

Step By Step guide to Events registration and Attendance taking on Healthy 365

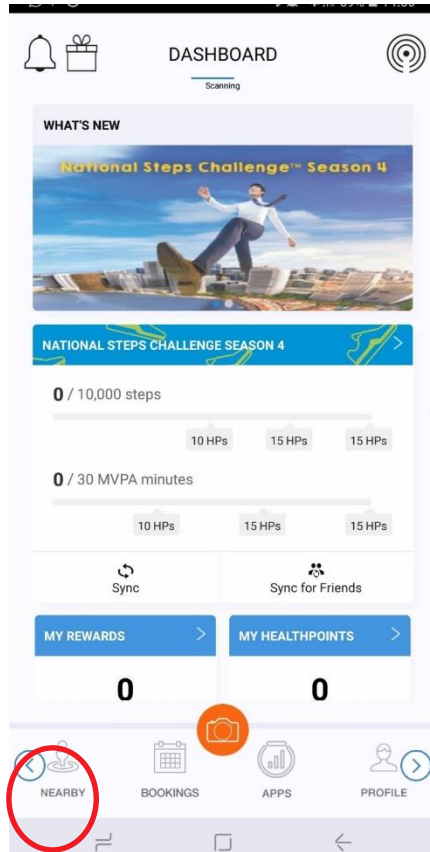


How to start

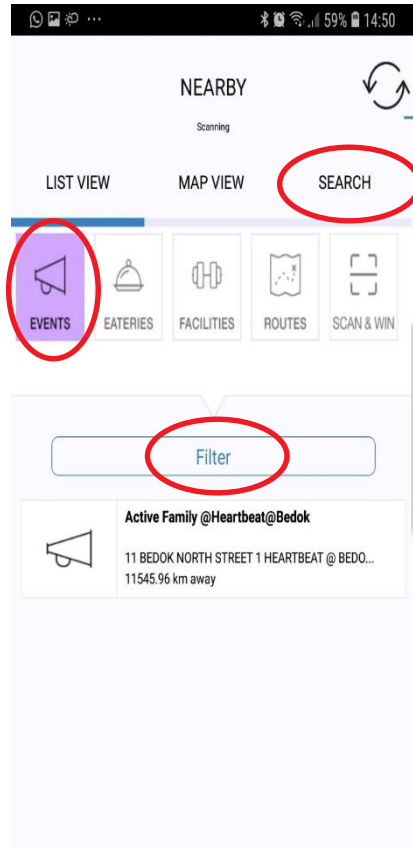
1. Download or update to the latest Healthy 365 mobile app from App store or Google Play store
2. Launch the app and create a profile

A screenshot of the Healthy 365 app's profile creation screen. The screen is titled "PROFILE" and has a QR code in the top right corner. Below the title, there is a question: "Have you created your profile before? If yes, tap on the button below." with a "RESTORE PROFILE" button. The main form contains fields for "NAME", "NRIC / FIN", "YEAR OF BIRTH" (with a dropdown menu showing "1985"), "GENDER" (with radio buttons for male and female), "MOBILE NUMBER", and "EMAIL". At the bottom, there is a navigation bar with icons for "HISTORY", "NEARBY", "APPS", and "PROFILE". The "PROFILE" icon is circled in red.

