

COVID-19 vaccine booking system

Guide to signing up and booking your COVID-19 vaccine appointment online



Queensland
Government

Purpose

This is a step-by-step guide for people who want to book themselves a vaccine appointment online. If you need to book an appointment for someone else, please follow this guide — [Booking an appointment on behalf of someone else](#).

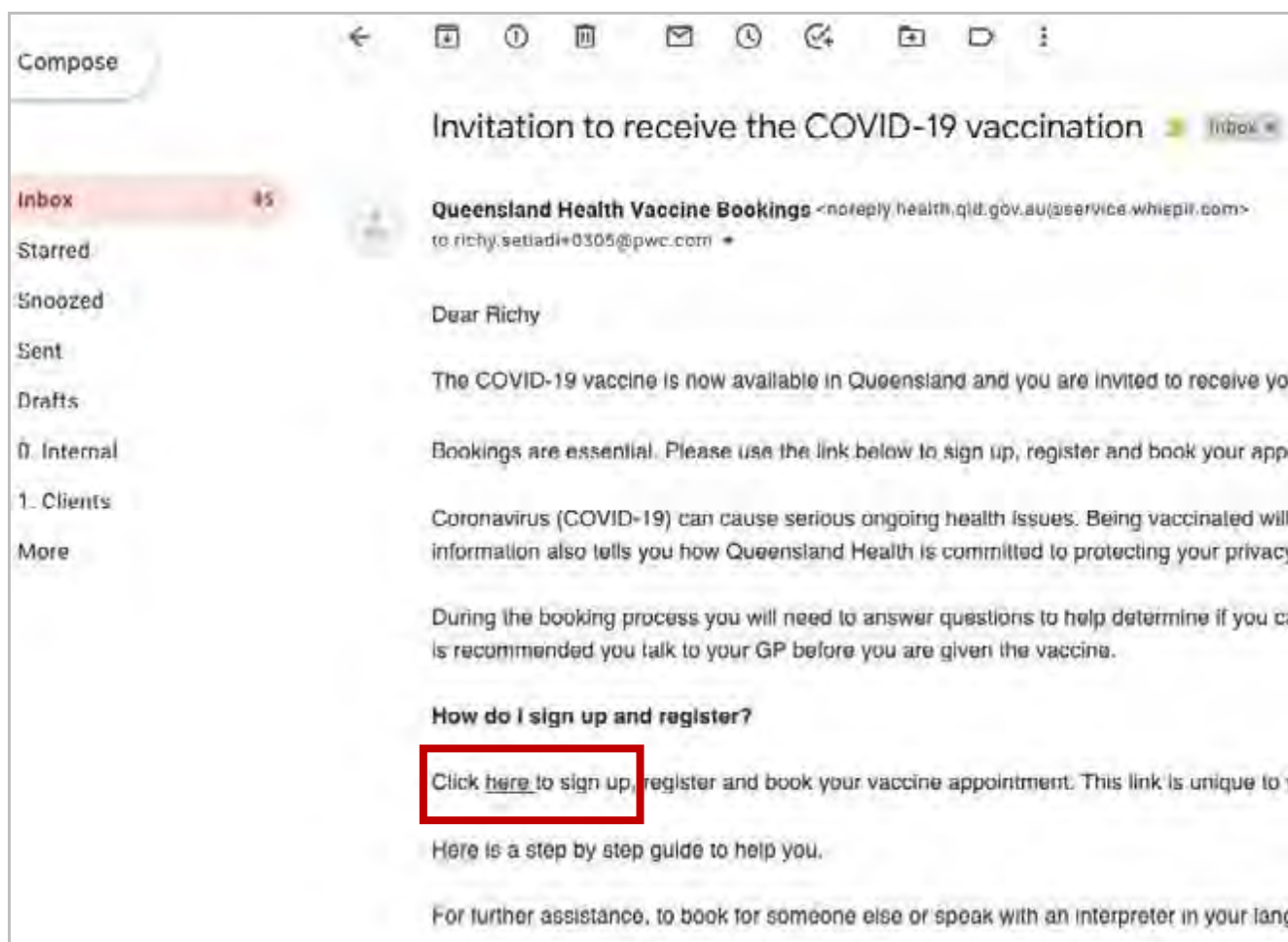
Step 1

After you have [registered your interest](#) for the COVID-19 vaccine, you will receive an email with the subject line — **Invitation to receive the COVID-19 vaccination**.

