

## Sign Up Genius Guidebook

### **SIGN UP:**

To sign up, family members will use the respective links to sign up ensuring you are signing up for the correct area of the building that the resident lives within.

#### **Bloomfield Hills:**

Independent Living: <https://www.signupgenius.com/go/CedarbrookBloomfieldHills>

Assisted Living/Nursing Home: <https://www.signupgenius.com/go/BloomfieldHillsGrey>

Memory Care: <https://www.signupgenius.com/go/BloomfieldHillsPurple>

#### **Northville:**

Independent/Assisted Living: <https://www.signupgenius.com/go/CedarbrookNorthville>

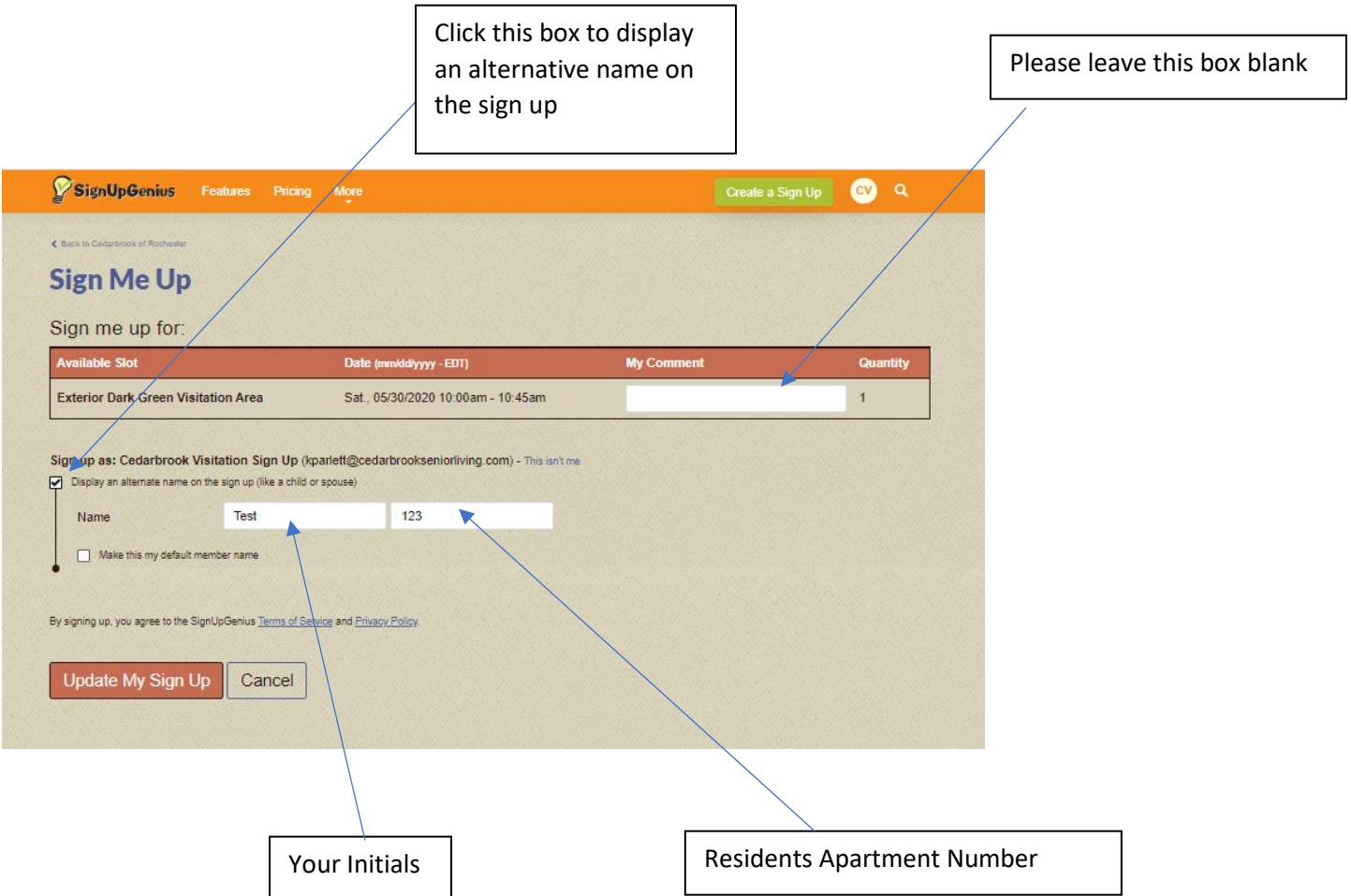
Memory Care <https://www.signupgenius.com/go/CedarbrookNorthvillePurple>

#### **Rochester:**

Entire Community: <https://www.signupgenius.com/go/CedarbrookRochester>

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To maintain privacy, please follow the instructions that will appear on your screen once you begin the reservation process.



The screenshot shows the 'Sign Me Up' page on the Sign Up Genius website. A table lists available slots, and below it, there are form fields for name and apartment number. Callout boxes provide instructions for these fields.

