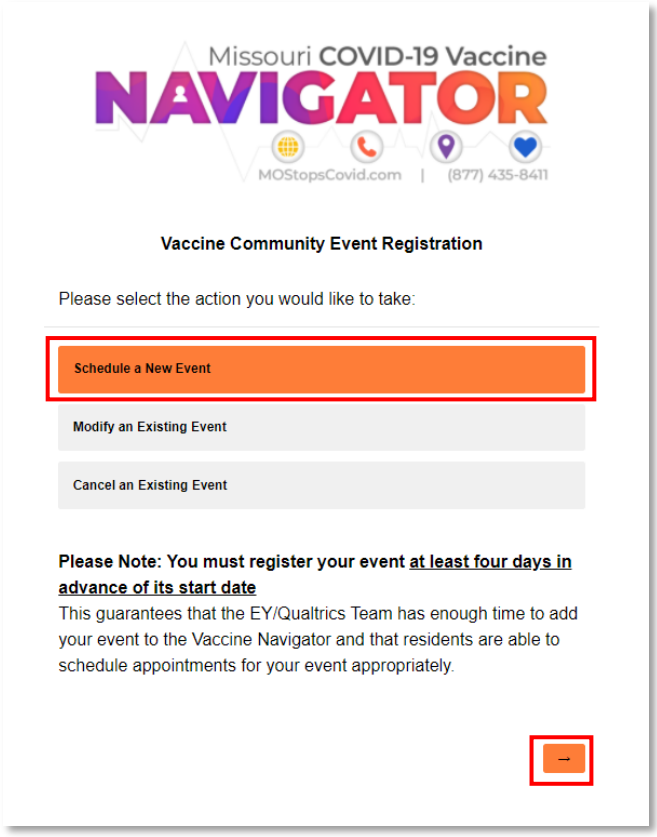
Vaccine Navigator

Event Registration Survey

Survey Link	See your email for personal survey link

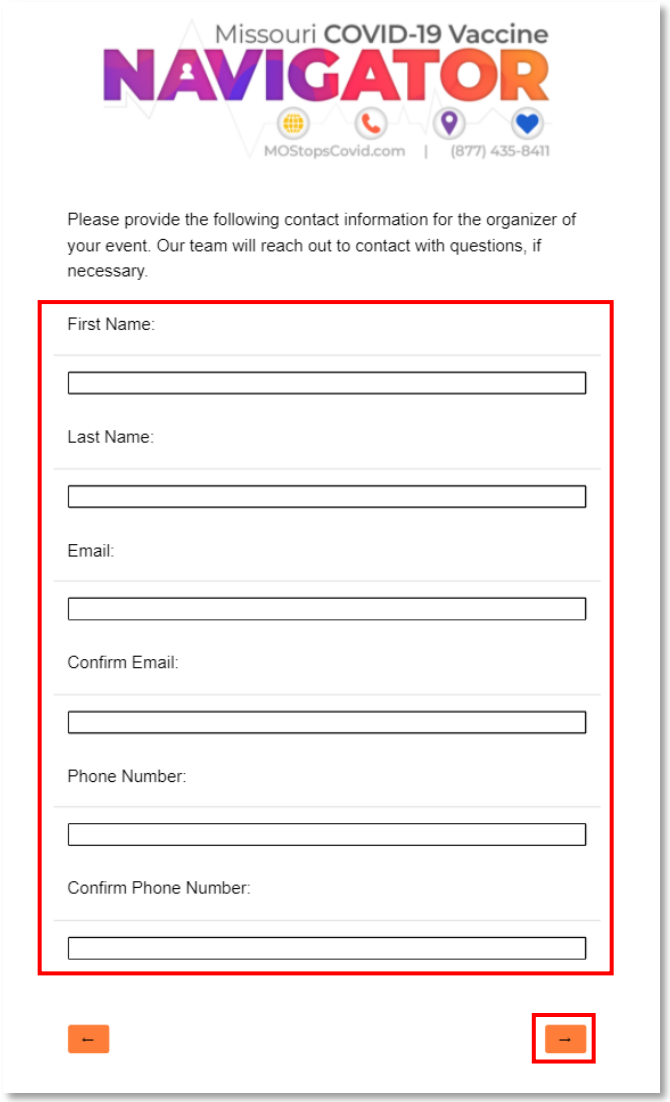
Purpose	To allow the Regional Implementation Teams (RITs) to submit event information for vaccine events, on behalf of vaccine event organizers.
Users	**Regional Implementation Team (RIT) members**
***Notes**	Calendar creation is manual. EY/Qualtrics uses the information inputted in this form to manually create each calendar – Please allow at least 48 hours for this to be completed One entry is one event session. If you wish to have a follow-up event for second doses, you will need to fill out this form again



Path 1: SCHEDULE A NEW EVENT
Home Page: Select an Action

- Please Note: you must register your event is at least four days in advance of its start date. This guarantees that the EY/Qualtrics Team has enough time to add your event to the Vaccine Navigator and that residents are able to schedule appointments for your event appropriately