This may take several weeks. If you do not receive the email in four weeks, please check your email spam or junk folder.

Step 2

Open the email and right click on **Click here to sign up** and copy the hyperlink.

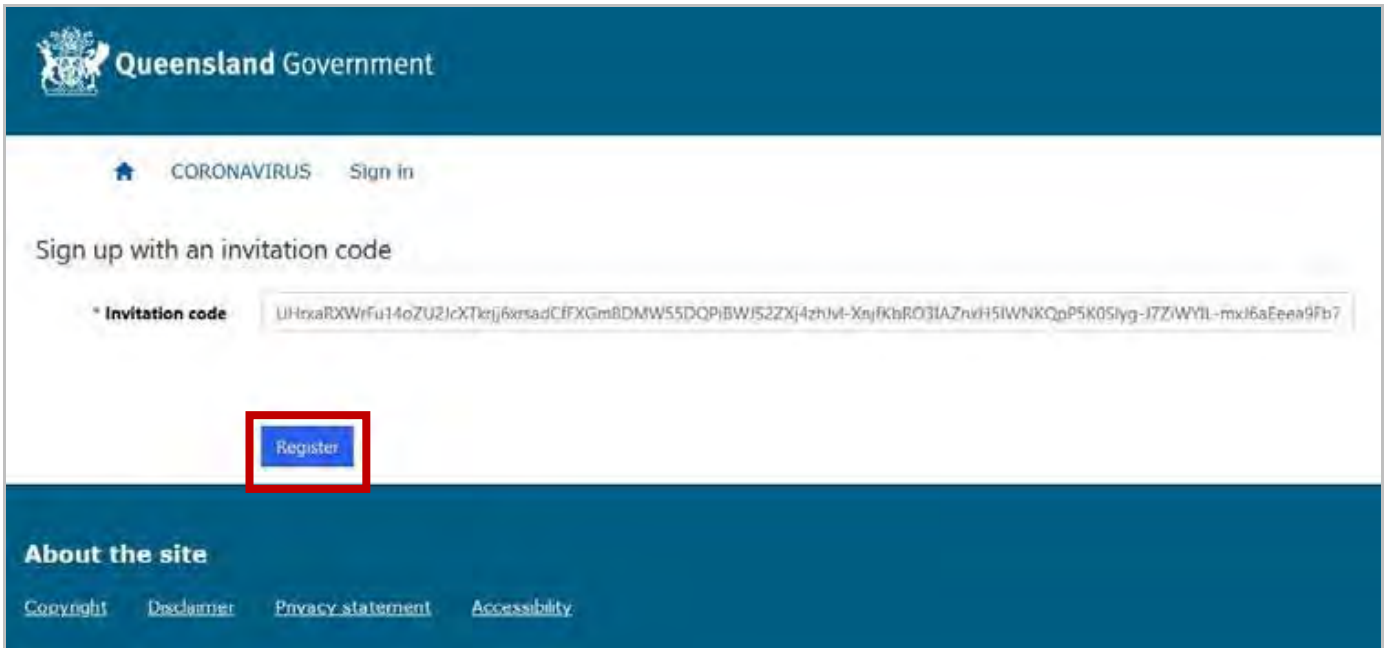


Step 3

Paste the hyperlink into a web browser. Edge and Chrome are the recommended web browsers for computers, tablets and mobile phones (Internet Explorer is not recommended).

Step 4

The webpage below will show your unique invitation code. The code will be filled in, as below. Click **Register**.

