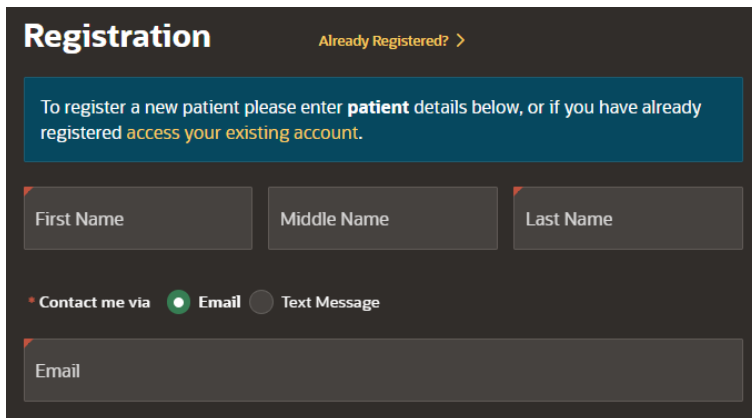


# Online booking for Council Vaccination Clinics

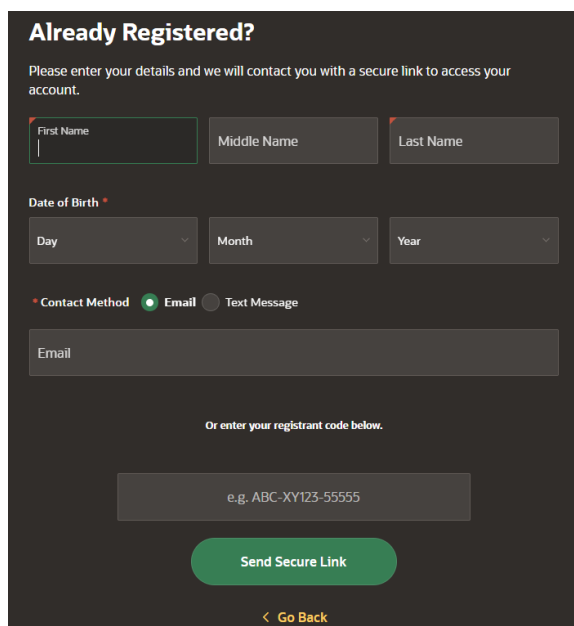
## Already registered?

If you have already had a vaccine at a state or council run vaccination clinic you may already have an account.

1. If so, you should select the '**Already Registered?**' yellow link at the top of the [registration page](#).

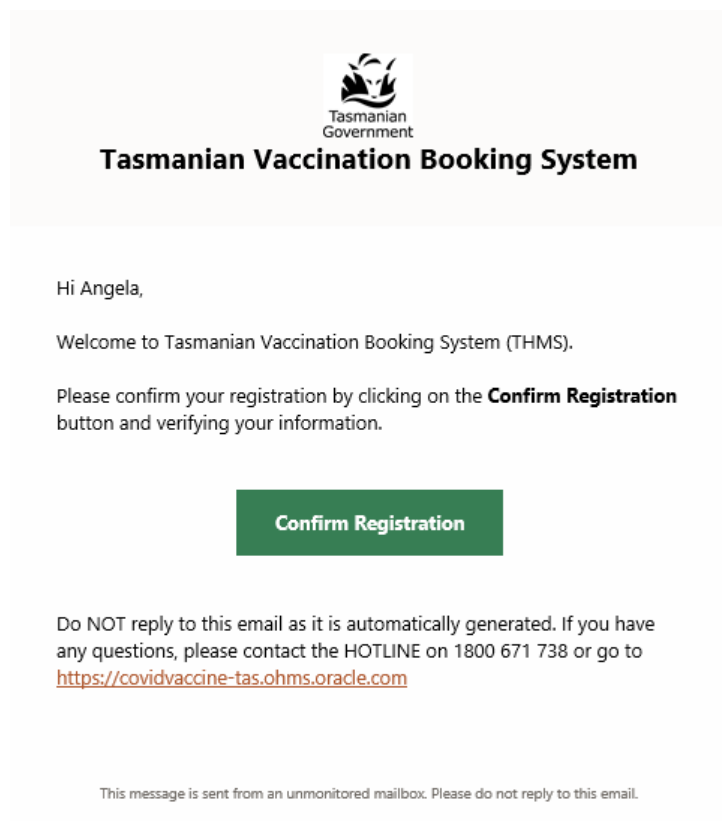
A screenshot of the 'Registration' form. At the top, there is a yellow link 'Already Registered? >'. Below it, a blue box contains the text: 'To register a new patient please enter **patient** details below, or if you have already registered **access your existing account**.' The form has three input fields for 'First Name', 'Middle Name', and 'Last Name'. Below these is a section for 'Contact me via' with two radio buttons: 'Email' (selected) and 'Text Message'. At the bottom is a large 'Email' input field.