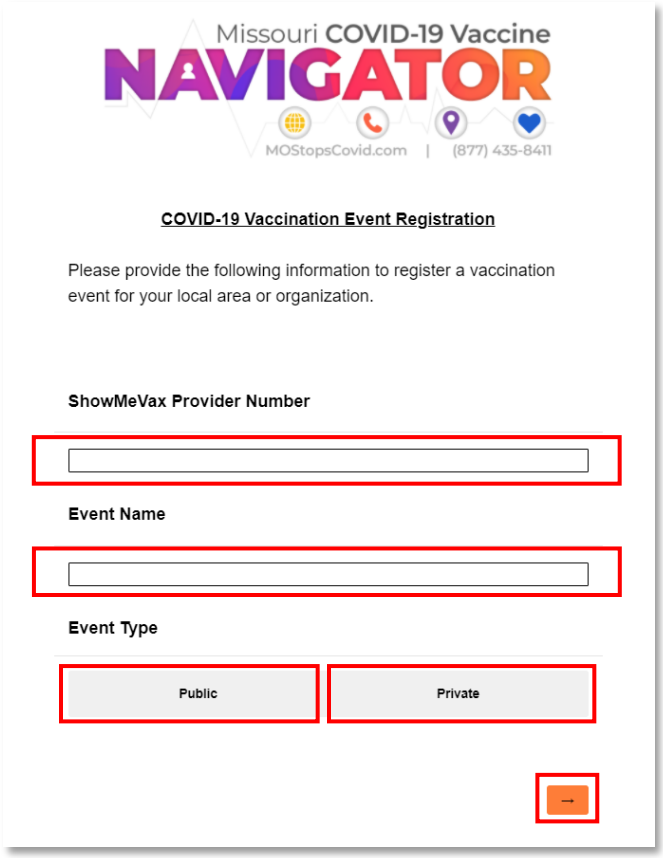
1. **Select** one of the following Paths:
    1. **Schedule a New Event**
    2. **Modify an Existing Event**
    3. **Cancel an existing Event**
2. **Click the arrow** to proceed



<u>Path 1: SCHEDULE A NEW EVENT</u>
<u>Page 1: Contact Information</u>

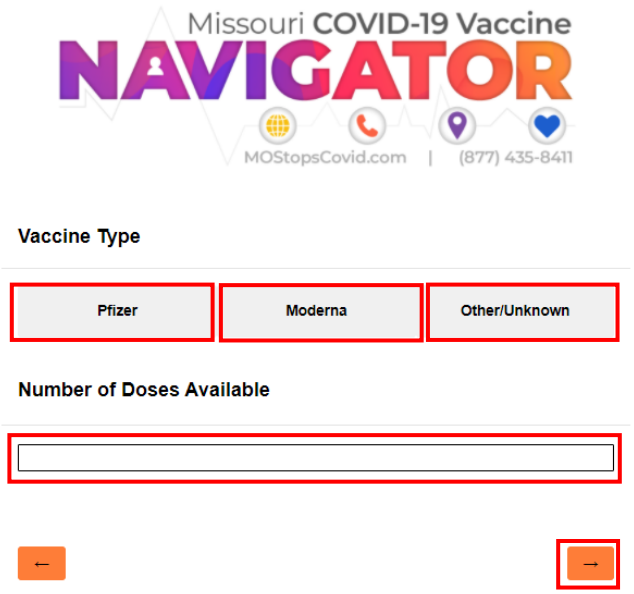
- Collects contact information of person who is submitting the request (i.e., RIT member, event organizer)
  - Information will be used if EY/Qualtrics has questions regarding event set-up/cancellation

1. **Input First Name**
2. **Input Last Name**
3. **Input Email**
   a. **Confirm Email**
4. **Input Phone Number**
   a. Format: XXX-XXX-XXXX
   b. **Confirm Phone Number**
5. **Click the back arrow** to go back
6. **Click the forward arrow** to proceed



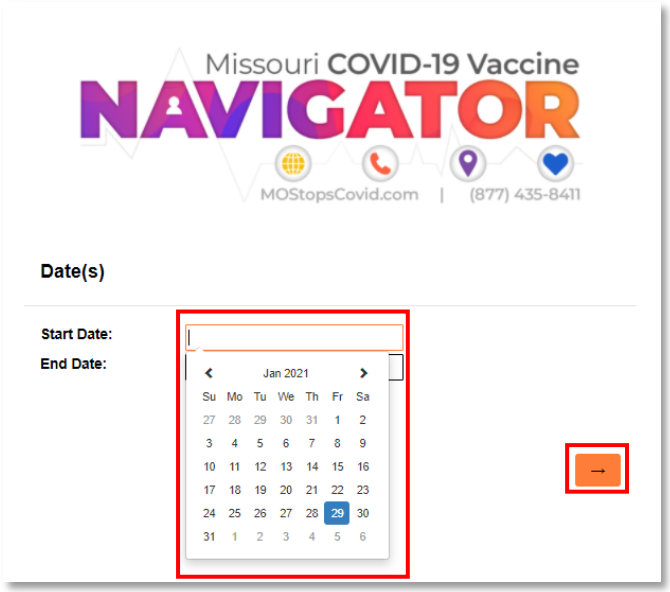
Path 1: SCHEDULE A NEW EVENT
Page 2: Vaccine-Specific Information

1. Input **ShowMeVax Provider Number**
2. Input the **name of the Event**
3. Select **Event Type**
    a. **Public**: community events, open to the public
    b. **Private**: closed events that require the individual getting vaccinated to have a specific Event ID to schedule (i.e., large employer vaccination events)
4. **Click the arrow** to proceed



Path 1: SCHEDULE A NEW EVENT
Page 2: Public Event/ Private Event Vaccine Information