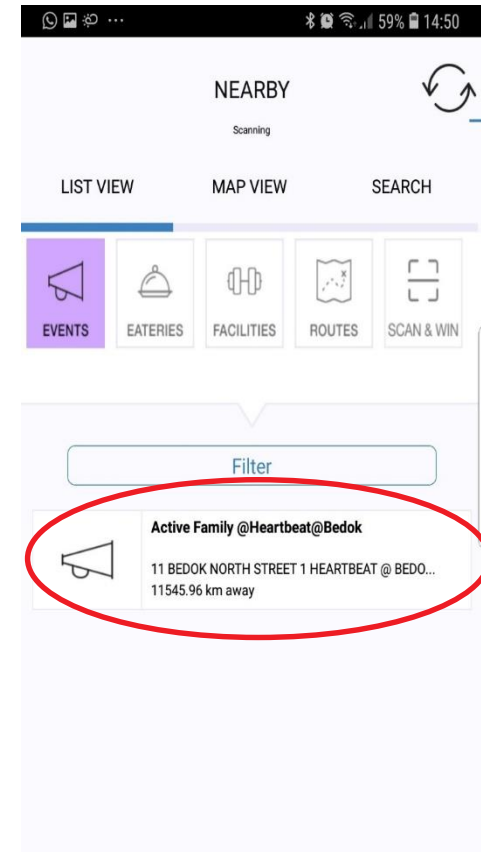
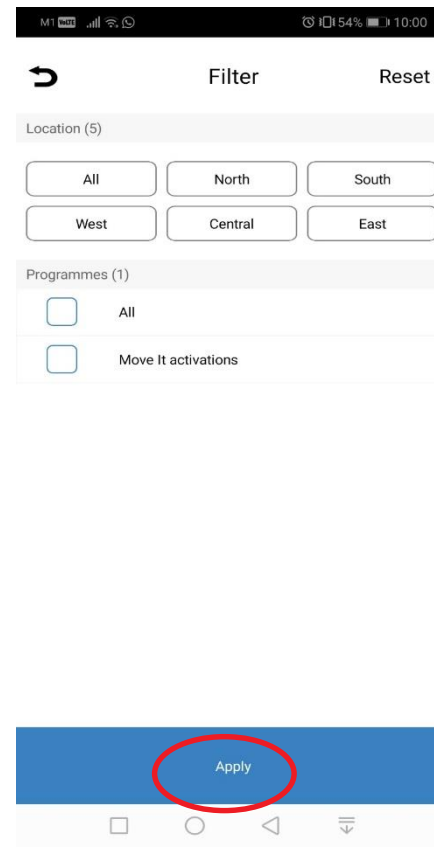
Self registration for events



1. Tap on 'Nearby' > 'Event' to see the list of events

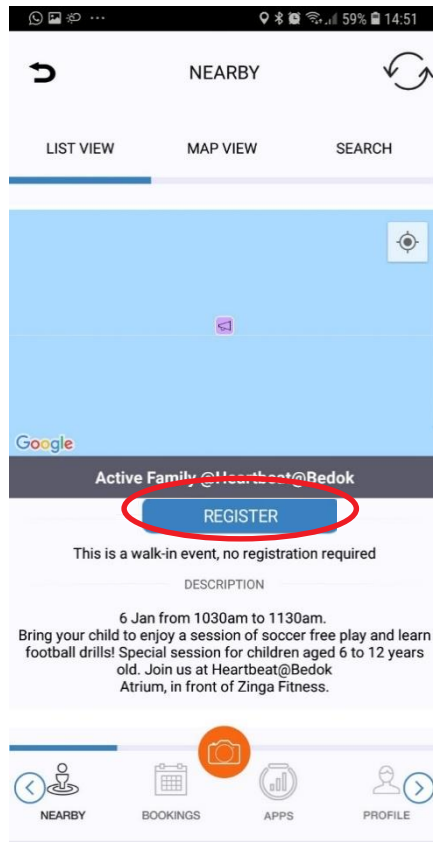


2. Scroll through the list of events or tap on 'Search' to search by keywords. Alternatively, tap on 'Filter' if the event you want to search by location/ programme and tap to apply the necessary filters

