

## Wellness Weeks – Registration Guideline


Click the link below to view the programme schedule:

<https://extranet.hongkongairport.com/eng/pdf/Wellness Weeks Programme Schedule.pdf>



1. Mouse over the topic to view more details.



2a) Click “” to register for Health Lounge, Dietitian Consultation, Traditional Chinese Practitioner Consultation, Posture Analysis, Head to Shoulder Massage and On-site Vision Screening.

2b) Click “” to register for Wellness Talks and Exercise Classes/Wellness Workshops.



## 2a) Registration in External System - Doodle

1. Enter your STAFF NUMBER (not your name)  
2. Choose one time slot\*  
3. Click the Send button  
4. Receive the "Thank You for Participating" message, your registration is completed.

\*NOTE: If the slot you want is not available, choose any other slot available on table

Show less

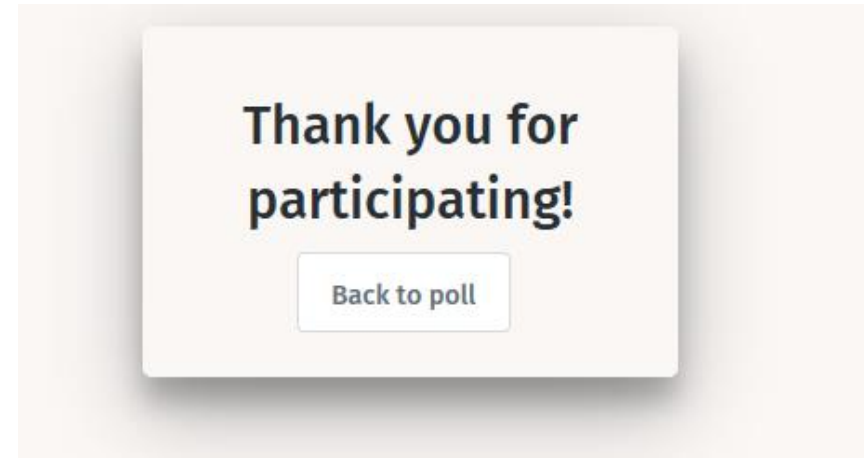
⌚ All times displayed in Asia/Shanghai

👁 Only you and AAHK can see your vote and comments.

Table    Calendar


	Sep 13 THU	Sep 13 THU	Sep 13 THU	Sep 13 THU	Sep 13 THU	Sep 13 THU	Sep 13 THU	Sep 13 THU
	12:00 PM 12:10 PM	12:10 PM 12:20 PM	12:20 PM 12:30 PM	12:30 PM 12:40 PM	12:40 PM 12:50 PM	12:50 PM 1:00 PM	1:00 PM 1:10 PM	1:10 PM 1:20 PM
Enter your name								

Send  
Enter your name first



1. Enter your FULL NAME identical to the name on the ID card in the field of

“ Enter your name ”

2. Click “” to select ONE time slot. If the slot you want is not available, choose any other slot available on the table.

3. Click the “Send” button.

4. Receive the “Thank You for Participating” message, your registration is completed.

5. Mark the appointment on your schedule and be punctual, no reminder will be sent to you further.

## 2a) Registration in External System - Matilda International Hospital



Matilda International Hospital will be running an onsite health screening (Airport Authority health risks on 2018-09-10.

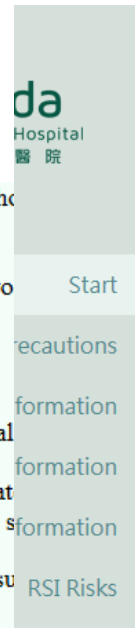
As part of the screening, we highly recommend that you pre-register to expedite the process.

### Pre-register method

1. Complete the online health questionnaire.
2. Print out the confirmation notification e-mail and present to the Matilda International Hospital.

On the day, Matilda's professional healthcare team will review the test results immediately. The screening will include tests of your blood pressure, body mass index (BMI), sleep status, etc.

The different tests will identify risk factors, if any, and enable one to take action to ensure health.