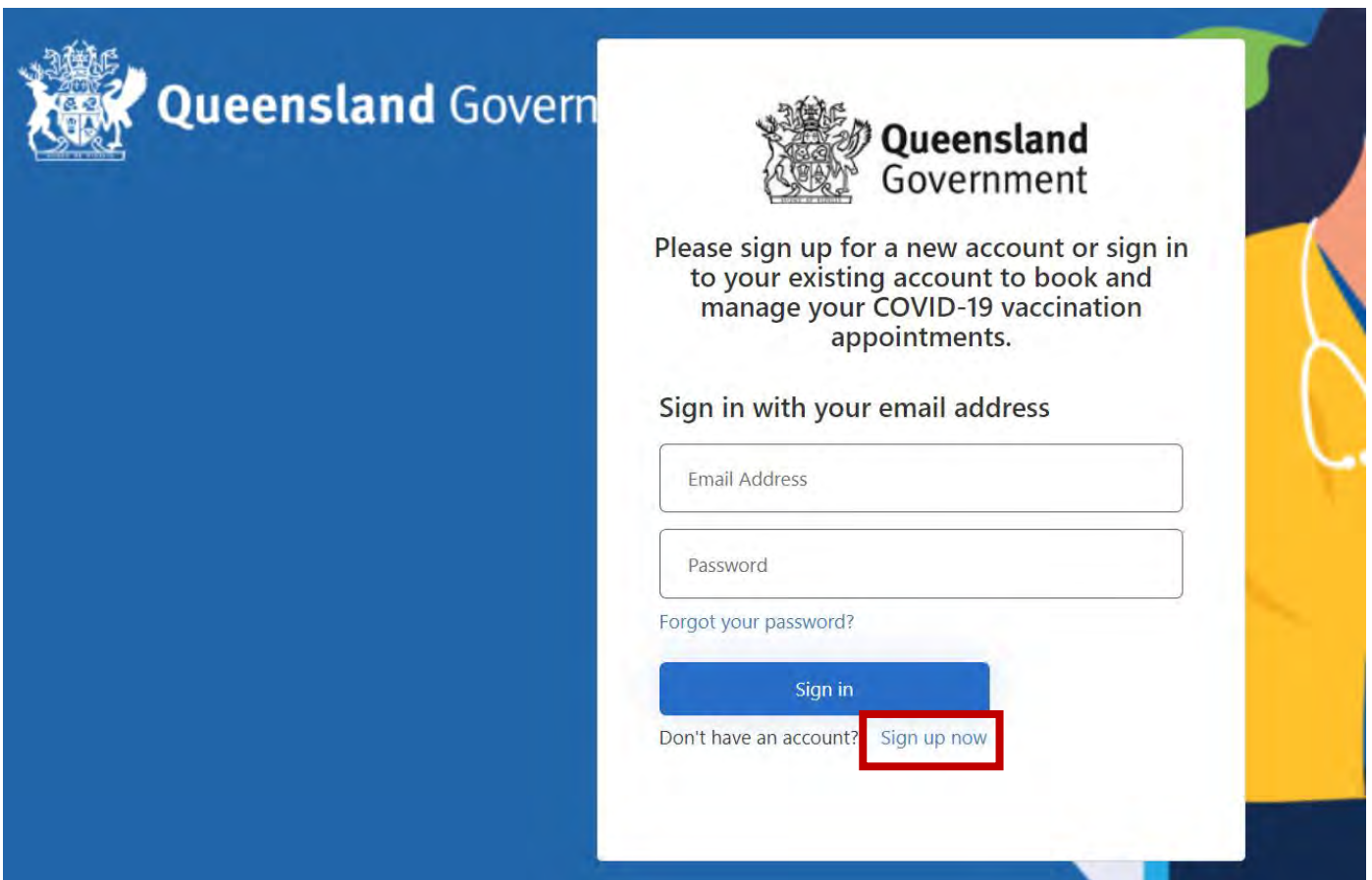


The screenshot shows the Queensland Government website header with the logo and the text "Queensland Government". Below the header, there is a navigation bar with a home icon, the word "CORONAVIRUS", and a "Sign in" link. The main content area is titled "Sign up with an invitation code". Below this title, there is a label "* Invitation code" followed by a text input field containing a long alphanumeric string: "LHtXaRXWrfu14oZU2IcXTerij6xrsadCFXGm8DMW55DQPjBWJ52ZXj4zhVt-XnjfKbRO3IAZnvH5IWNKQpP5K05lyg-J7ZiWYIL-mxI6aEea9Fb7". Below the input field, there is a blue button with the text "Register" highlighted by a red rectangular box. At the bottom of the page, there is a section titled "About the site" with links for "Copyright", "Disclaimer", "Privacy statement", and "Accessibility".

Step 5

You will be taken to a new webpage. Click **Sign up now**.