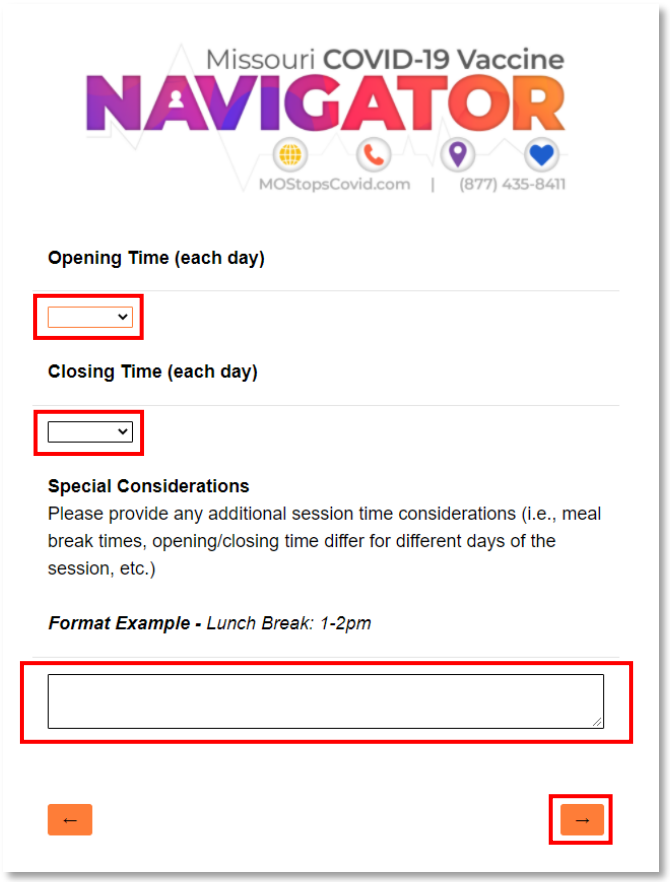
1. **Select Vaccine Type** for the Event
    a. **Pfizer**
    b. **Moderna**
    c. **Other/Unknown**
        ➢ If other is selected, recipient will be asked to input the Vaccine Type
2. **Input the number of Doses** Available
    ➢ Does not need to be exact, recipient will be asked more information later to gauge the number of appointment slots for event
3. **Click the arrow** to proceed



Path 1: SCHEDULE A NEW EVENT
Page 3: Event Dates

1. **Select the Start Date** of the event from the calendar dropdown
2. **Select the End Date** of the event from the calendar dropdown
3. **Click the arrow** to proceed

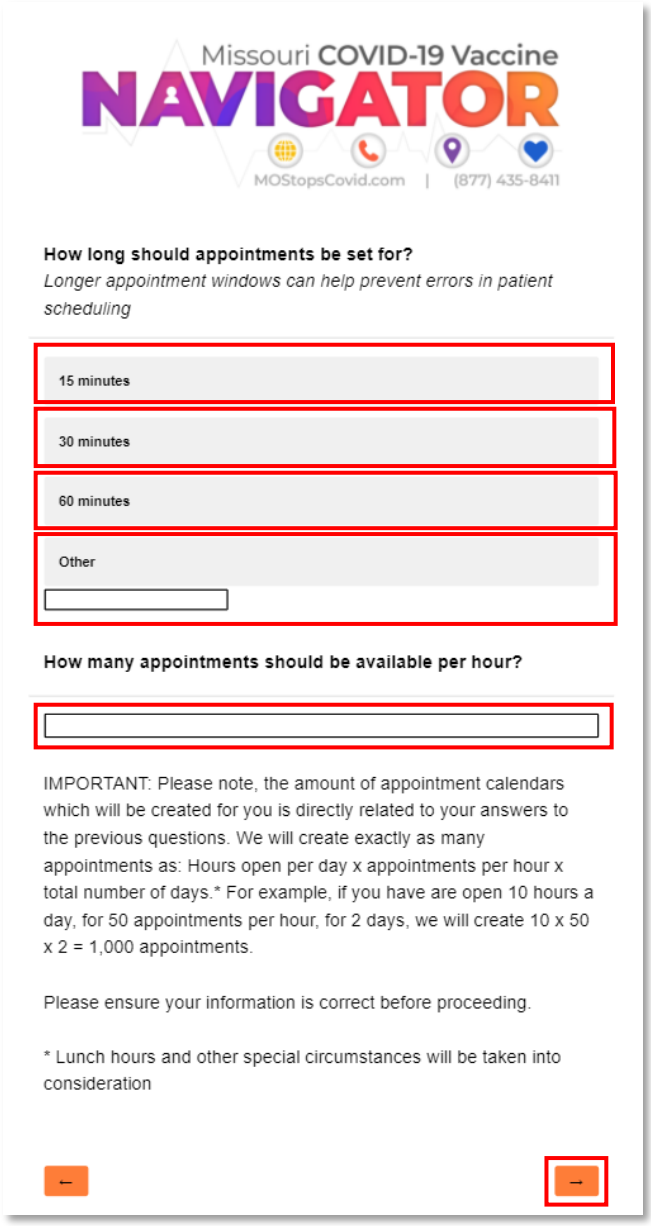
➢ If the event is a one-day event, select the same start date and end date of the event



