Vaccine Clinic (TEST)

*****IMPORTANT NOTICE:** This clinic is for Franklin residents who are 65 and older. If you do not fall into that category, you will be removed from this clinic.

For all appointments scheduled for February 17, 2021, you will automatically be scheduled for your **SECOND DOSE** on Tuesday, March 16, 2021 at the same time. **YOU MUST BE ABLE TO MAKE BOTH OF THESE DATES. You will NOT be able to reschedule the second appointment!**

After scheduling your appointment, please download and read the EUA and V-safe documents provided below.

If there are no more appointment times available, please continue to check the City of Franklin website as we will add more clinics as vaccine becomes available.

Date: 02/17/2021 (Wed.)

Location: [Franklin City Hall](#)
[9229 W Loomis Rd, Franklin, WI 53132](#)

Related files:

- [EUA for Vaccine Recipients.pdf](#) (321KB pdf)
- [v-safe-information-sheet-508.pdf](#) (306KB pdf)

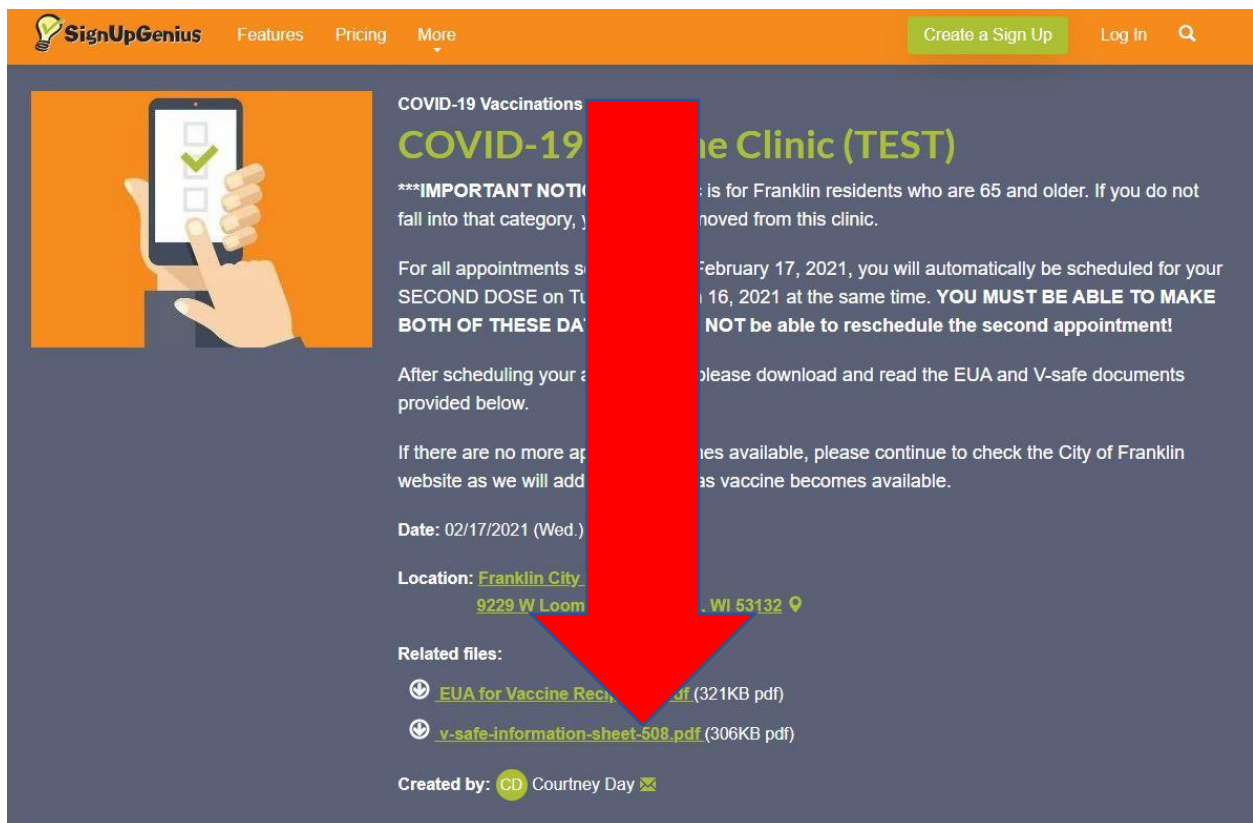
Created by: [CD](#) Courtney Day

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STEP 6

SCROLL DOWN to register for an appointment
time:

***YOU DO NOT NEED TO
“Create a Sign Up”***



The screenshot shows the SignUpGenius website interface. At the top, there is a navigation bar with the logo, 'Features', 'Pricing', and 'More' links, and buttons for 'Create a Sign Up' and 'Log In'. The main content area is titled 'COVID-19 Vaccinations' and 'COVID-19 Vaccine Clinic (TEST)'. It includes an illustration of a hand holding a smartphone with a checkmark. The text contains important notices, appointment details for February 17, 2021, and location information for Franklin City, WI. A large red arrow points to the 'Create a Sign Up' button in the top right corner.

COVID-19 Vaccinations

COVID-19 Vaccine Clinic (TEST)

IMPORTANT NOTICE This clinic is for Franklin residents who are 65 and older. If you do not fall into that category, you will be removed from this clinic.

For all appointments scheduled on or after February 17, 2021, you will automatically be scheduled for your SECOND DOSE on Tuesday, February 16, 2021 at the same time. **YOU MUST BE ABLE TO MAKE BOTH OF THESE DATES.** You will **NOT** be able to reschedule the second appointment!

After scheduling your appointment, please download and read the EUA and V-safe documents provided below.

If there are no more appointments available, please continue to check the City of Franklin website as we will add more appointments as vaccine becomes available.

Date: 02/17/2021 (Wed.)

Location: [Franklin City](#)
[9229 W Loomis St](#), WI 53132

Related files:

- [EUA for Vaccine Recipients.pdf](#) (321KB pdf)
- [v-safe-information-sheet-508.pdf](#) (306KB pdf)

Created by: [CD](#) Courtney Day

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STEP 7

The Sign Up area looks like this:

Time (CST)	Available Slot
12:30pm - 12:45pm	Appointments (10) Sign Up
12:45pm - 1:00pm	Appointments (10) Sign Up
1:00pm - 1:15pm	Appointments (10) Sign Up
1:15pm - 1:30pm	Appointments (10) Sign Up
1:30pm - 1:45pm	Appointments (10) Sign Up
1:45pm - 2:00pm	Appointments (10) Sign Up
2:00pm - 2:15pm	Appointments (10) Sign Up
2:15pm - 2:30pm	Appointments (10) Sign Up
2:30pm - 2:45pm	Appointments (10) Sign Up
2:45pm - 3:00pm	Appointments (10) Sign Up
3:00pm - 3:15pm	Appointments (10) Sign Up
3:15pm - 3:30pm	Appointments (10) Sign Up
3:30pm - 3:45pm	Appointments (10) Sign Up
3:45pm - 4:00pm	Appointments (10) Sign Up

[Submit and Sign Up](#)

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STEP 8

Find an available slot and click the green Sign Up box:



Then click “Submit and Sign Up” at the bottom of your screen.



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STEP 9

Enter personal information to sign up for clinic appointment:

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CST)	My Comment	Quantity
Appointments	Wed., 02/17/2021 12:30pm - 12:45pm	<input type="text"/>	1 <input type="button" value="v"/>

Name

Email

Already have a SignUpGenius account? [Login](#)

Address 1

Address 2 (Optional)

City

State/Zip Code

Country (Optional)