You do not need to complete any other boxes



The screenshot shows the Queensland Government website with the logo and the text "Queensland Government". The main content area is titled "Please sign up for a new account or sign in to your existing account to book and manage your COVID-19 vaccination appointments." Below this title, there is a section titled "Sign in with your email address" with two input fields: "Email Address" and "Password". Below the "Password" field, there is a link "Forgot your password?". Below the "Forgot your password?" link, there is a blue button with the text "Sign in". Below the "Sign in" button, there is a link "Don't have an account?" followed by a blue button with the text "Sign up now" highlighted by a red rectangular box.

Step 6

Add your email address and click **Send verification code**.

The verification code will be sent by email. Please check your spam or junk folder.



A screenshot of the Queensland Government registration form. At the top left is a 'Cancel' link with a back arrow. The Queensland Government logo is centered at the top. Below the logo is an input field labeled 'Email Address'. A blue button labeled 'Send verification code' is highlighted with a red rectangular border. Below this are two more input fields: 'New Password' and 'Confirm New Password'. At the bottom of the form is a light blue button labeled 'Continue'.

Step 7

Copy the verification code from your email and paste it into the Verification Code box. Click **Verify code**.



A screenshot of the Queensland Government registration form at Step 7. At the top left is a 'Cancel' link with a back arrow. The Queensland Government logo is centered at the top. Below the logo is a message: 'Verification code has been sent. Please copy it to the input box below.' Below this message is an empty input field. Below that is another input field labeled 'Verification Code'. Two blue buttons are positioned below the 'Verification Code' field: 'Verify code' (highlighted with a red rectangular border) and 'Send new code'. Below these are two more input fields: 'New Password' and 'Confirm New Password'. At the bottom of the form is a light blue button labeled 'Continue'.

Step 8

Your code should now be confirmed. You can now set up a password.

For security reasons your password needs to be at least eight characters and needs to meet three of the following criteria:

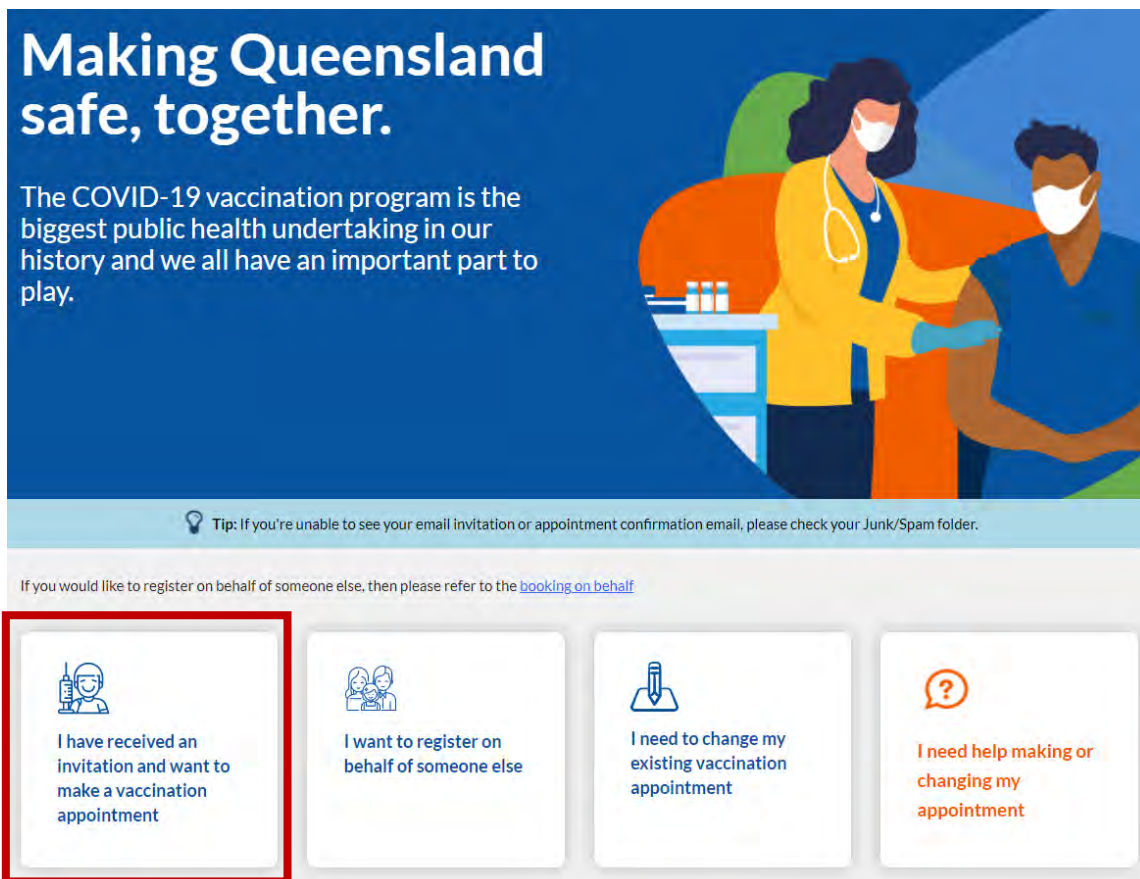


- a. Uppercase letter e.g. A, B, C
- b. Lowercase letter e.g. a, b, c
- c. Number e.g. 1, 2, 3
- d. Special character e.g. *, !, @

Once complete, click **Create**.

Step 9

The following webpage will now appear. You can now begin to book your vaccinee appointment by clicking ***I have received an invitation and want to make a vaccination appointment.***



Making Queensland safe, together.

The COVID-19 vaccination program is the biggest public health undertaking in our history and we all have an important part to play.


Tip: If you're unable to see your email invitation or appointment confirmation email, please check your Junk/Spam folder.

If you would like to register on behalf of someone else, then please refer to the [booking on behalf](#)

- I have received an invitation and want to make a vaccination appointment**
- I want to register on behalf of someone else
- I need to change my existing vaccination appointment
- I need help making or changing my appointment

Step 10

On the Welcome webpage, select your name from the dropdown menu and click **Continue**.



Welcome to the Queensland COVID-19 registration portal.

Welcome

You have received an invitation to book a COVID-19 Vaccination or have been informed of an opportunity to be vaccinated through your employer or Queensland Health. This 5 minute registration process helps immunisation providers to identify certain medical conditions before you get vaccinated. In some circumstances it may be better to have a discussion with your healthcare provider about vaccination before you make an appointment for vaccination.

You can read information about specific vaccines:

COVID-19 Vaccines: Everything you need to know

<https://www.health.qld.gov.au/news-events/news/sars-cov-2-covid-19-queensland-vaccines-rollout-safety-testing-approval-allergies-pregnancy-priority-phases>

Queensland COVID-19 Vaccination Information factsheet which includes details regarding all real and potential side effects associated with having the COVID-19 vaccination available online here: https://www.health.qld.gov.au/data/assets/pdf_file/0029/1029359/covid19-patient-information-sheet.pdf

The latest Australian Technical Advisory Group on Immunisation (ATAGI) information is available here: <https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines>

Information about the AstraZeneca vaccine and the COVID-19 vaccination program: (<https://www.health.gov.au/resources/publications/astrazeneca-vaccine-and-the-covid-19-vaccination-program-patient-information>)

If you have any concerns, please speak to a nurse, doctor or pharmacist; or the Queensland Government COVID Hotline by calling 134 COVID (134 268).

COVID-19 Vaccination what to expect

Two doses are required to be administered. During your registration process you will be required to book an appointment for the first dose at your preferred health care provider.

The second dose of your vaccine will be due 3 to 12 weeks after the first dose, depending on your vaccine.

Registered Vaccinee (including any Dependents) *

Step 11


Complete your personal details and click **Confirm**.

STEP 1/5

Please confirm the details are all correct and up to date

Your details

Personal details

First Name *	Middle Initial	Last Name *
<input type="text" value="John"/>	<input type="text"/>	<input type="text" value="Smith"/>
Gender *	Date of Birth (dd/mm/yyyy) *	Preferred Language
<input type="text" value="Male"/>	<input type="text" value="10/03/1997"/>	<input type="text"/>
Medicare Number (inc Reference No) ⓘ	Interpreter Required	Country of Birth
<input type="text" value="12345678911"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
		Next of Kin Relationship
		<input type="text" value="Mother"/>

Suburb *

State	PostCode *
<input type="text" value="QLD"/>	<input type="text" value="4113"/>

E-mail *	Phone number *
<input type="text" value="testing@health.qld.gov.au"/>	<input type="text" value="0400111000"/>

Note: The **Medicare Number (inc Reference No)** requires 11 with no spaces = 10 digits in the Medicare number + 1 digit in front of your name. You can leave it blank if you do not have a Medicare card.