Path 1: SCHEDULE A NEW EVENT
Page 4: Event Time

1. **Select the Opening Time** of the event from the dropdown
2. **Select the Closing Time** of the event from the drop down
3. **Input any Special Considerations** you want in regards to the timing of the event (i.e., lunch breaks)
4. **Click the arrow** to proceed

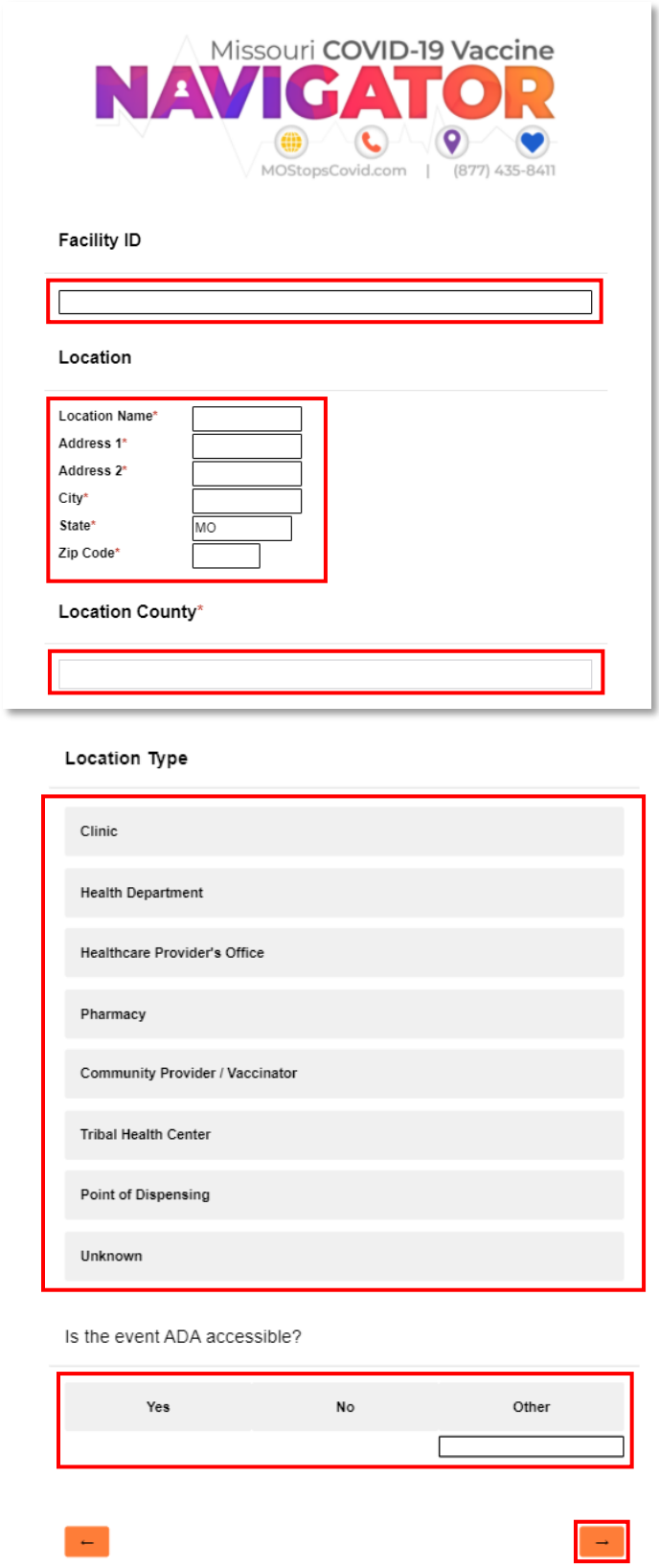
➢ Opening and Closing Times are the times you will be **VACCINATING** individuals
➢ Opening and Closing times are used in conjunction with vaccine supply to determine how many vaccines can be distributed per event, per day, and per hour



<u>Path 1: SCHEDULE A NEW EVENT</u>
<u>Page 4: Appointment Slot Information</u>

1. **Select Appointment Length**
    a. **15 minutes**
    b. **30 minutes**
    c. **60 minutes**
    d. **Other**
        - ➢Input unique appointment length
2. **Input the number of available appointments per hour** – see note below question on further guidance
3. **Select the arrow** to proceed

- ➢ Recommend having longer appointment slots, with multiple appointments per slot
    - Mediates probability of individuals choosing the same appointment slot as another simultaneously and being unable to schedule