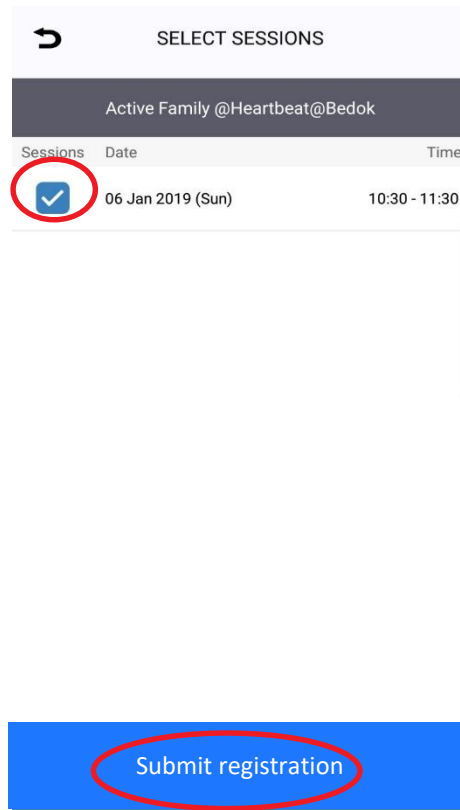


3. Select your preferred event to view details.

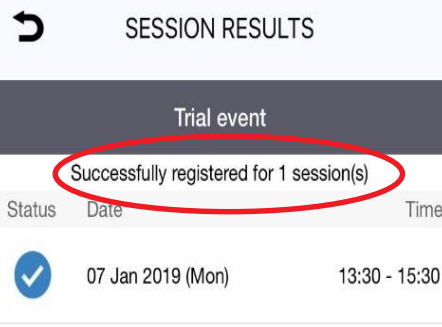
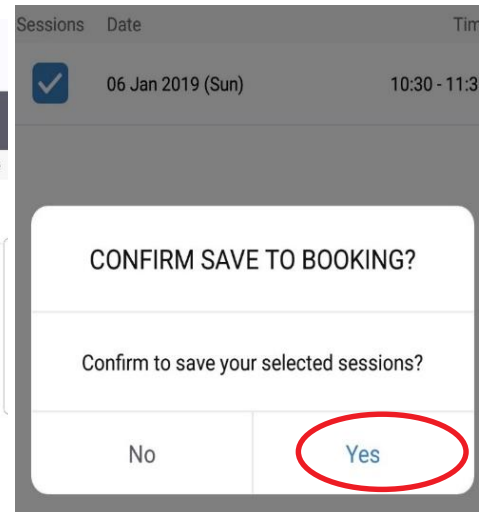
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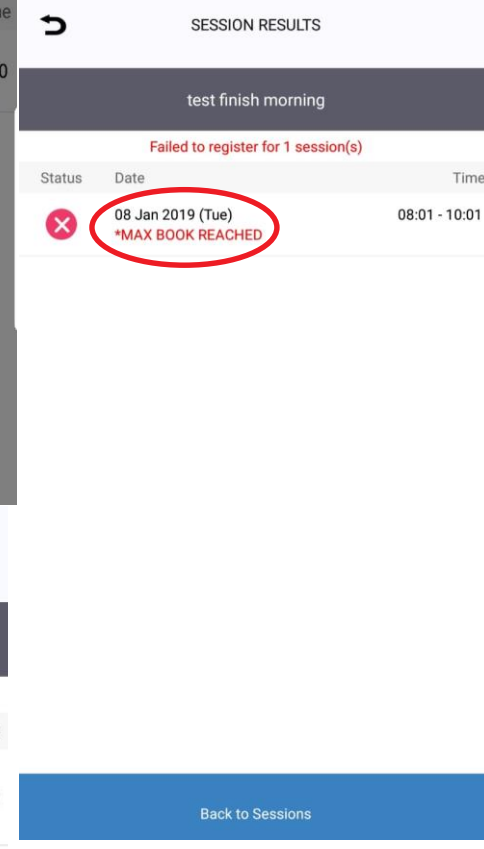
4. Tap on "Register" to view the full schedule.



