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
Please Note: you must register your event 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.
Path 1: SCHEDULE A NEW 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
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

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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
Path 1: SCHEDULE A NEW EVENT
Page 4: Appointment Slot Information

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
     o Mediates probability of individuals choosing the same appointment slot as another simultaneously and being unable to schedule

IMPORTANT: Please note, the amount of appointment calendars which will be created for you is directly related to your answers to the previous questions. We will create exactly as many appointments as: Hours open per day x appointments per hour x total number of days. * For example, if you have are open 10 hours a day, for 50 appointments per hour, for 2 days, we will create 10 x 50 x 2 = 1,000 appointments.

Please ensure your information is correct before proceeding.

* Lunch hours and other special circumstances will be taken into consideration
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
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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 setup/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

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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

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Note that any changes made **within 48 hours of your event’s start date** are not guaranteed to be reflected in the Vaccinator Navigator
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
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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