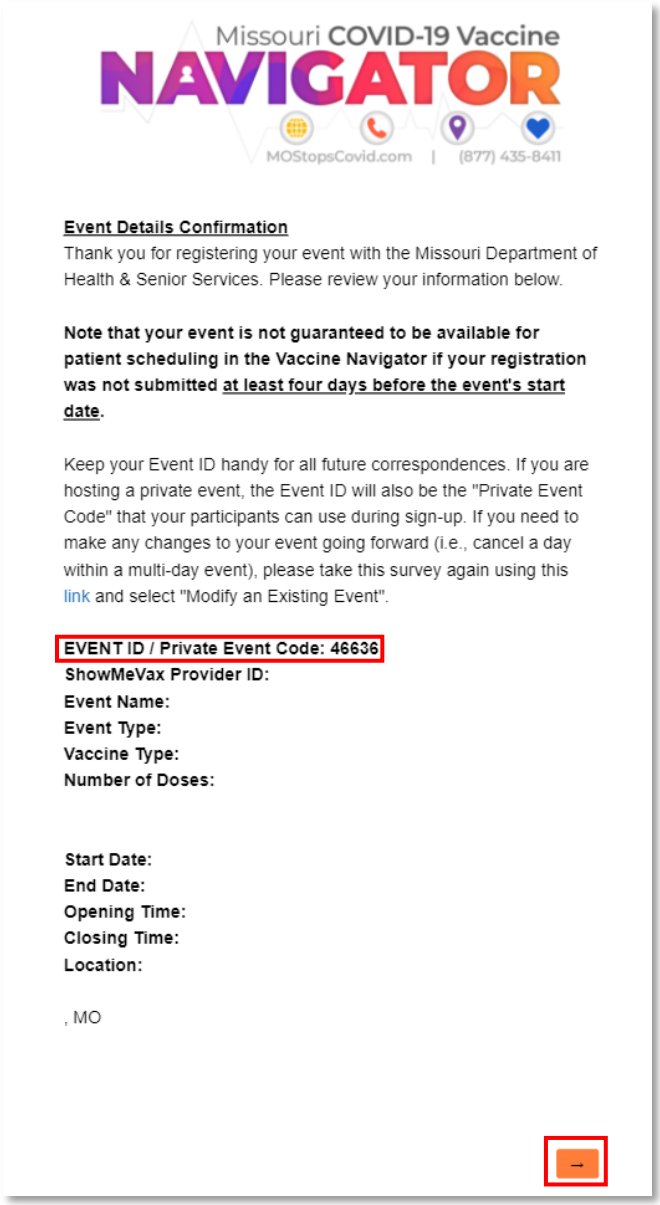


Path 1: SCHEDULE A NEW EVENT
Page 5: Event Location Information

1. **Input Facility ID**
2. **Input Location Name**
3. **Input Address 1**
4. **Input Address 2**
5. **Input City**
6. **Input State**
   - ➢Will be prepopulated with MO
7. **Input Zip Code**
8. **Input County**

Path 1: SCHEDULE A NEW EVENT
Page 5: Event Location Information

1. **Select a Location Type**
   a. Clinic
   b. Health Department
   c. Healthcare Providers Office
   d. Pharmacy
   e. Community Provider/Vaccinator
   f. Tribal Health Community
   g. Point of Dispensing
   h. Unknown
   i. If selected, you will be prompted to enter the location type
2. Indicate whether the event is **ADA accessible**
3. **Click the arrow** to proceed

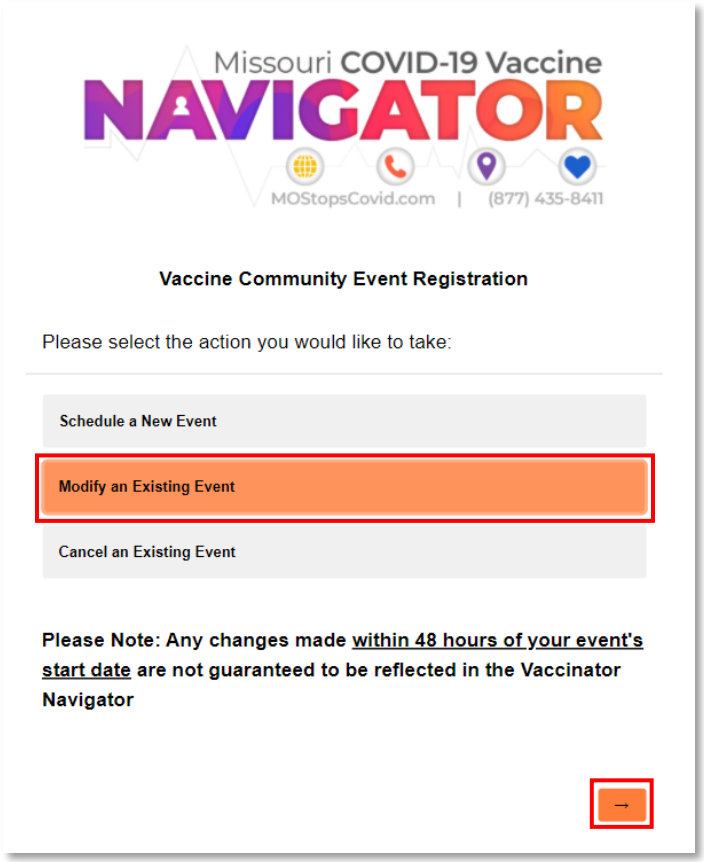


Path 1: SCHEDULE A NEW EVENT
Page 6: Event Details Confirmation

1. View all the event details
2. If the event is a **Private Event**, the randomly generated **EVENT ID** will be distributed to attendees of the private event so only they can access the private calendar
    - General public without the specific EVENT ID will not be able to view a private event calendar at time of scheduling
3. If you wish to modify or cancel the event, **return to the beginning of the form** and select
    - **Modify an Existing Event**
    - **Cancel an Existing Event**