5. You may check the preferred sessions to proceed for registration. Note that registration is subjected to capacity



6. Confirm your registration to see "successfully registered" message

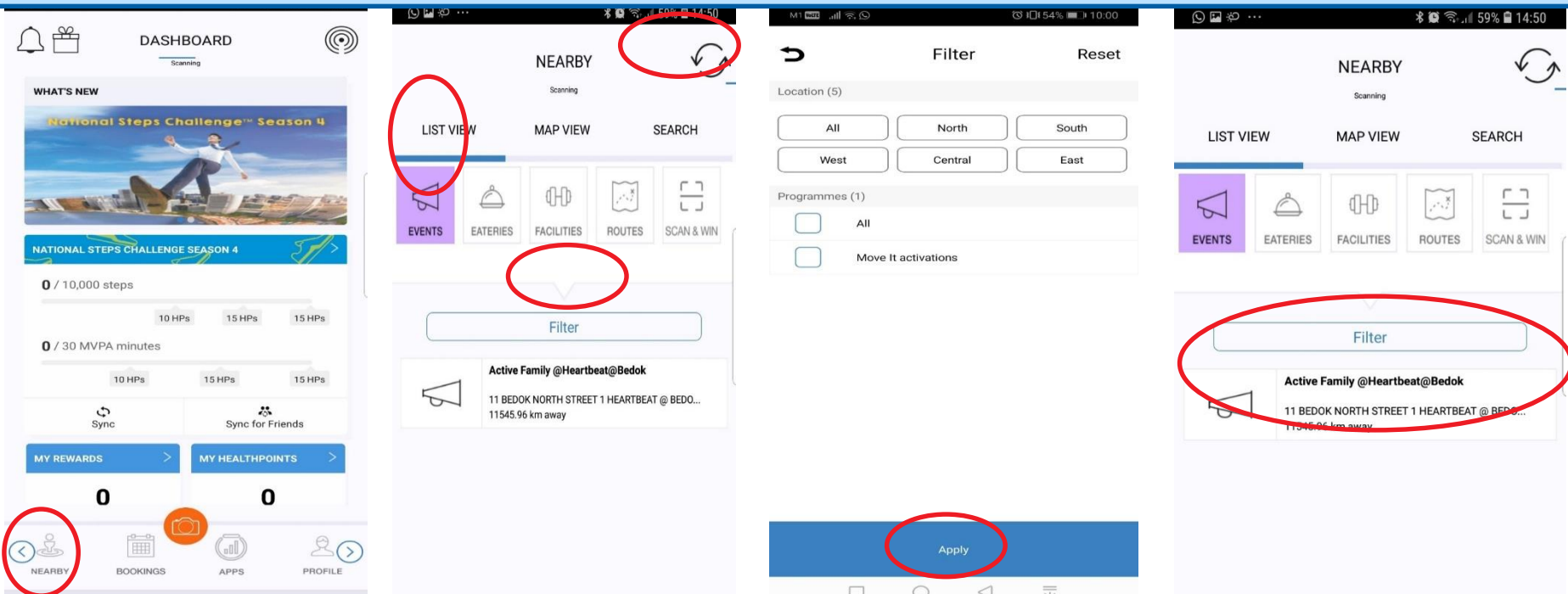


7. An error message will be displayed if the event has reached maximum capacity. Pls select other available slots in such cases.

Registration on behalf

Please note that:

- By registering on behalf of others, you are deemed to have given consent to the terms and conditions of the Healthy 365 app on behalf of the person you are registering for.
- You will be responsible for notifying your friend/family member on changes to the event as they will not receive any reminder or notification.
- Cancellation is not allowed for registration on behalf.