Phone

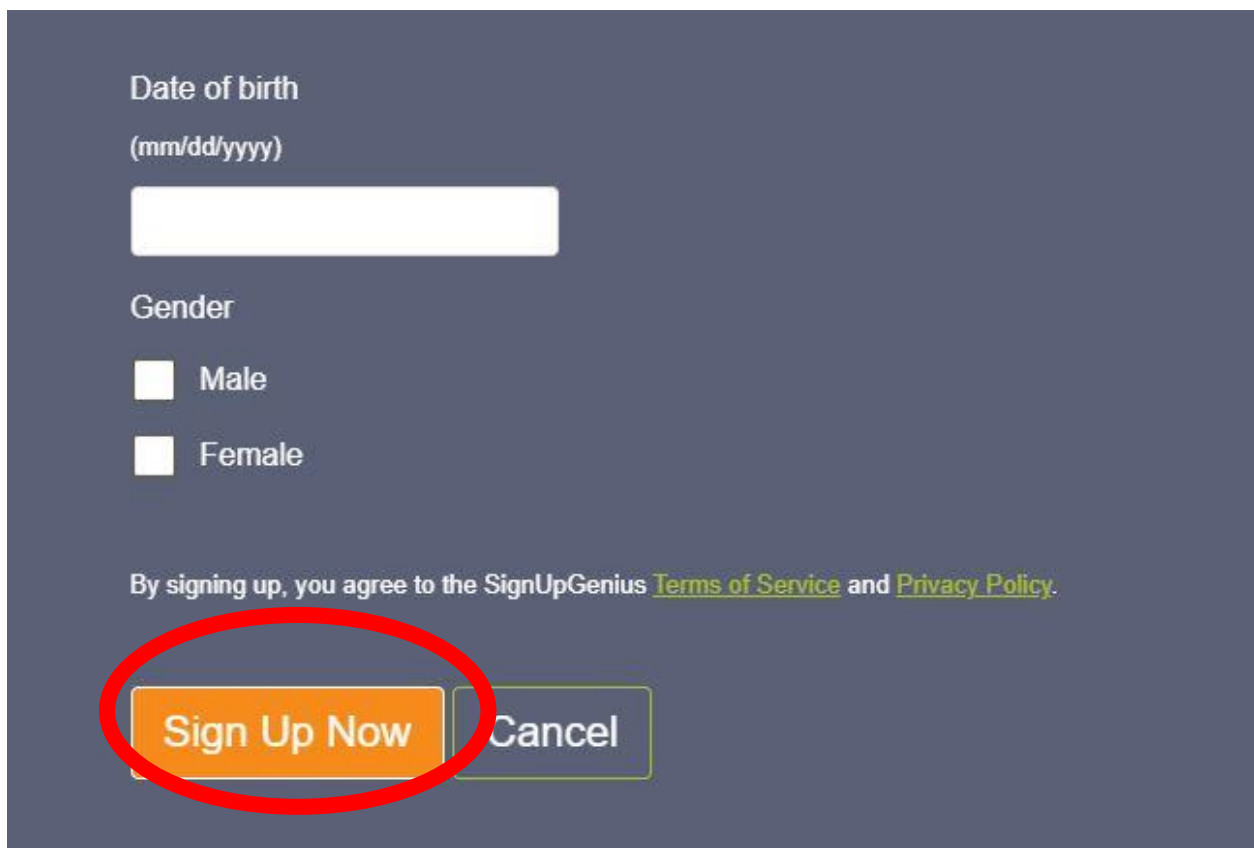
Date of birth
(mm/dd/yyyy)

Gender

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STEP 10

Once you have entered your personal information, SCROLL DOWN to the bottom of the page and click “Sign Up Now”.



The image shows a registration form on a dark blue background. It includes a text input field for "Date of birth" with the placeholder "(mm/dd/yyyy)", a "Gender" section with radio buttons for "Male" and "Female", and a line of text stating "By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#)." At the bottom, there are two buttons: "Sign Up Now" (orange) and "Cancel" (white with a green border). The "Sign Up Now" button is circled in red.

STEP 11

COMPLETE

A confirmation email will be sent to the email address you entered while registering.