

# 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.

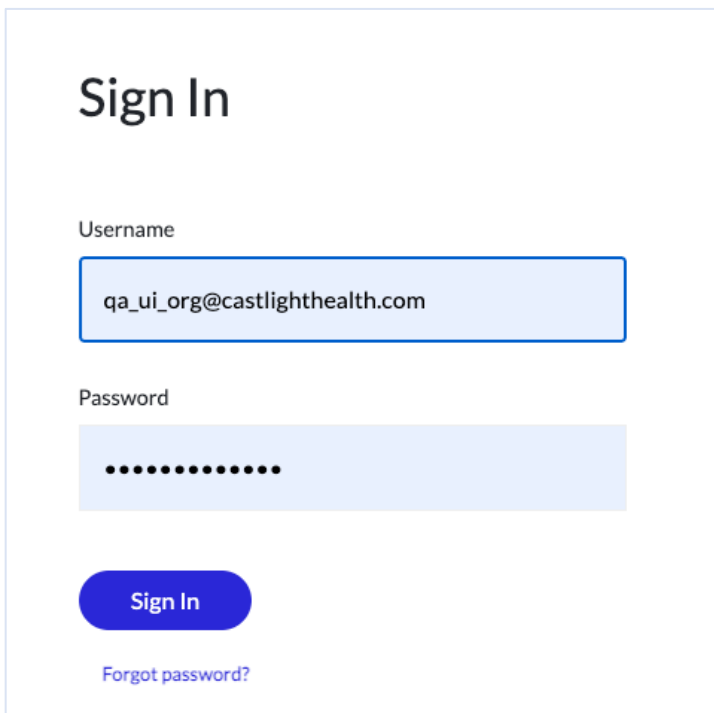
Visit <https://vaccines.gov/covid-provider-resources> for instructions on how to do this with a file upload and to find for more training videos and guides.

Note: This is especially important for active providers who have their locations set to display to the publicly on Vaccines.gov.

## Step-by-step instructions

### Login

1. Login into 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@castlighthealth.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:

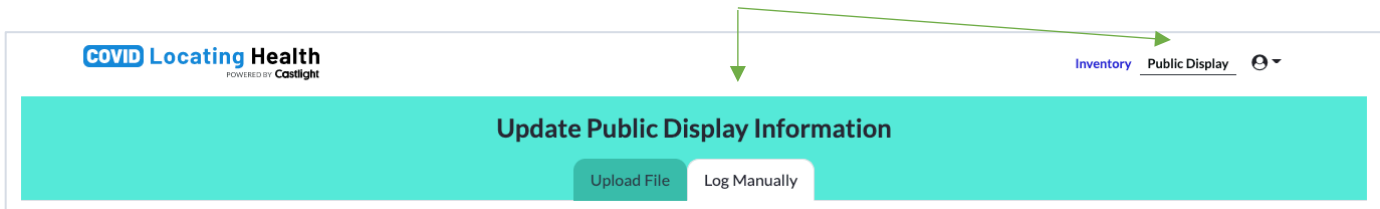
- Your username is the email address you used to register for your COVID Locating Health account.
- If you forget your password, click the "Forgot Password?" link to reset your password.

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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:

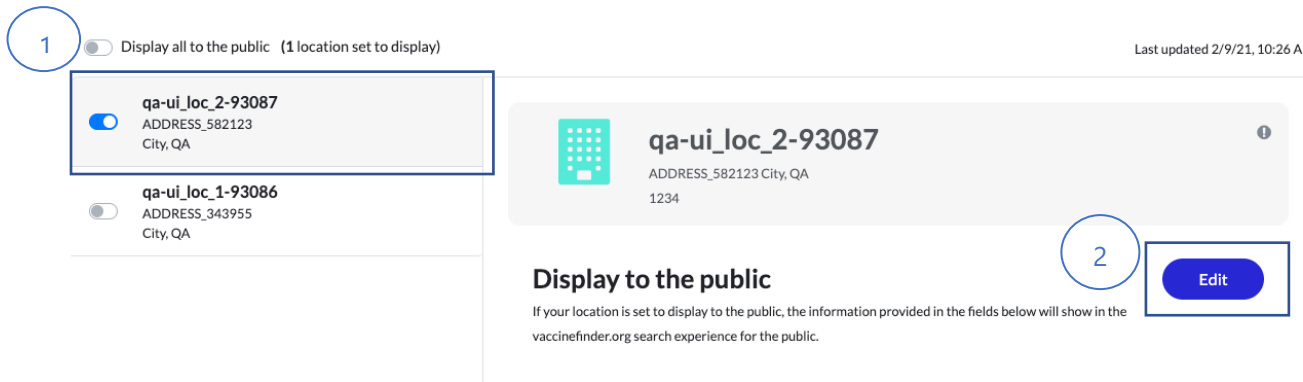
- If you would like to display most of your locations, but not all, you can toggle all to display to the public and then toggle off the locations you wish not to display.
- The number of locations set to the public will display at the top of the location box.
- **If there has not been an inventory update for the site in over 72 hours, a site set to public display will show as "call to confirm " 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 at Vaccines.gov.

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



### 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 vaccines. More details listed below:

- **Display Phone Number** (*required if pre screen web address 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 ⓘ

Web Address pre-screen link ⓘ

Accepts Insurance ⓘ      Accepts Walk Ins ⓘ

Yes    No       Yes    No

Notes ⓘ Chars remaining: 963

- **Web Address** should be a link to the provider location’s website. Please enter the address beginning with www, https or http.
- **Web Address Pre-Screen link** (*required if public display phone number is blank*) should be the direct link to the provider or jurisdictional eligibility screener or pre-screener that is required to make an appointment at the location. Please enter the address beginning with www, https or http.
- **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). Please use this space to provide any additional information a member of the public should know about COVID-19 vaccinations at your location.

### 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. Information is updated on vaccines.gov within 5 hours.