Available Slot	Date (mm/dd/yyyy - EDT)	My Comment	Quantity
Exterior Dark Green Visitation Area	Sat., 05/30/2020 10:00am - 10:45am		1

Sign up as: Cedarbrook Visitation Sign Up (kparlett@cedarbrookseniorliving.com) - This isn't me

Display an alternate name on the sign up (like a child or spouse)

Name:

Make this my default member name

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

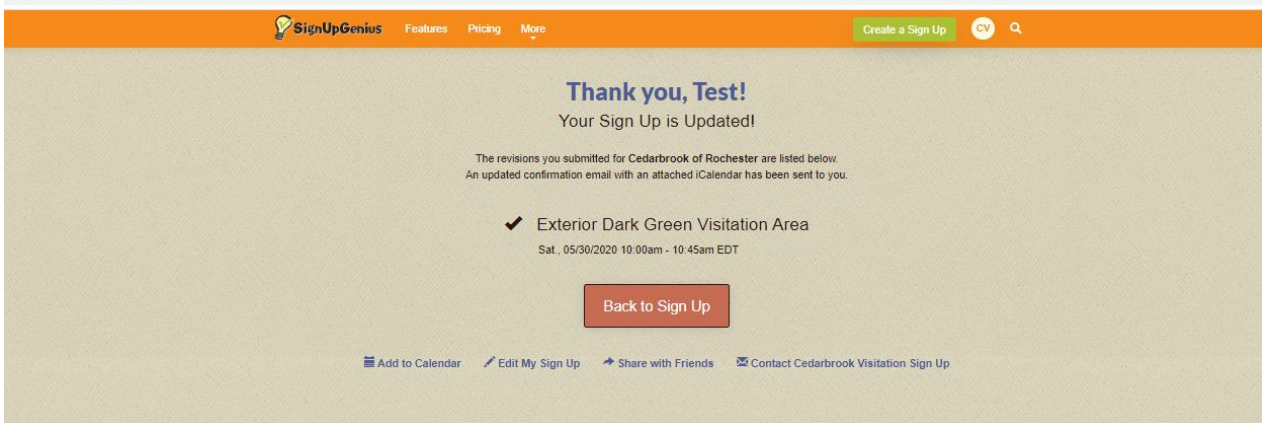
Buttons: Update My Sign Up, Cancel

Callout boxes:

- Top left: Click this box to display an alternative name on the sign up (points to the 'Display an alternate name' checkbox)
- Top right: Please leave this box blank (points to the empty 'My Comment' field in the table)
- Bottom left: Your Initials (points to the 'Test' input field)
- Bottom right: Residents Apartment Number (points to the '123' input field)

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When you click “Sign Me Up” it should show you a screen like this with a confirmation.



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### **CANCEL or EDIT A RESERVATION:**

Go to the original sign up link:

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#### **Northville:**

Independent/Assisted Living: <https://www.signupgenius.com/go/CedarbrookNorthville>

Memory Care <https://www.signupgenius.com/go/CedarbrookNorthvillePurple>

#### **Rochester:**

Entire Community: <https://www.signupgenius.com/go/CedarbrookRochester>

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Log into your account and you will see a screen like this with options for the reservation.

If you don't see these options, verify you are logged into your account and that you have the correct sign up.

Edit reservation      Delete Reservation

		1:00pm - 1:45pm	Sign Up ■
		2:00pm - 2:45pm	Sign Up ■
		3:00pm - 3:45pm	Sign Up ■
	05/30/2020 (Sat)	9:00am - 9:45am	Sign Up ■
		10:00am - 10:45am	T1 Test 123 ✎ 🔄 ✕
		1:00pm - 1:45pm	Sign Up ■
		2:00pm - 2:45pm	Sign Up ■
		3:00pm - 3:45pm	Sign Up ■
	05/31/2020 (Sun)	9:00am - 9:45am	Sign Up ■
		10:00am - 10:45am	Sign Up ■
		1:00pm - 1:45pm	Sign Up ■
		2:00pm - 2:45pm	Sign Up ■

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Below is a sample of the signs that you will see in and around our outdoor visitation areas. Please be sure to follow all procedures. Let's keep everyone safe and remember – spread love, not germs!

By choosing to visit your loved one at a Cedarbrook Senior Living property, you are agreeing to comply with our outdoor visitation policy. You understand that COVID-19 is extremely contagious. There is a risk of exposure at any congregate living facility, including this community, despite our mitigation and prevention efforts. By visiting, you are acknowledging your full understanding and acceptance of the risk of exposure to COVID-19.



### Outdoor Visitation Policy

#### Help Keep Us All Healthy:

To assist in our efforts to keep our visitors, residents and team members safe, you must:

- ⇒ Sign in at the concierge desk
- ⇒ Have temperature taken—must be below 100 degrees to visit
- ⇒ Pass all screening questions
- ⇒ Wear a surgical or N95/KN95 mask at all times while on Cedarbrook property
- ⇒ Wash/sanitize hands before and after visit
- ⇒ Maintain 6' of social distance at all times

**IMPORTANT:** Under the governor's executive order, you may not go past the concierge desk for any reason, including visiting a resident's room or using the restroom