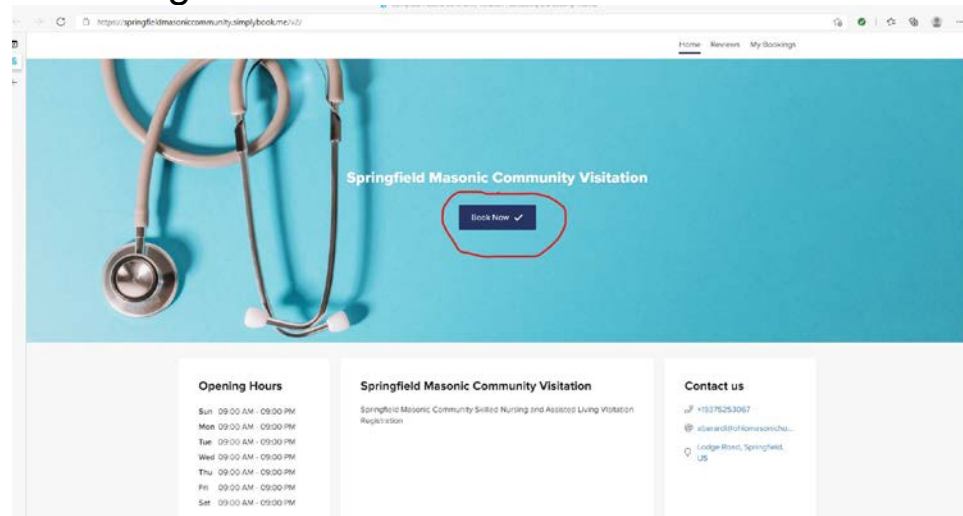


# Springfield Masonic Community Visitor / Resident Scheduling Portal Instructions

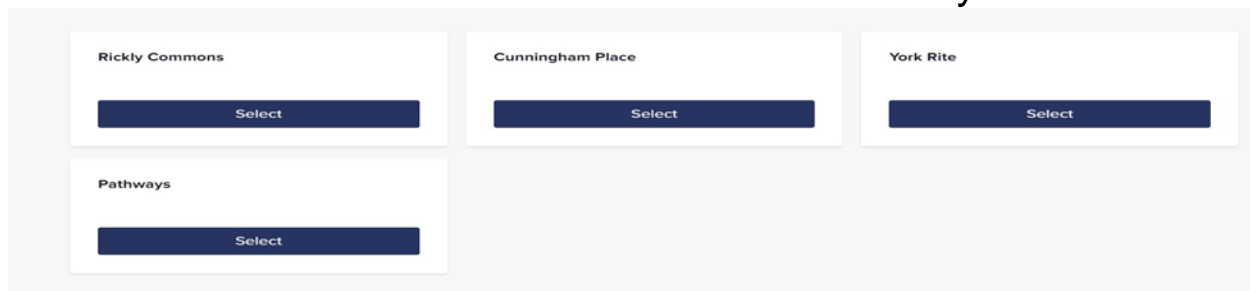
- Step # 1 – go to the following website to reach the portal page
  - <https://springfieldmasoniccommunity.simplybook.me/v2>

A screenshot of a browser address bar showing the URL <https://springfieldmasoniccommunity.simplybook.me/v2/>. The address bar includes a lock icon on the left and navigation icons on the right.

- Step # 2 – click on the **BOOK NOW** button to proceed with the scheduling.



- Step # 3 – Click on the location of the individual you want to visit. This will be where the individual currently lives at SMC.



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- Step # 4 – Click on the Date and Time Slot you are wanting to make a visit on. The smaller numbers inside the available time slot area is the number of available visits left within that slot.

The screenshot shows a scheduling interface for May 2021. At the top, there are navigation buttons for '< Prev month' and 'Next month >'. Below is a calendar grid with days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and dates (25-31). The date 17 is highlighted in blue. Below the calendar, there are sections for 'Service name 4', 'Available start times', and 'Pathways'. The 'Available start times' section shows two slots: '1:00 PM' and '2:30 PM', each with a small blue box containing the number '3'. A legend indicates that a blue box represents '- Available'.

## Available start times

A close-up view of the 'Available start times' section. It shows two light blue rectangular buttons. The first button contains the text '1:00 PM' and a smaller number '3' below it. The second button contains the text '2:30 PM' and a smaller number '3' below it. Both numbers '3' are circled in red.

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- Step # 5 – Fill out **ALL** required information within the page, click the “I agree with SimplyBook.me Terms & Conditions” box and then hit the **CONFIRM BOOKING** button.

**Please, confirm details**







<p>Name: * <input type="text" value="Enter your name"/></p> <p>Email: * <input type="text" value="Enter email address"/></p> <p>Phone: * <input type="text" value="🇺🇸 +1"/></p> <p>Which resident are you scheduling to see?: * <input type="text" value="Which resident are you scheduling to see?"/></p> <p>If there is a second visitor please provide their name.: <input type="text" value="If there is a second visitor please provide their name."/></p> <p>Have both visitors completed the vaccination process?: * <input type="text" value="Have both visitors completed the vaccination process?"/></p>	<p><b>Service name 4</b></p> <p>📅 Date: 05.17.2021</p> <p>🕒 Starts at: 1:00 PM</p> <p>🏠 Provider: Pathways</p> <p><input type="checkbox"/> I agree with SimplyBook.me Terms &amp; Conditions *</p> <p><input type="checkbox"/> May Springfield Masonic Community Visitation send you promotions and relevant information?</p> <p style="text-align: center;"><input type="button" value="Confirm booking"/></p>
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- Step # 6 – On this page, you will be able to add to a calendar of your choice (several different options on the page) and able to review all bookings that you have.

< Back to services

**Service name 4**

 Date:	05.17.2021
 Starts at:	1:00 PM
 Ends at:	2:00 PM
 Provider:	Pathways
 Booking code:	re5bss3
 Status:	Confirmed

Intake form fields: 

[Cancel !\[\]\(2d396c22cde81de020492e58e89af839\_img.jpg\)](#) [Book More !\[\]\(62ae9f71f92b85064341a9f5c5f7fe5a\_img.jpg\)](#) [Add to calendar !\[\]\(dc442683e3d50b7b76f70575e4bee9d0\_img.jpg\)](#)

[Show all bookings](#)