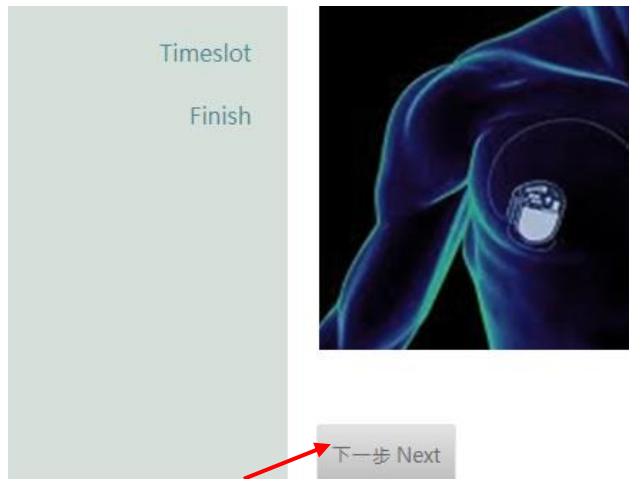
Matilda Registration

### Mini Health Check-Online Registration

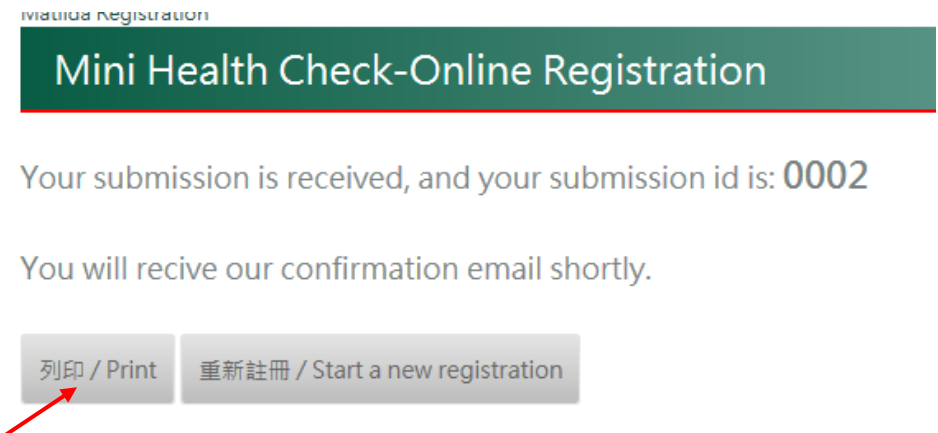


1. Click "online health questionnaire".

2. Click "Start" to start your registration.



3. Click "Next" to proceed to different parts of the health questionnaire.

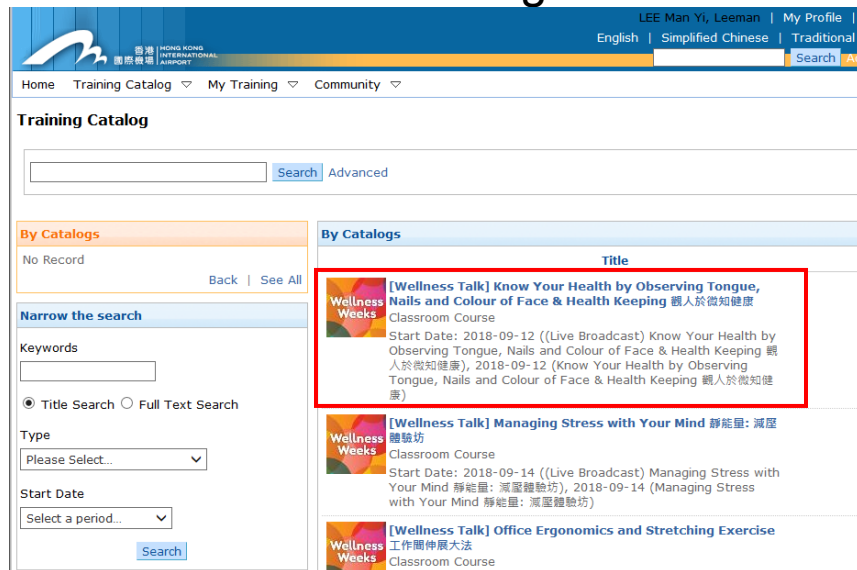


4. Submit your registration and print out the confirmation message, your registration is completed.

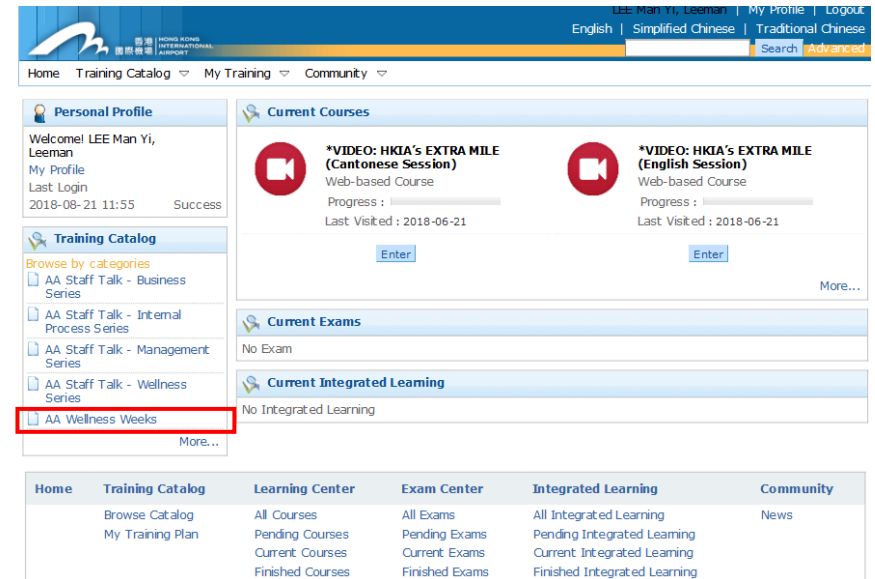
## 2b) Registration in Learning Management System (LMS)



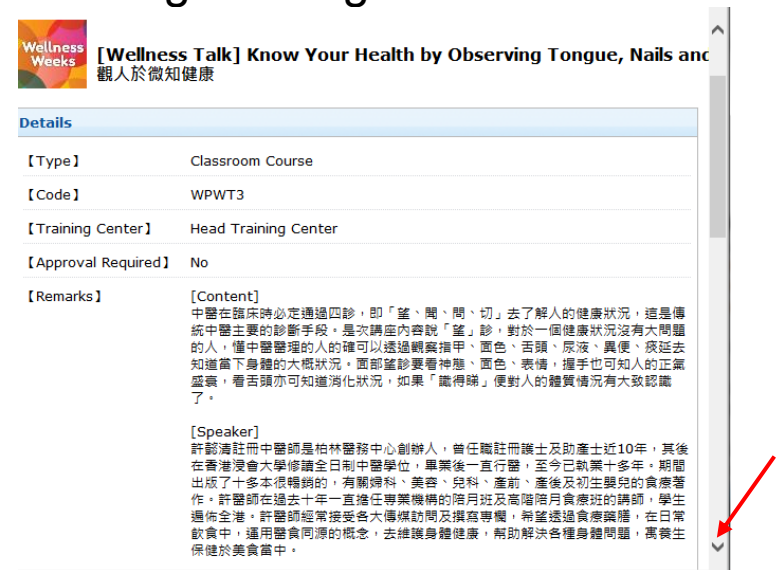
1. Input your “User ID” and “Passwords”, and then click the “Login” button.



3. Click the activity title to view more details.



2. Select “AA Wellness Weeks” under “Training Catalog”.



4. Scroll down and view the available sessions for registration.

**(Live Broadcast) Know Your Health by Observing Tongue, Nails and Colour of Face & Health Keeping 觀人於微知健康**

【Code】	Day3 - 12 Sep 2018B
【Training Center】	Head Training Center
【Class period】	From: 2018-09-12 To: 2018-09-12
【Schedule】	12:45PM - 1:45PM
【Enrollment period】	From: 2018-08-13 00:00 To: 2018-09-05 23:59
【Venue】	G/F, RPSO
【Fees】	Free
【Duration (Hours)】	1.00

Self-enroll

5. Click the “Self-enroll” button to register your preferred session.

**Status**

Your enrollment is successfully submitted. You will be notified for any progress.

OK

6. LMS displays your “Registration Status”. Click “OK” to return to the activity list.  
Receive confirmation email later upon your seat is confirmed.