1. **Click the arrow** to proceed

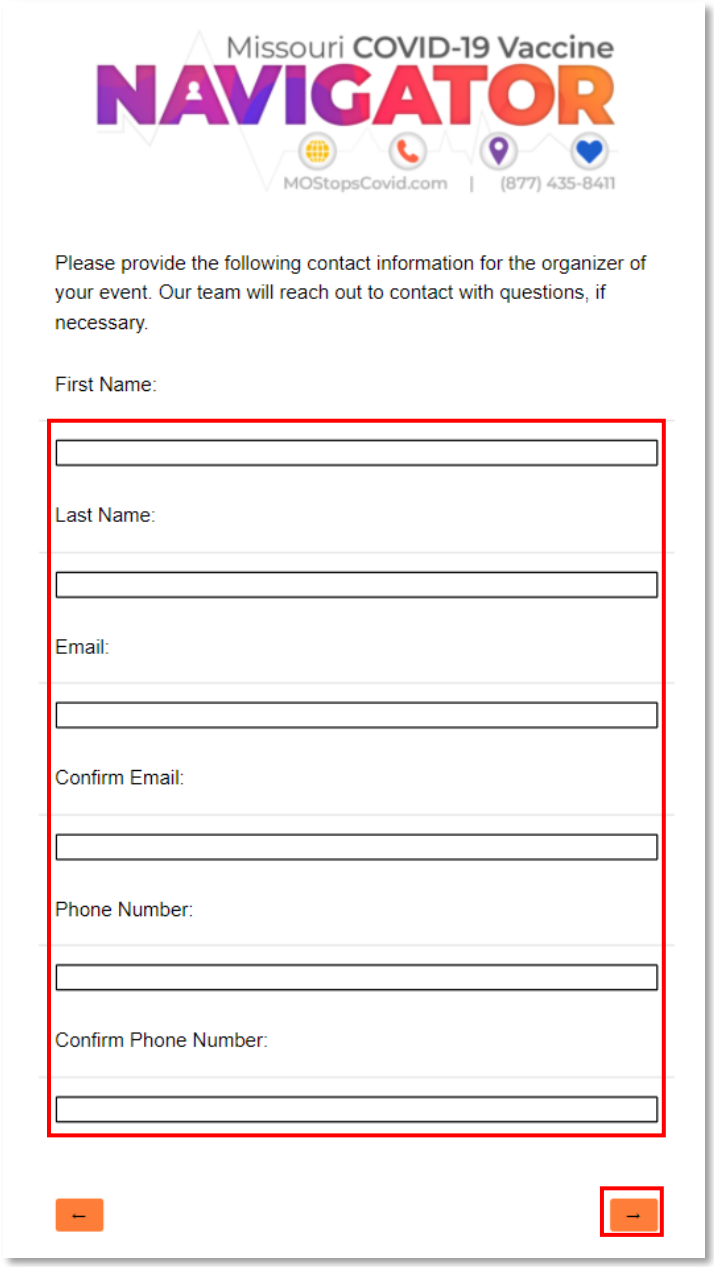
*Note if you wish to modify or cancel this event in the future, save this page or copy the Event ID



Path 2: MODIFY AN EXISTING EVENT
Page 1: Home Page

- Please note: any changes made within 48 hours of your event's start date are not guaranteed to be reflected in the Vaccine Navigator

1. **Select Modify an Existing Event**
2. **Click the arrow** to proceed

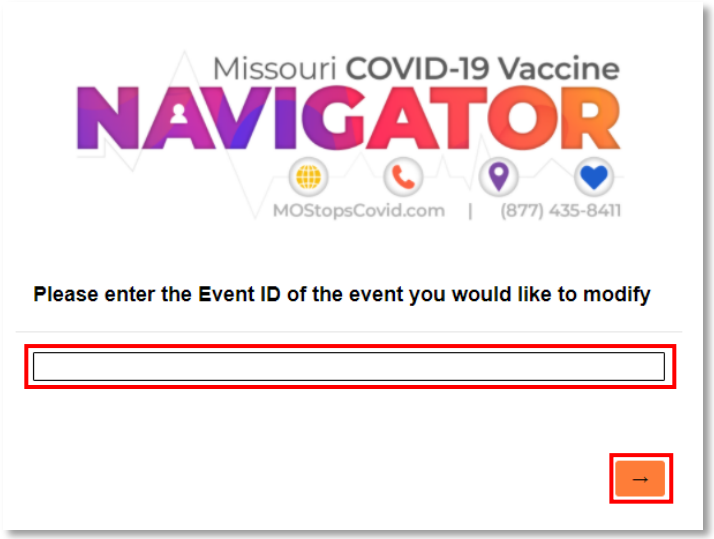


Path 2: MODIFY AN EXISTING EVENT
Page 1: Contact Information

- Collects contact information of person who is submitting the request (i.e., RIT member, event organizer)
    - Information will be used if EY/Qualtrics has questions regarding event set-up/cancellation