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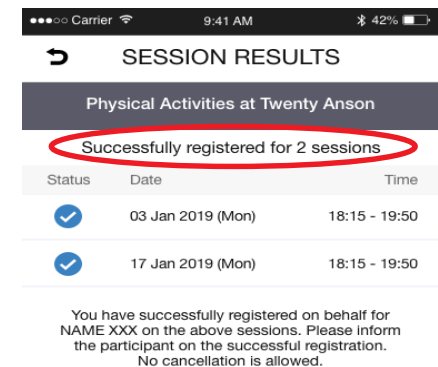
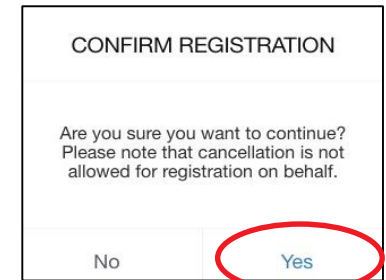
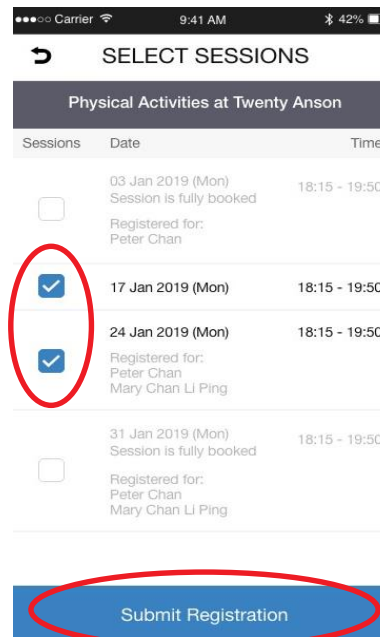
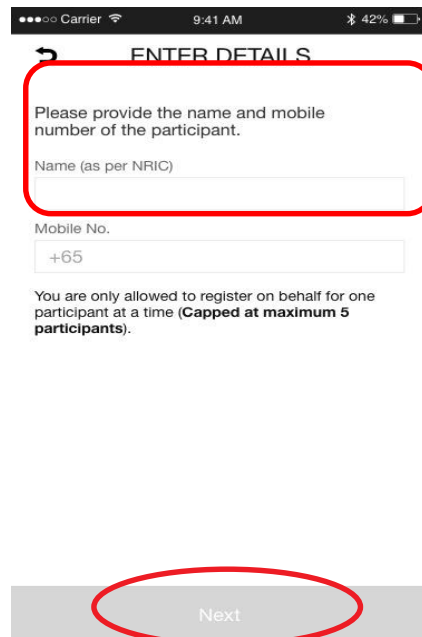
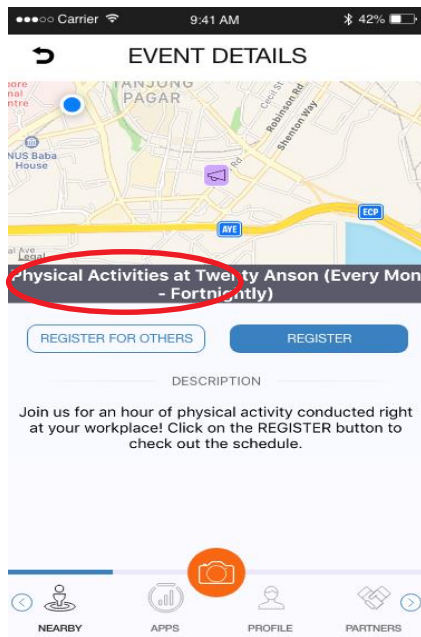
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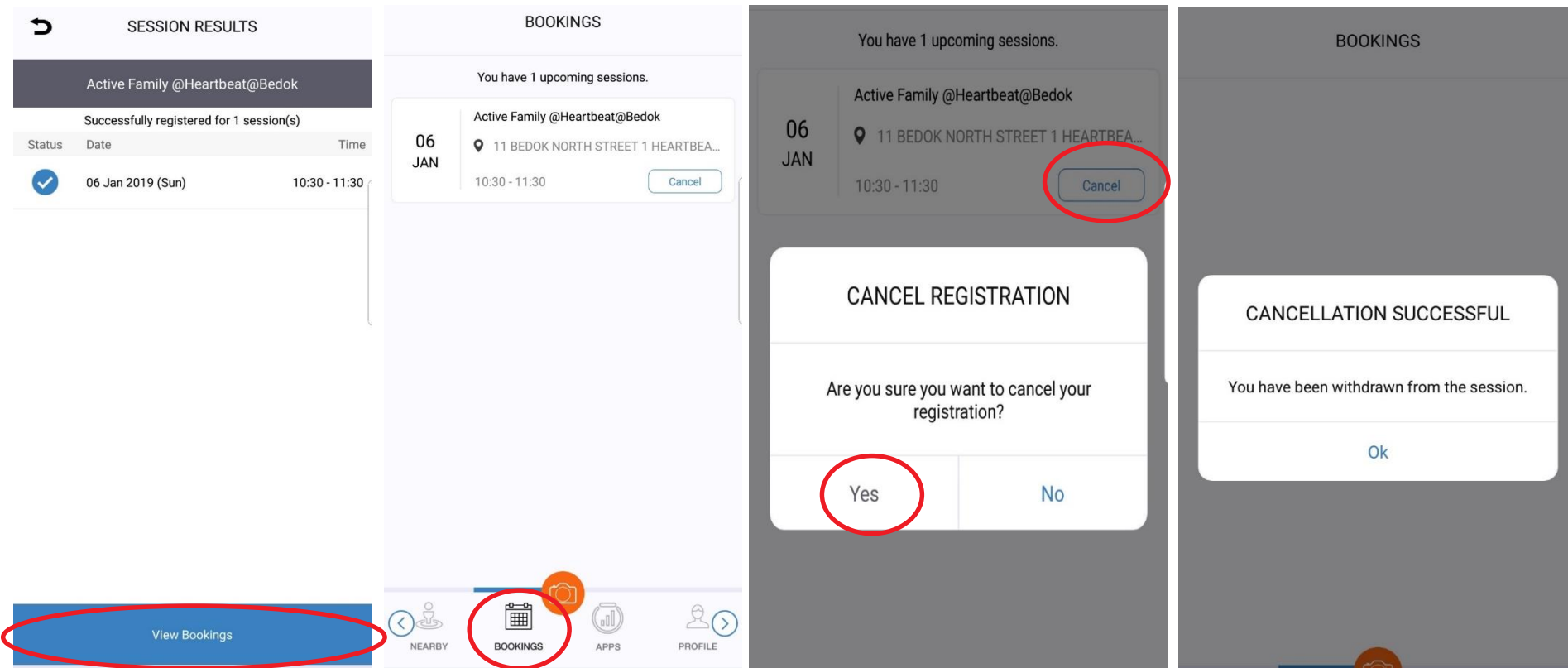
4. Programmes that allow registration on behalf will have an additional "Register for Others" button. Tap on the button to view the full schedule.

5. Key in the name (as per NRIC) and mobile number of the person whom you are registering on behalf of. Note that you are only allowed to register on behalf of one participant at a time.