2. If you do not know your registration details, please call your council to obtain the registration details.
3. On the '**Already Registered?**' page, enter your previously registered personal information and contact details **OR** your registrant code to receive a secure link to access your account.
4. Click '**Send Secure Link**' to receive a unique link in an email or text message.

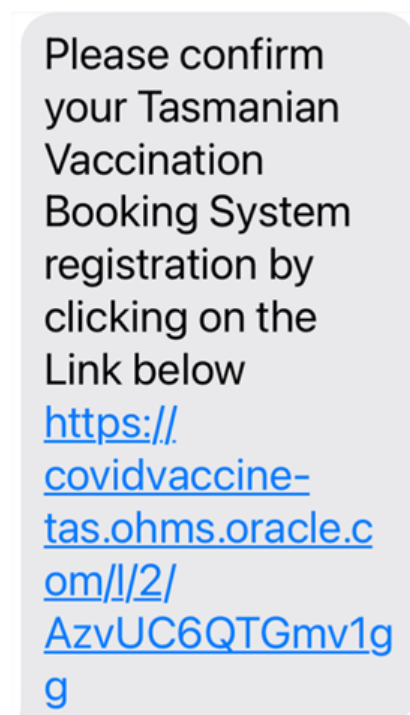
A screenshot of the 'Already Registered?' form. It starts with the heading 'Already Registered?' and the instruction 'Please enter your details and we will contact you with a secure link to access your account.' There are three input fields for 'First Name', 'Middle Name', and 'Last Name'. Below these is a 'Date of Birth' section with three dropdown menus for 'Day', 'Month', and 'Year'. Then, there is a 'Contact Method' section with two radio buttons: 'Email' (selected) and 'Text Message'. Below this is an 'Email' input field. Further down, there is a section for 'Or enter your registrant code below.' with a placeholder text 'e.g. ABC-XY123-55555'. At the bottom is a green button labeled 'Send Secure Link' and a yellow link '< Go Back'.