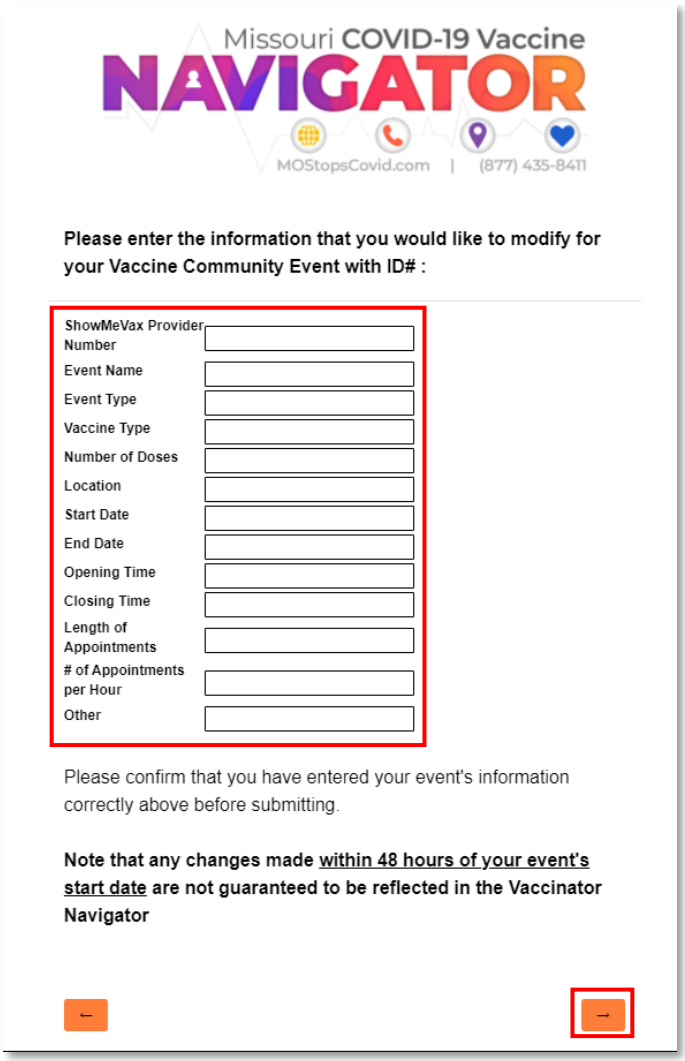
1. **Input First Name**
2. **Input Last Name**
3. **Input Email**
    a. **Confirm Email**
4. **Input Phone Number**
    a. Format: XXX-XXX-XXXX
    b. Confirm Phone Number

Click the arrow to proceed



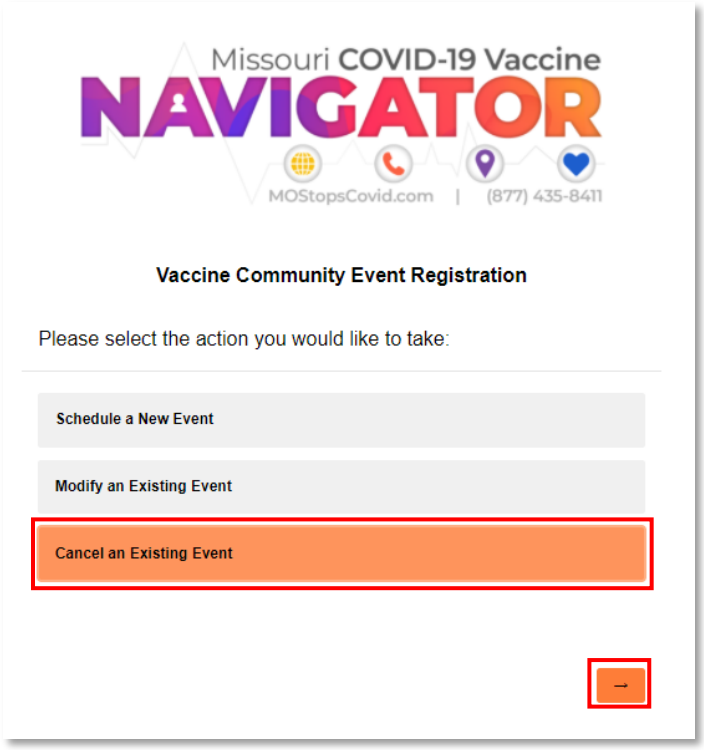
Path 2: MODIFY AN EXISTING EVENT
Page 2: Enter Event ID

1. **Enter the Event ID** of the event you would like to modify
2. **Click the** arrow to proceed



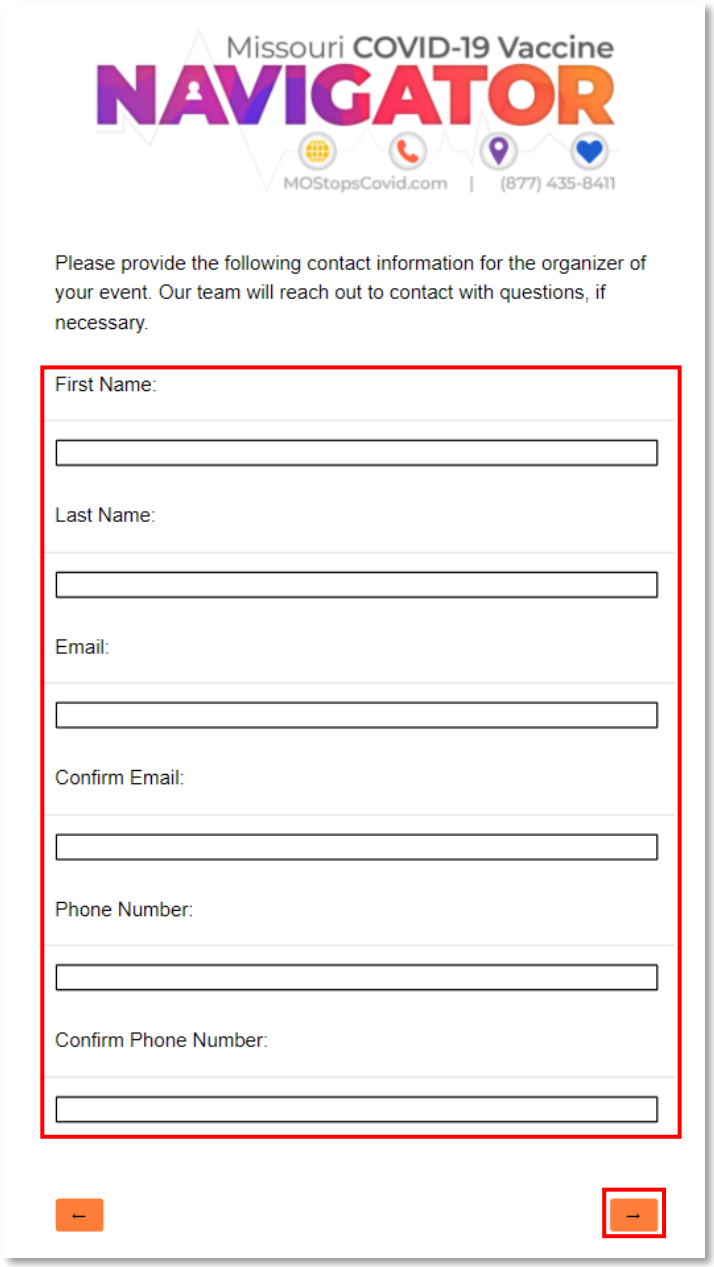
Path 2: MODIFY AN EXISTING EVENT
Page 3: Modify Event Information

