

How do I get registered for a vaccine?

Step 1: Pre-Register

First, you need to pre-register if you are a priority population at the Region of Waterloo.

Pre-register at: www.regionofwaterloo.ca/vaccinePreReg

For those unable to register online please call the Region's Service First Call Centre at 519-575-4400.

Step 2: Watch for an email to book your vaccine appointment

We do not know exact timing of when the emails will be sent, it is vaccine supply dependent. Watch for an email called "Invitation to Schedule your COVID-19 Vaccine Appointment". The email is from the regionofwaterloo.ca.

If you do not have email, there will be another process to book your appointment through a phone call.

Sample Email:

Invitation to Schedule your COVID-19 Vaccine Appointment Inbox x

PHE COVID IMMS <PHECOVIDIMMS@regionofwaterloo.ca>
to PHE

10:11 AM (57 minutes ago) ☆ ↶ ⋮

Hello,

Thank you for pre-registering to receive your COVID-19 Vaccination.

We are emailing you today because vaccine is now available locally for your priority group. We currently have limited spaces at two clinics for Adults 80 years and older and Very High Priority Healthcare Workers:

- Grand River Hospital, Kaufman Building
- The Boardwalk (recommended for Adults 80+)

Please note, the clinic at Grand River Hospital has accessibility challenges. Accommodation of a support person may be provided to those requiring assistance but support persons will not be immunized and are not eligible to book an appointment at this time.

Click here to schedule your appointment: <https://vaxbooking.regionofwaterloo.ca/>

Your unique credentials are:

- Username: [redacted]7
- Password: [redacted]

If you don't see your priority group, please select "Other priority population"

Shortly after your first appointment, you will receive a confirmation and reminder for your second dose appointment through an email from Verto. The email or text confirmation may take a day or two to come through following the clinic.

If you have any questions or concerns throughout the booking process, please reach out to the Service First Call Centre at 519-575-4400 and someone will be available to help.

Thank you,

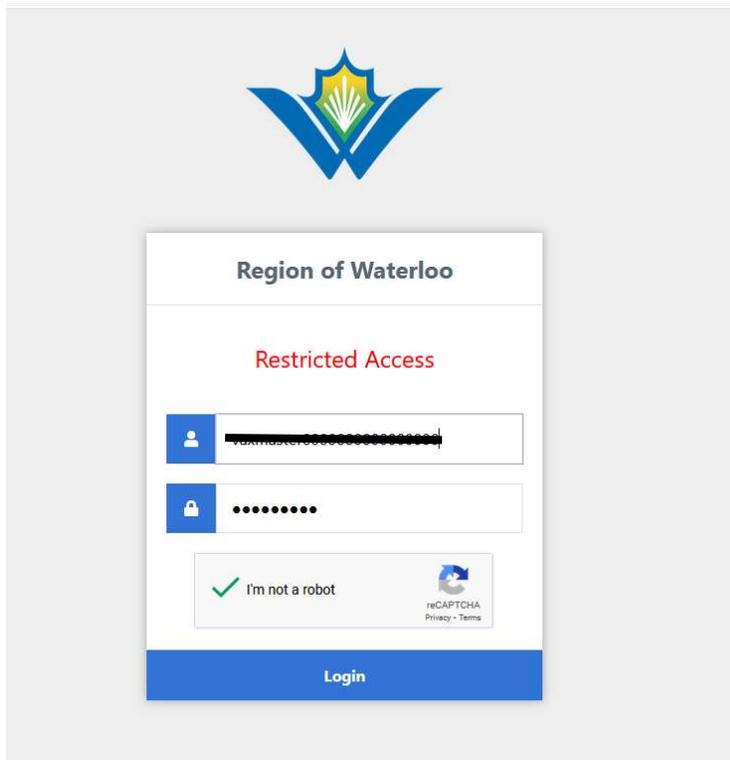
Vaccine Clinic Scheduling Team
Region of Waterloo Public Health and Emergency Services

In this email, you will be given a **user name and password, circled above**. *This username and password is unique to you.* You will need these when you log on to a system called Verto to book.

This is time sensitive. Make sure you are ready to book when you start this process.

Step 3: Take your username and password and register for a vaccine

Go to: <https://vaxbooking.regionofwaterloo.ca/> to book your appointment.



The image shows a login form for the Region of Waterloo. At the top is the logo, which consists of a stylized blue and green shield with a sunburst. Below the logo, the text "Region of Waterloo" is displayed. Underneath that, "Restricted Access" is written in red. The form contains two input fields: the first is for a username, indicated by a person icon and filled with black dots; the second is for a password, indicated by a lock icon and filled with black dots. Below the password field is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". To the right of the reCAPTCHA is a small circular icon with a recycling symbol and the text "reCAPTCHA Privacy - Terms". At the bottom of the form is a blue button labeled "Login".