5. Click on the '**Confirm Registration**' link sent to your email or click on the link on your phone.

### Email

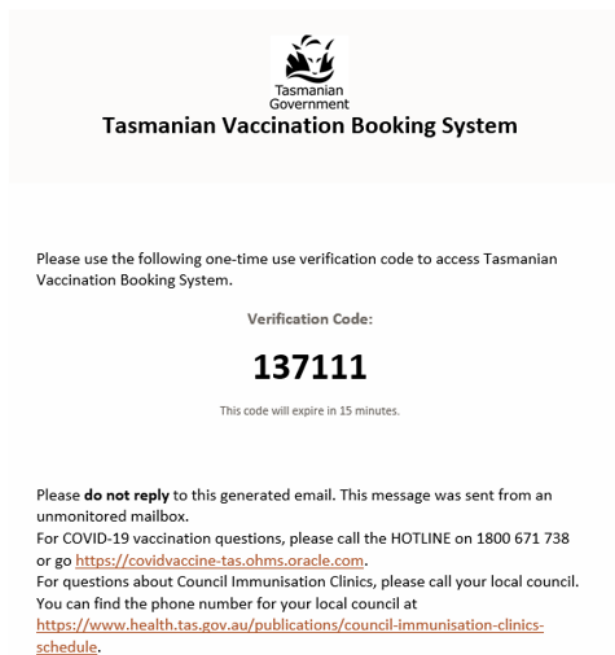


### Text

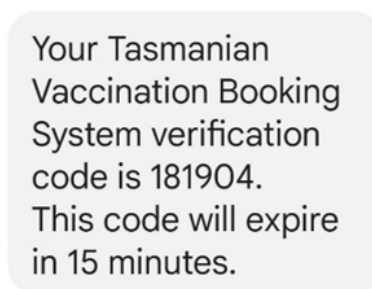


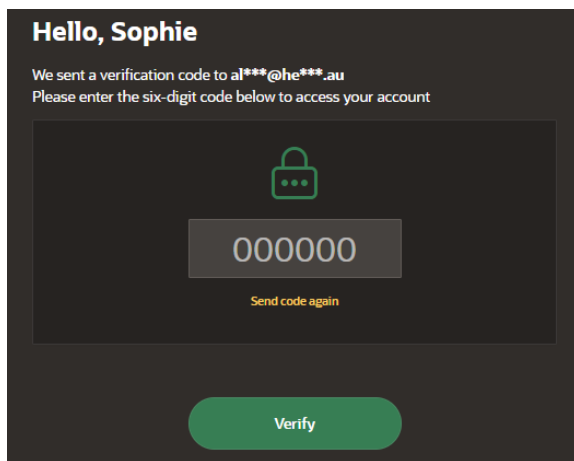
6. This will open a new internet browser asking you for a 6-digit verification code. You will now receive this verification code in a separate email or text. Enter the code and click '**Verify**'.

### Email



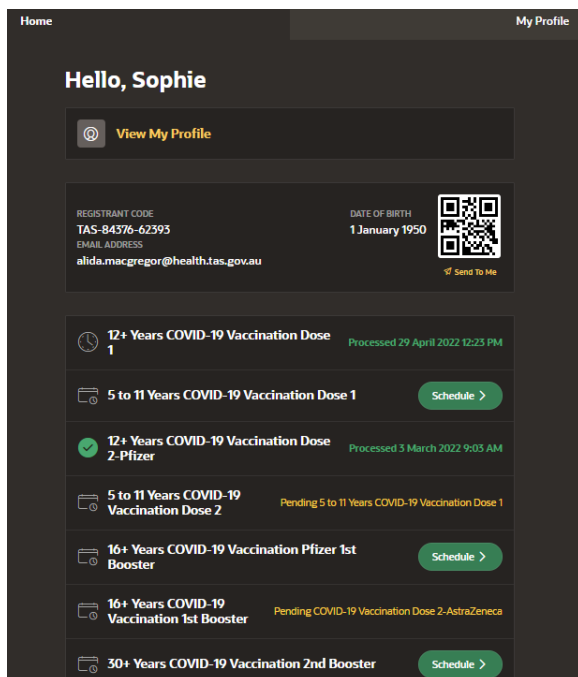
### Text





7. This will bring you to your account '**Home**' page.

See 'How to book an appointment' section below to book your appointment.



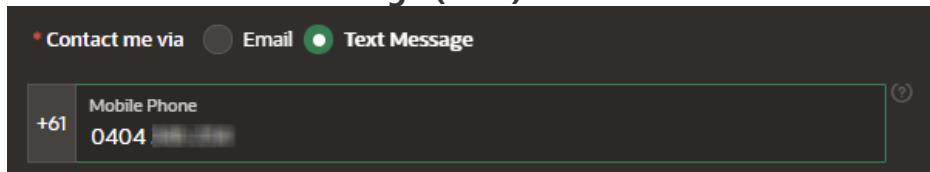
## How to register

You will be asked to provide personal information, including: your name, contact details, and Medicare number, if you have one. This information will be verified through a 2-step security process. You will receive a series of SMS or emails confirming when your identity is verified, and you are registered to use the system.