1. **Input all the fields you wish to update**
   a. ShowMeVax Provider Number
   b. Event Name
   c. Event Type
   d. Vaccination Type
   e. Number of Doses
   f. Location
   g. Start Date
   h. End Date
   i. Opening time
   j. Closing Time
   k. Length of Appointments
   l. # of Appointments per Hour
2. **Click the arrow** to **Confirm the you wish to modify** this specific Event ID's information and end the survey



Path 3: CANCEL AN EXISTING EVENT
Page 1: HOME PAGE

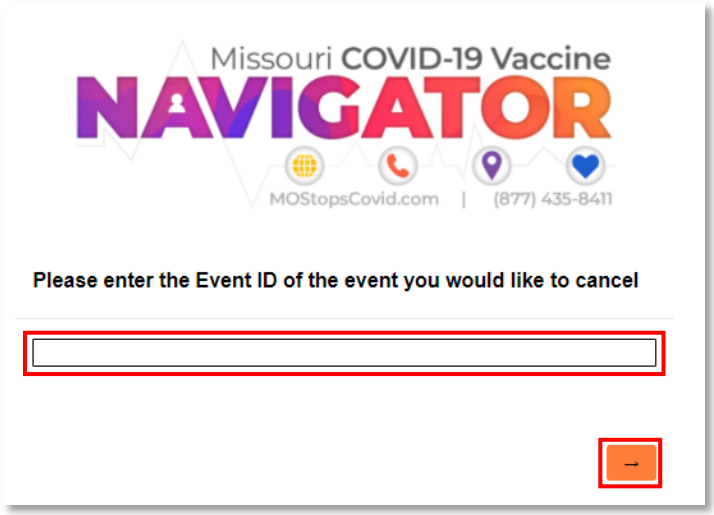
1. **Select Cancel an Existing Event**
2. **Click the arrow** to proceed



Path 3: CANCEL AN EXISTING EVENT
Page 2: Contact Information

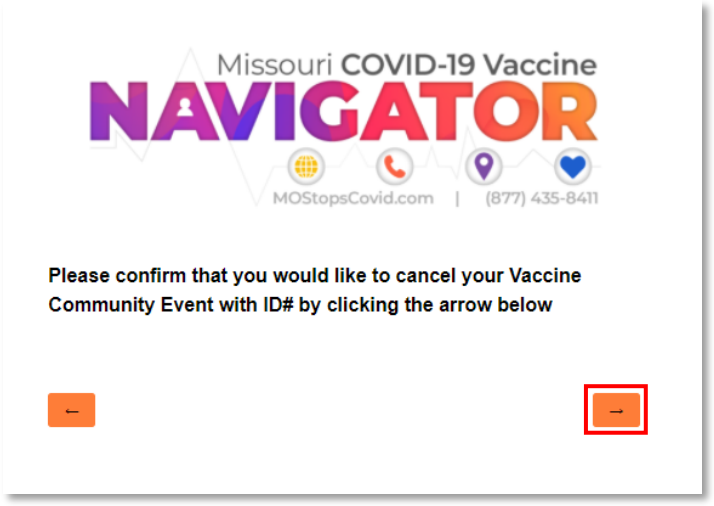
- Collects contact information of person who is submitting the request (i.e., RIT member, event organizer)
  - Information will be used if EY/Qualtrics has questions regarding event set-up/cancellation

1. **Input First Name**
2. **Input Last Name**
3. **Input Email**
   - **Confirm Email**
4. **Input Phone Number**
   - Format: XXX-XXX-XXXX
   - **Confirm Phone Number**
5. **Click the arrow** to proceed



Path 3: CANCEL AN EXISTING EVENT
Page 3: Enter Event ID

1. **Enter the Event ID** of the event you want to cancel
2. **Click the arrow** to proceed



Path 3: CANCEL AN EXISTING EVENT
Page 4: Confirm Cancelation

1. **Click the arrow** to **Confirm you wish to cancel** the event and end the survey