



Registration

This document will show individuals who intend to participate in COVID testing at their site how to register for the testing. Registration is only required 1 time. Please read through the FAQs at the bottom of the document, if you have any questions, please reach out to program@communitylabs.org.

Staff Registration:

1. Open internet browser and type in **register.communitylabstesting.org**

***At the top right there are 5 total steps needed to be completed for registration.

Site Registration:

- Choose the site type (school or business)
- Select the school the participant (student or staff member) will be testing at.

Section 1: Who is registering?

2. Select "Adult Registration" in the drop down on the first page.
3. Select "Next."

Section 2: Provide personal information.

4. Fill out your appropriate information; First Name, Last Name, DOB, Gender, Race and Ethnicity.
5. Personal Identifiers will need to be your employee ID or student ID if you are a student and 18 years +.

Section 3: Provide address.

6. Fill out your home address, city, state, zip code and county.

Section 4: Where will the results go?

7. Contacts will be how you receive results.
8. Type in your mobile phone number to receive text messages of your results.
9. **Select verify**; this will send you a text message to verify your phone number was inputted correctly.
10. Type in the verification code from your messages
11. Type in your email if you would like to also be emailed a copy of your results.

***If you would like anyone else to receive a copy of these results please choose "add new contact; repeat steps 7-11. The second contact will not have a verification code."

12. Select "Next."

Section 5: Digital Consent Form

13. Write signature below the highlighted yellow section.
14. Select "Submit."

QR Code

This QR code will be used every time for testing, please save the QR code to your photos by screenshotting the code. It will also be emailed to you for reference. Please provide code at the time of testing. Teams will scan this QR code at the time of testing.

Student / Minor Registration:

2. Open internet browser and type in **register.communitylabstesting.org**

***At the top right there are 5 total steps needed to be completed for registration.



Site Registration:

- Choose the site type (school or business)
- Select the school the participant (student) will be testing at.

Section 1: Who is registering?

2. Select "Student Registration" in the drop down on the first page.
3. Select "Next."

Section 2: Provide the student's information.

4. Fill out the minor's appropriate information; First Name, Last Name, DOB, Gender, Race and Ethnicity.
5. Student ID is required. This is also their lunch number in most school districts.

Section 3: Provide address.

6. Fill out your home address, city, state, zip code and county.

Section 4: Where will the results go?

7. Contacts will be how you receive results.
8. Type in the mobile phone number of who would like to receive text messages of the results.
9. **Select verify;** this will send a text message to verify the phone number was inputted correctly.
10. Type in the verification code from the messages
11. Type in the email for a copy of the results.

***If you would like anyone else to receive a copy of these results please choose "add new contact"

12. Select "Next."

Section 5: Digital Consent Form

13. Write signature below the highlighted yellow section.
14. Select "Submit."

FAQ

- What if I don't know the student ID or employee ID?

Please contact the school or administrator on site for this information.

- What if I participant's wanting to provide only a phone number or an email, not both, for results?

Great! Please select the red trash can icon to delete the email section. If you'd like to only receive emailed results, select the red trash can option next to the phone number to delete.

- What if I am a student and I am 18 years old? Do I need a guardian or parental consent? No. Please choose "Student Registration" and provide your information with your student ID.

- What if I never receive a verification code via text

Verify that you have put the correct phone number. If the number still doesn't work, you can either try an alternate phone number or contact your system administrator.

- What if I delete my QR code by accident?

Contact your system administrator.

- Can I register someone if I don't have their phone/email?

No, a phone number or email is required for registration.