If you are a parent or guardian booking a child into clinic you will need to register the child for their own account. You cannot use your account, but you can use the same email address or phone number for a child's account.

The name that you use to register for a vaccination should match the name on your Medicare card or temporary visa.

1. Enter your personal information in the registration form. Mandatory information is needed for boxes with a red triangle in the top left corner.
2. Choose which method you want to use to authenticate your registration. You can do this by either **email** or **text message (SMS)**.



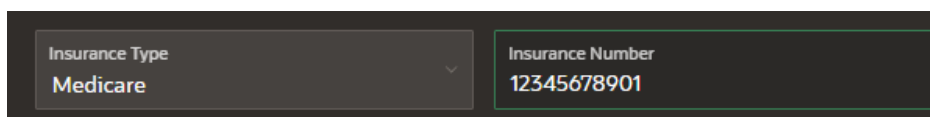
A registration form with a dark background. At the top, there are three radio buttons: 'Contact me via' (selected), 'Email', and 'Text Message'. Below this is a text input field labeled 'Mobile Phone' with a red triangle in the top left corner. The field contains the text '+61 0404' followed by a blurred area.

Note: Your full mobile number can be entered if you select Text Message (SMS).

3. If you have a Medicare number, select "**Medicare**" as the '**Insurance Type**'.

**Important: If you do not have a Medicare number, leave 'Insurance Type' blank.**

4. If you have a Medicare number, enter your Medicare Number in the '**Insurance Number**' field.



A registration form with a dark background. It has two fields: 'Insurance Type' with a dropdown menu showing 'Medicare' and a red triangle in the top left corner, and 'Insurance Number' with a text input field containing '12345678901'.

Enter the 10 digits at the top of the card plus the number next to your name (11 digits in total).




**Example:** For the sample Medicare card shown above you would type "**12345678911**" in the '**Insurance Number**' field".

5. When all the mandatory fields are completed Click on the '**Register**' button at the bottom of the page.
6. You will receive a six-digit verification code either by SMS or email, depending on your preferred contact method. Enter the code into area on the screen. Click '**Verify**'.

**Hello, Sophie**

We sent a verification code to **al\*\*\*@he\*\*\*.au**  
Please enter the six-digit code below to access your account

000000

[Send code again](#)


[Verify](#)

7. You will receive an SMS or Email that confirms your registration. This message will include a second code. This is a registration code – it is very important as it is unique to you. Please keep this code safe, as you can use it to log in to the system in the future.

You will then be taken to your personal **'Home'** page, where you can book, reschedule and cancel appointments. Your registration code is shown, highlighted below.


Home My Profile


**Hello, Sophie**


 [View My Profile](#)


REGISTRANT CODE  
**TAS-84376-62593**  
EMAIL ADDRESS  
**alida.macgregor@health.tas.gov.au**


DATE OF BIRTH  
**1 January 1950**


  
[Send To Me](#)