Step 12

Complete the pre-vaccination assessment. Answer each question before you select **Next**.

STEP 2/5

The following questions are mandatory. Please answer them to the best of your knowledge, to assist us in identifying any risks. If you are unsure of your responses, this can be discussed at the time of vaccination with a clinician.

Pre-vaccination assessment

Questions

Have you had a severe reaction to any vaccine in the past?

Yes No Unsure

Do you have any severe allergies or anaphylaxis to anything, have a mast cell disorder, or carry or have been prescribed an adrenaline auto-injector (e.g. EpiPen or Emerade)?

Yes No Unsure

Are you allergic to polyethylene glycol, polysorbate 80 or any other COVID-19 vaccination ingredient*?

Yes No Unsure

Have you ever had abnormal blood clots in veins of your spleen, abdominal organs or brain or elsewhere; problems with the drug heparin or; antiphospholipid syndrome?

Yes No Unsure

Eligibility to receive vaccine ON THE DAY

ON THE DAY of the vaccination, you will NOT be able to proceed with the vaccination if any of the below apply:

- You have a fever (temperature >38.5°C) or you are feeling sick?
- If receiving the AstraZeneca vaccination, you had an AstraZeneca COVID-19 vaccination within 28 days?
- If receiving the Pfizer vaccination, you had a Pfizer COVID-19 vaccination within 21 days?
- You received any other vaccine (e.g. flu, tetanus) within 7 days?
- You had allergen immunotherapy (AIT) or venom immunotherapy (VIT) injections within 48 hours?
- You had an injection of immunoglobulin, or received any blood products, or a whole blood transfusion within 24 hours?

I acknowledge that:

- I have read and understood the information provided in the "[Queensland COVID-19 Vaccination Information](#)" resource which includes details regarding all real and potential side effects associated with having the COVID-19 vaccination
- I am aware I can discuss the benefits and risks of having the COVID-19 vaccination by telephoning 134 COVID (13 42 68) or discuss with my General Practitioner (GP)
- I understand that consent can be withdrawn at any time before vaccination
- I am aware that I would be required to bring along relevant clinical documents (GP or Specialist letters, medical records, proof of previous vaccination etc.) and relevant identification (Photo ID, Medicare card and proof of eligibility) on the day of my appointment.

On the basis of the above statements, I hereby give consent to receive, the recommended doses of the COVID-19 vaccine.

Back


Next

Step 13

- Add your suburb name or postcode in the **Enter the Suburb name or Postcode** box.
- Select a **Radius (km)**.
- Click **Search**. A list of available vaccine providers within your chosen **Radius (km)** will appear.
- Select a provider from the list.
- Click **Next**.

STEP 3/5

Select a provider

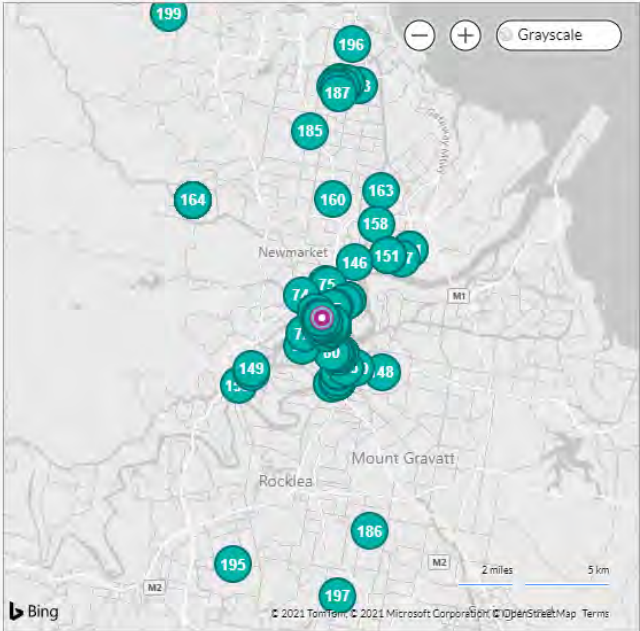
 **Tip:** By increasing the value of **Radius(km)** you will be able to see a larger list of providers.

