# Flu Shot Email 1 – Announce: Send as initial communication

### Subject line

Onsite flu shots at [location] booking. Reserve your spot now.

### Message

**An SHBP-sponsored onsite flu shot event is coming to [location] on [date]. Schedule your appointment.**

* Your flu shot is private and provided at no additional cost to you.

**Follow the instructions below to schedule your appointment.**

* + If you have not registered for the *Be Well SHBP®* program, [register here](https://bewellshbp.sharecare.com/create-account?cmpid=ga-sc3-ob-00-em-00-createaccount-20230101).
  + If you have already registered for the *Be Well SHBP®* program, you can [log in here](https://bewellshbp.sharecare.com/sign-in?cmpid=ga-sc3-ob-00-em-00-micrositelogin-20230101).
  + Once logged into your Sharecare account, click on the “Achieve” link on the left-hand side of the page.
  + Click on the “Programs” tile.
  + Click on the “Health Screening” tile. This will redirect you to the Quest scheduler.
  + Read the Terms and Conditions and click “Accept & Continue”.
  + Read the consent language, click on “I accept” then click the “Continue” box.
  + Confirm your personal information and mailing address is correct and click “Save”.
  + To schedule a flu shot appointment at an event, click on “Make An Appointment” within the Flu Shot section.
  + Search for and select a desired location.
  + Choose desired date and time.
  + Review and confirm all information.

#### Tell your spouse.

If you are married, encourage your covered spouse to schedule an appointment, too.

#### Questions?

Contact the Site Coordinator for this flu shot location, [Name], at [contact info].

# Flu Shot Email 2 – Reminder: Send 2 weeks after first email

### Subject line

Schedule your flu shot appointment now.

### Message

**An SHBP-sponsored onsite flu shot event at [location name] is being held on [date]. Appointments fill up fast. Schedule yours now.**

An SHBP-sponsored flu shot event for [location] is scheduled for [date/time]. If you haven’t made your appointment yet, you can do so by following the steps below:

* + - * If you have not registered for the *Be Well SHBP®* program, [register here](https://bewellshbp.sharecare.com/create-account?cmpid=ga-sc3-ob-00-em-00-createaccount-20230101).
      * If you have already registered for the *Be Well SHBP®* program, you can [log in here](https://bewellshbp.sharecare.com/sign-in?cmpid=ga-sc3-ob-00-em-00-micrositelogin-20230101).
      * Once logged into your Sharecare account, click on the “Achieve” link on the left-hand side of the page.
      * Click on the “Programs” tile.
      * Click on the “Health Screening” tile. This will redirect you to the Quest scheduler.
      * Read the Terms and Conditions and click “Accept & Continue”.
      * Read the consent language, click on “I accept” then click the “Continue” box.
      * Confirm your personal information and mailing address is correct and click “Save”.
      * To schedule a flu shot appointment at an event, click on “Make An Appointment” within the Flu Shot section.
      * Search for and select a desired location.
      * Choose desired date and time.
      * Review and confirm all information.
  + Your flu shot is private and provided at no additional cost to you.

#### Tell your spouse.

If you are married, encourage your covered spouse to schedule an appointment, too.

#### Questions?

Contact the onsite coordinator for this flu shot location, [Name], at [contact info].

# Flu Shot Email 3 – Last Chance: Send on lock-down date

### Subject line

Last chance for appointments.

### Message

**TODAY is the last day to schedule an appointment for the SHBP-sponsored onsite flu shot event to be held on [date] at [location name].**

If you haven’t scheduled your flu shot appointment yet, you still have a chance to schedule an appointment for this upcoming event. However, after today, no additional appointments can be made.

**Follow the instructions below to schedule your appointment**

* + - * If you have not registered for the *Be Well SHBP®* program, [register here](https://bewellshbp.sharecare.com/create-account?cmpid=ga-sc3-ob-00-em-00-createaccount-20230101).
      * If you have already registered for the *Be Well SHBP®* program, you can [log in here](https://bewellshbp.sharecare.com/sign-in?cmpid=ga-sc3-ob-00-em-00-micrositelogin-20230101).
      * Once logged into your Sharecare account, click on the “Achieve” link on the left-hand side of the page.
      * Click on the “Programs” tile.
      * Click on the “Health Screening” tile. This will redirect you to the Quest scheduler.
      * Read the Terms and Conditions and click “Accept & Continue”.
      * Read the consent language, click on “I accept” then click the “Continue” box.
      * Confirm your personal information and mailing address is correct and click “Save”.
      * To schedule a flu shot appointment at an event, click on “Make An Appointment” within the Flu Shot section.
      * Search for and select a desired location.
      * Choose desired date and time.
      * Review and confirm all information.

As a reminder:

* Your flu shot will be private, and is offered at no additional cost to you.

#### Questions?

Contact the Site Coordinator for this flu shot location, [Name], at [contact info].

# Flu Shot Email 5 – Cancel: Send in case of event cancellation

### Subject line

Flu shot event canceled. Other options available.

### Message

**The SHBP-sponsored flu shot event at [location] on [date] has been canceled.**

Thank you for signing up for a flu shot appointment at an SHBP-sponsored onsite flu shot event. Unfortunately, due to low participation, the onsite flu shot event you are scheduled to attend at [location/day/time] has been canceled. We apologize for the inconvenience.

#### Questions?

Contact the Site Coordinator for this flu shot event location, [Name], at [contact info].