 **12+ Years COVID-19 Vaccination Dose 1** Processed 29 April 2022 12:23 PM


 **5 to 11 Years COVID-19 Vaccination Dose 1** [Schedule >](#)

 **12+ Years COVID-19 Vaccination Dose 2-Pfizer** Processed 3 March 2022 9:03 AM

 **5 to 11 Years COVID-19 Vaccination Dose 2** Pending 5 to 11 Years COVID-19 Vaccination Dose 1

 **16+ Years COVID-19 Vaccination Pfizer 1st Booster** [Schedule >](#)

 **16+ Years COVID-19 Vaccination 1st Booster** Pending COVID-19 Vaccination Dose 2-AstraZeneca

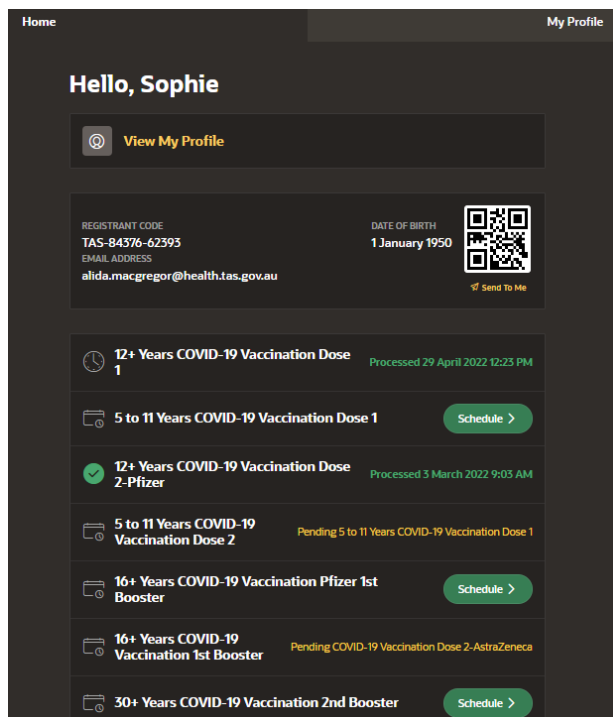
 **30+ Years COVID-19 Vaccination 2nd Booster** [Schedule >](#)

5

# How to book an appointment

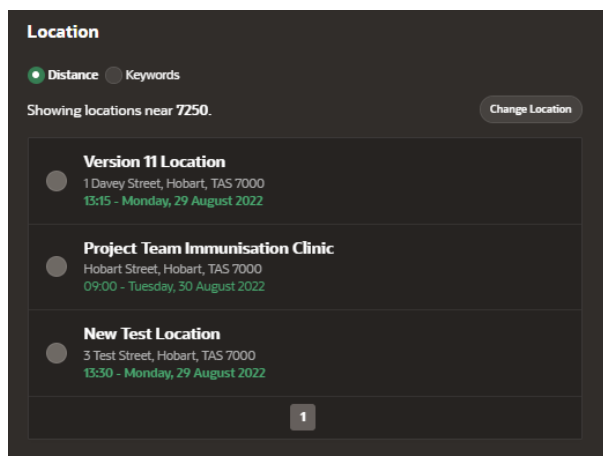
Once you have registered you can book an appointment.

1. From your personal '**Home**' page, click on '**Schedule**' next to the appointment type you need.

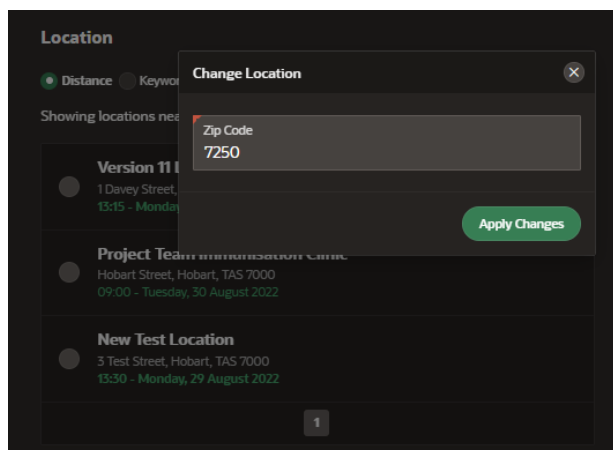


[Adult and child immunisation schedule | Tasmanian Department of Health](#)