Enter the Suburb name or Postcode: Radius (km) **b & c**

a

d	231	SCHHS Sunshine Coast University Hospital Test 1 Doherty Test Street Birtinya Queensland 4575	0752020000 80.51 km
	232	Hospital Adele 6 Doherty Street Birtinya QLD 4575	80.51 km
	233	Krysti's Clinic 6 Doherty Street Birtinya QLD 4575	80.61 km
	234	Jaimie Org 6 Doherty Street Birtinya QLD 4551	80.61 km
	235	Bec Org 6 Doherty Street Birtinya qld	80.61 km
	236	QLD-Storage Battery Hill Sunshine Coast Queensland 4551	9078563454 97.34 km
	237	UAT- Provider 1 Battery Hill Sunshine Coast Queensland 4551	97.34 km

e



Note: If you are unable to find a suitable provider in the list, increase the **Radius (km)** and click **Search**. You will be shown more providers to choose from.

Step 14

Enter a date range for your vaccine appointment and click **Apply**.

STEP 4/5

The list below shows the available appointments at your selected location. Click on the "Book" button to book an appointment at your preferred date and time.

Date range

From

To

Unfortunately, there are no timeslots available at your chosen health care provider.

[Back](#) [Apply](#)

Note: If there are no times available at your chosen vaccine location, you can click **Back** and find a new location.

Step 15

Your appointment options will appear. Click **Book** for your preferred date and time.

STEP 4/5

The list below shows the available appointments at your selected location. Click on the "Book" button to book an appointment at your preferred date and time.

Date range

From

To

[Back](#) [Apply](#)

Location	Start Time	End Time	Duration	Book
SCHHS Sunshine Coast University Hospital Test	20-08-2021 08:00 AM	20-08-2021 08:30 AM	30	Book
SCHHS Sunshine Coast University Hospital Test	20-08-2021 08:30 AM	20-08-2021 09:00 AM	30	Book
SCHHS Sunshine Coast University Hospital Test	20-08-2021 09:00 AM	20-08-2021 09:30 AM	30	Book

Showing 1 to 3 of 3 entries

< 1 >

Note: A **'Sorry! This session is no longer available. Please select another time.'** message will appear at the top of the screen if an appointment is no longer available. If this happens, you will need to select another appointment.

Step 16

You will now see an **All done!** webpage confirming your vaccine appointment .

STEP 5/5

All done!

Dear John Smith

Thank you for registering to receive your COVID-19 vaccination. Your appointment details are:

Appointment date and time: **Friday, 20th August 2021, 8:30 AM**

Appointment location: **SCHHS Sunshine Coast University Hospital Test, 1 Doherty Test Street Birtinya, Queensland 4575**

We have sent you an email with your QR code and appointment booking details.

If you need to update or cancel your booking please call 134 COVID (13 42 68).

If you have any questions or to speak with an interpreter in your language, call 134 COVID (13 42 68) for free or learn more [here](#).

Thank you for doing your part to help keep our community COVID safe.

Pre-Registration questions answered are below


Have you had a severe reaction to any vaccine in the past?

No

You will also receive a confirmation email. Please check your spam or junk folder.

Appointment confirmation – First COVID-19 vaccination


Queensland Health <noreply@vaccinebookings.health.qld.gov.au>
To

 We could not verify the identity of the sender. Click here to learn more.

Dear Jack

Thank you for making an appointment for your first dose of the COVID-19 vaccine. Your appointment details are below.

Appointment date: 07/09/2021
Appointment time: 08:00 AM
Appointment location: [Brisbane General Hospital, 40 Bowen Bridge Road Herston Brisbane, Queensland 4006](#)



QR Code:

As there is limited availability of the vaccine, it is recommended that you attend your appointment as detailed above.
If you need to change your appointment:

Information on your second appointment

When you receive your first dose, a second dose appointment will be made for you. This booking will be sent to your email. If the booking date or time does not work for you, please change your booking by following this guide — [Change or cancel a COVID-19 vaccine appointment for yourself or on behalf of someone else](#).