Enter your username and password from the email and click “I am not a Robot” and then “Login”.

Make sure you are ready to select your appointment when you log-in so your credentials do not expire.

Step 4: Read the “Before you book” section.

In some cases, you may need to speak to your family physician and have documentation before booking.

Region of Waterloo



Before Booking a COVID-19 Vaccination Appointment:

1. Please confirm that you are eligible by reviewing the eligible priority groups found here:

<https://www.regionofwaterloo.ca/en/health-and-wellness/covid-19-vaccination-pre-registration.aspx#>

Clinic staff take vaccine prioritization seriously. If you do not meet one of the eligible priority groups upon arriving for your vaccination, you will be turned away at the clinic.

2. If any of the below medical conditions apply to you, please connect with your Health Care Provider to consult about receiving the Covid-19 vaccine:

- an allergic reaction or breathing problems,
- have any allergies,
- have a weakened immune system due to a medical condition or are on a medicine that affects your immune system,
- have a bleeding problem,
- bruise easily or use a blood thinning medication,
- are pregnant,
- think you may be pregnant or plan to become pregnant, or are breast-feeding

If you have consulted with your Health Care Provider, please bring documentation to the immunization clinic that you have had this discussion and are fit to be immunized to ensure that you are not turned away.

3. The personal health information on this form is being collected for the purpose of providing care to you and creating an immunization record for you, and because it is necessary for the administration of Ontario's COVID-19 vaccination program. This information will be used and disclosed for these purposes, as well as other purposes authorized and required by law. For example,

- it will be disclosed to the Chief Medical Officer of Health and Ontario public health units where the disclosure is necessary for a purpose of the Health Protection and Promotion Act. And,
- it may be disclosed, as part of your provincial electronic health record, to health care providers who are providing care to you.

The information will be stored in a health record system under the custody and control of the Ministry of Health.

I acknowledge that I have read and understand the above statements.*

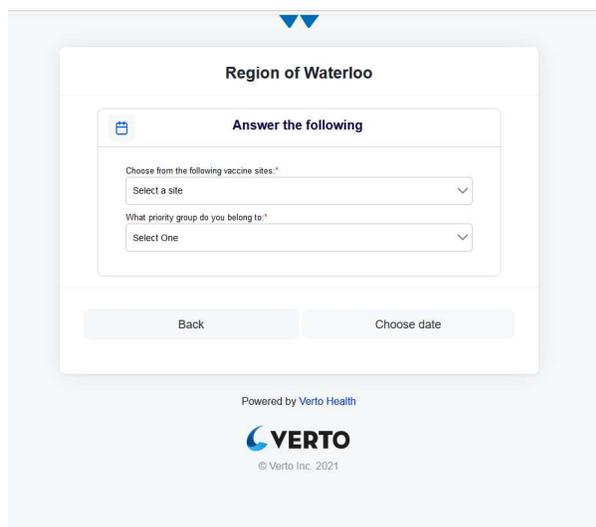
Please read Section 2 carefully.

Step 5: Choose your site & priority population

Note the GRH has accessibility challenges. There will be more sites available as the vaccine roll-out progresses, and all sites are an option for all residents of Waterloo Region. Choose the one that works for you.

This is where you can select either Health Sciences Campus Kitchener, or Wellesley for one of our sites. You can choose whichever site you like.

Select your priority population. You will need to **bring proof of this to the appointment**. For 80+ proof would be documentation with your birthdate. For health care workers, proof would be a letter of employment, or a paystub. Check with your organization to get what you need.



The screenshot shows a web interface for the Region of Waterloo. At the top, it says "Region of Waterloo". Below that is a section titled "Answer the following" with a calendar icon. There are two dropdown menus: "Choose from the following vaccine sites:" with "Select a site" and "What priority group do you belong to:" with "Select One". At the bottom of the form are two buttons: "Back" and "Choose date". Below the form, it says "Powered by Verto Health" and the Verto logo with "© Verto Inc. 2021".

Step 6: Select your date and time.

Any date that is available will be in black, and you can click on it.

Region of Waterloo

Choose date for appointment

Choose a date to see appointment availability. We only allow bookings up to 7 days in advance.

March 2021

Su	Mo	Tu	We	Th	Fr	Sa
28	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	1	2	3

I'm not a robot

Choose time

Region of Waterloo

Select from available times - Friday, Mar 5, 2021

Select from the following available times:

Select one

Back

Confirm Booking

Powered by Verto Health

VERTO

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Once you have registered, you will get an email confirmation with your appointment time and details. You will need to bring this appointment confirmation with you to your appointment. Either print it, or bring it on your phone.