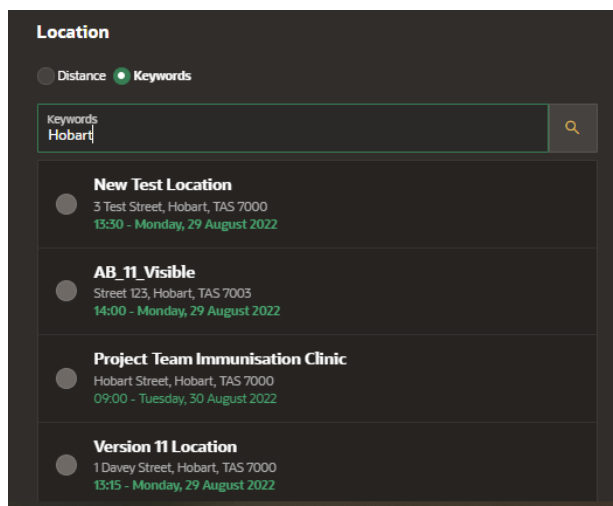
Select a clinic from the list provided *or*



select '**Change Location**' to search for a different post code location or



click on '**Keywords**' to search using keywords



2. Choose a date and time for your appointment. Available dates for your clinic location will appear in bold.

**Date**

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Time Slot**

Morning		Afternoon	
9:00 AM	9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM	10:45 AM
11:00 AM	11:15 AM	11:30 AM	

**Make Appointment**

- Finalise your booking, by clicking on the **'Make Appointment'** button.
- Your appointment details will display on the screen. Confirm these are correct by clicking on **'Confirm Appointment'** button.

**Confirm Appointment**

Please confirm your appointment below:

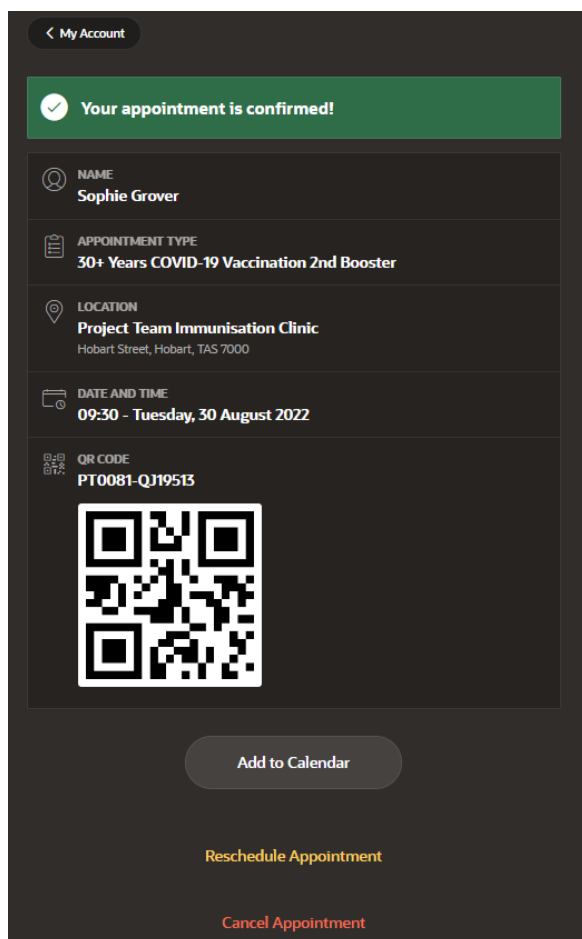
APPOINTMENT TYPE	30+ Years COVID-19 Vaccination 2nd Booster
LOCATION	Project Team Immunisation Clinic Hobart Street, Hobart, TAS 7000
DATE AND TIME	09:30 - Tuesday, 30 August 2022

**Confirm Appointment**

[< Go Back](#)

- Your appointment time will be confirmed on the screen. You will also receive an SMS or Email that confirms your appointment details.





From your personal '**Home**' screen, you can check the date and time of the appointment. You can also reschedule or cancel the appointment by simply clicking on the appointment.

