

Quick Start Guide: Vaccines.gov, powered by VaccineFinder Public Display Administration Fields – Log Manually

Who should use this guide:

Providers and jurisdictions that need to manually log and edit administrative data (address, phone number, website, etc.) for the provider locations.

Accurate administrative data is especially important for active providers who have their locations set to display to the public on Vaccines.gov.

Visit <https://vaccines.gov/covid-provider-resources> for instructions on how to do this with a file upload and to find for more training videos and guides.

Step-by-step instructions

Login

1. Login to your COVID Locating Health account at <https://covid.locating.health/login>.



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Username** label above a text input field containing `qa_ui_org@castlighthhealth.com`.
- Password** label above a password input field with masked characters (dots).
- A blue **Sign In** button.
- A [Forgot password?](#) link below the button.

Login tips:

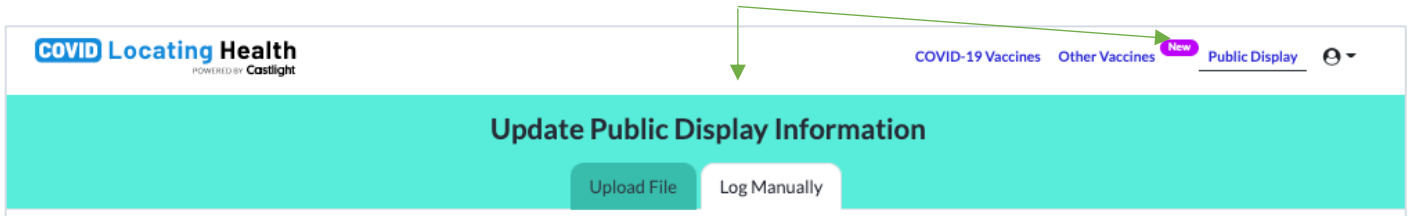
- Your username is the email address you used to register for your COVID Locating Health account.
- If you forget your password, click the “Forgot Password?” link to reset your password.

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Select Provider Locations to Display to the Public

All locations will initially default to **not** display to the public but we encourage you to turn on your display to the public setting so more people can find your vaccines on Vaccines.gov.

2. Click “Public Display” in the upper right of screen then click the “Log Manually” tab.



3. Toggle the button for each location you want to display to the public.

Once the location is set to display, the toggle will turn blue. If you would like to switch all locations to display, you can toggle the button at the top of the page above all the locations.



Public Display tips:

- If you would like to display most of your locations, but not all, you can toggle all to display to the public and then toggle off the locations you wish not to display.
- The number of locations set to the public will display at the top of the location box.
- **If there has not been an inventory update for the site in over 72 hours, a site set to public display will no longer display in search results instead of showing the normal in stock or out of stock status. Update your inventory daily to ensure the stock status displays correctly to the public.**

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Update your administrative fields

For all locations set to display to the public, the information you provide here will be displayed to the public on Vaccines.gov.

4. Select the location name on the left-hand menu then click “Edit” at the top of the page.

The screenshot shows a web interface for managing location data. On the left, there is a list of locations with checkboxes. The first location, 'qa-ui_loc_2-93087', is selected. Below the list, there is a detailed view for the selected location. It includes a grid icon, the location ID 'qa-ui_loc_2-93087', and address information: 'ADDRESS_582123 City, QA 1234'. A section titled 'Display to the public' contains a blue 'Edit' button. A note below the button states: 'If your location is set to display to the public, the information provided in the fields below will show in the vaccinefinder.org search experience for the public.' At the top right, it says 'Last updated 2/9/21, 10:26 AM'.

5. The text fields and dropdown menus will populate for you to enter your Public Display information.

Public Display Information

If your location is set to display to the public, the information provided in the fields below will show in the vaccinefinder.org search experience for the public.

Cancel

Display Phone Number (required) ⓘ

(555) 555-5555

Open Hours ⓘ

Custom

Monday	9:00 AM	to	5:00 PM
Tuesday	9:00 AM	to	5:00 PM
Wednesday	9:00 AM	to	5:00 PM
Thursday	9:00 AM	to	5:00 PM
Friday	9:00 AM	to	5:00 PM
Saturday	11:00 AM	to	2:30 PM
Sunday	Closed		

Public Display data tips:

Administrative data for locations should be populated only for locations that are selected to display to the public. The fields will greatly help guide the public to accurate information about how to access COVID-19 or flu vaccines.

○ **Display Phone Number** (*required if General or COVID screener is blank*) is pre-filled with the location administration phone number provided on the provider or pharmacy agreement. If you would like a different number to show on vaccines.gov, enter it in this field.

○ **Open Hours:** Start by selecting a schedule from the dropdown menu. Based on the schedule you select, enter the hours for the day(s) of the week from the dropdowns provided. You may also select CLOSED.

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Web Address ⓘ

e.g. https://www.website.com



General screener or appointment link (required if no display phone number) ⓘ

https://covid.locating.health/vaccines



COVID screener or appointment link (required if no display phone number) ⓘ

https://covid.locating.health/covid

Accepts Insurance ⓘ

Yes No

Accepts Walk Ins ⓘ

Yes No

Notes ⓘ

Chars remaining: 927

Vaccine supply is limited at this time and available by appointment only.

Save

Cancel



* Denotes New Field

6. Click the **Save** button at the bottom of the page.

You can also cancel at any time; if you cancel, any updates you have made will not be saved. Saved information is updated on vaccines.gov within 5 hours.

○ **Web Address** should be a link to the provider location's website.

○ **General screener or appointment link (required if no display phone number)*** - Enter your vaccine screener or appointment scheduler URL here. This link will show on Vaccines.gov when users search for **flu vaccines**.

○ **COVID screener or appointment link (required if no display phone number)*** - If you have a COVID-19 vaccine specific screener or appointment scheduler that is different from your general screener enter that URL here. This link will show on vaccines.gov when users search for COVID-19 vaccines.

○ **Accepts Insurance** select yes if the location accepts insurance, select no if the location does not. **Note: This field is not displayed on Vaccines.gov.**

○ **Accepts Walk Ins** select yes if the location accepts walk ins for COVID-19 vaccines, select no if vaccines are by appointment only at that location.

○ **Notes** is a free text field that will display to the public (max 1000 character limit) for both COVID-19 and flu vaccine searches. Please use this space to provide any additional information a member of the public should know about COVID-19 or flu vaccinations at your location.