6. You may check the preferred sessions to proceed for registration. Note that registration is subjected to capacity.

7. Confirm your registration to see "successfully registered" message. Please inform your friend/ family member on the confirmation, and forward a copy of this screenshot to them as proof of registration.

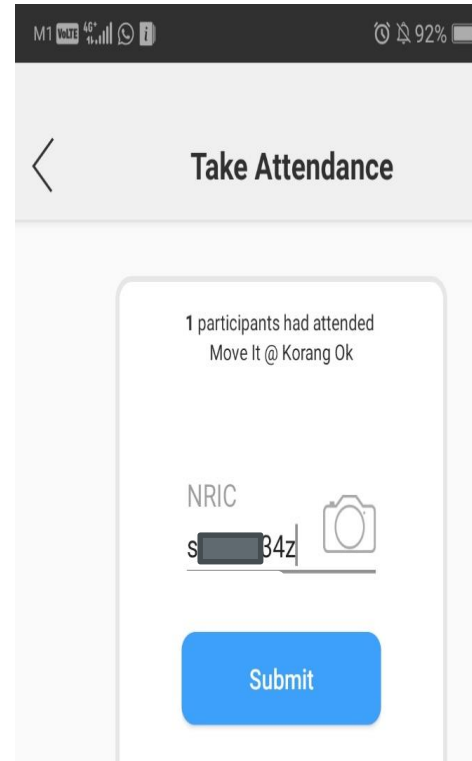
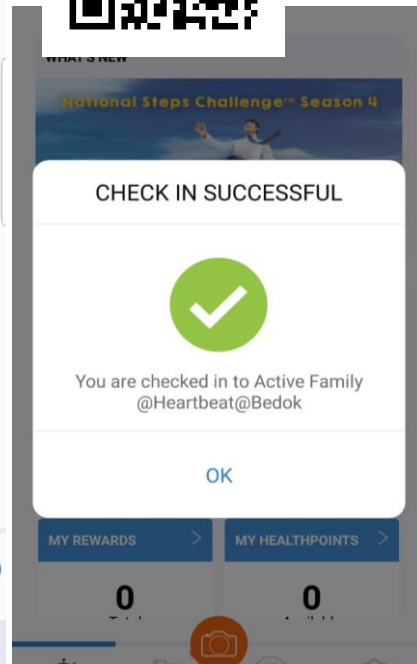
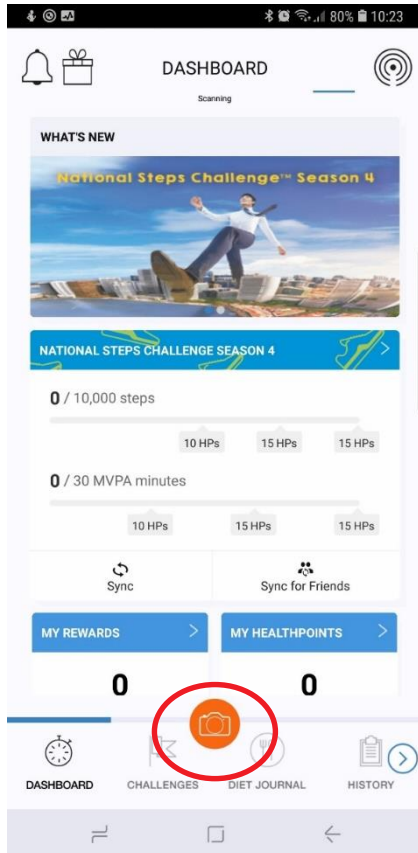
View/ Cancel registered events



1. To view registered events, you may either tap on "View Bookings" upon successful registration or select "Bookings" from the Healthy 365 app. Upcoming registered events will appear by chronological order.

2. To cancel registered events, tap on "Cancel" next to the event and confirm the cancellation. You will receive a successful cancellation message and it will be removed from the "Bookings" page.

Check in attendance at event



Note

- Each QR code is unique and time-sensitive for specific event
- Each person may only scan the QR code once for each event
- If you are late for the session, you may still scan the QR code at the end of the session to mark your attendance

1. During the actual event, the on-site facilitator will provide the event QR code for attendance taking. Launch the Healthy 365 app and tap on the camera icon to scan the QR code. A successful check in message will pop up upon scanning the QR code.

2. If you do not have smart-phone or did not bring along your phone, you may provide your NRIC to the on-site facilitator to enter the attendance through the backend system