

Locations

Locations are the lifeblood of the Connector. Locations include both physical enrollment places (offices, coffee shops, schools, rec centers, medical clinics, etc) as well serving as a placeholder for remote or virtual appointments.

The Locations page can be found under the "Organizations" tab

The Locations table displays the top-level information about each location the User can see including name, Organization and address

Click the green "Add Location" button to add a new Location

Location Name	Organization	Address	Private	Active/Inactive
Jeff Mezick	Jeff Mezick	10000 Town Center Ave ...	0	Calendar Edit Delete
Phelan's Enrollment Of...	Jeff Mezick	1725 Desales Street NW...	0	Calendar Edit Delete
YI's Enrollment Location	Jeff Mezick	1411 K Street NW #100 ...	0	Calendar Edit Delete
Young Invincibles - DC...	Jeff Mezick	1725 Desales Street NW...	0	Calendar Edit Delete

Showing 1 to 4 of 4 entries

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If a location is marked "private" and not viewable on the widget, it will display a "1" in this column

You can also deactivate, edit, or view a calendar for each location from this page

Create A New Location

Location Name *

Organization *

Street Address *

Address Line 2

City *

State *

Zip Code *

Phone *

The following fields are required for a new location:

- Location Name
- Organization
- Address
- City
- State
- Zip Code
- Phone Number

Make sure when adding a location that:

- You select an Organization from the dropdown list that populates when you begin typing
- The Phone number goes to someone who can answer questions and reschedule appointments – it will show up in confirmations and on the widget

Beneath the details of the location are a few settings that are optional:

- ☐ Private
- ☐ Broker Location
- ☐ This location has been trained for working with LGBT people?
For supported partners, this location will show a Rainbow Flag next to the name if checked.
- ☒ Is Active

If a location is private, it won't show up on the widget – recommended for walk-ins and other locations where appointments should be limited.
Note: 1 out of 3 appointments come through the Widget, so use this sparingly!

Locations trained on LGBT Cultural Competency can check the box and display a rainbow flag next to the name on the widget

Locations managed by Agents and Brokers should check this box to display a disclaimer on the widget

Lastly, you can select languages supported at ALL times by that location. You'll be able to set up additional languages for each individual schedule.

Languages supported at all times by this location
Check all that apply.

- ☐ English
- ☐ Spanish (Español)
- ☐ Phone translation (all languages)
- ☐ American Sign Language

CANCEL

SAVE & CONTINUE EDITING

CREATE LOCATION

Click the green "Create Location" button to add a new Location and go back to the main Location page or click the blue "Save & Continue Editing" button to save your work and continue editing this location

Locations – Updating a Location

When editing a location, you can update any information about the location and view a map of the location. Please contact connectorsupport@younginvincibles.org if there is an issue with the map as it is included in email reminders to consumers.

Update location: Young Invincibles - DC office

Location Name *

Young Invincibles - DC office

Organization *

Jeff Mezick [Columbia, MD]

Street Address *

1725 Desales Street NW

Address Line 2

City *

Washington

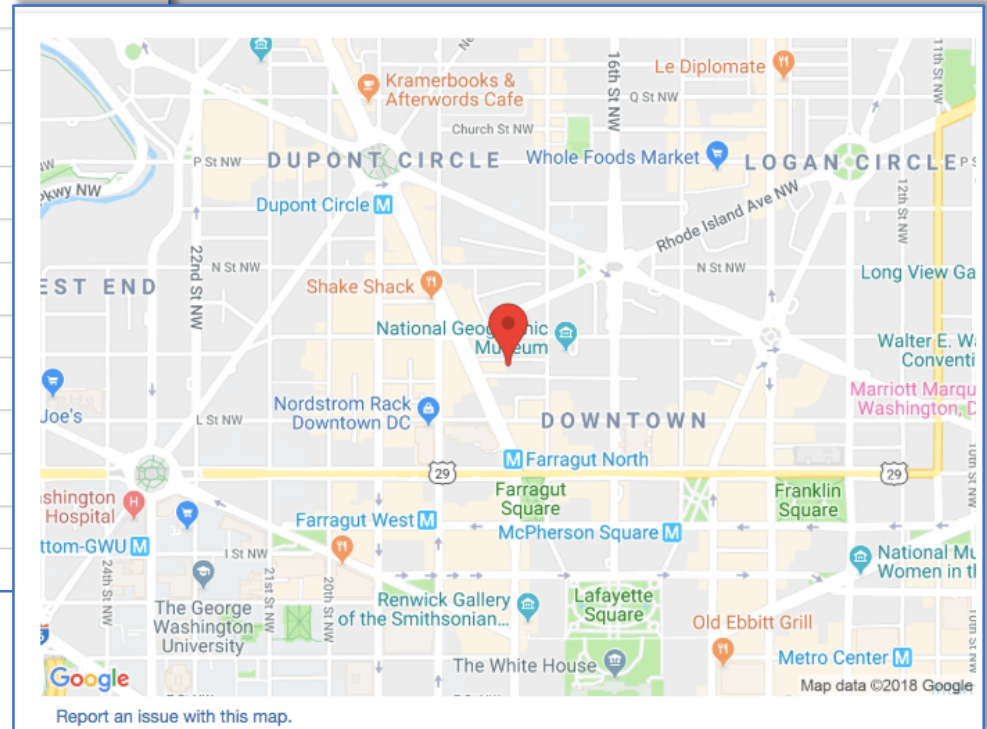
State *

DC

Zip Code *

20036

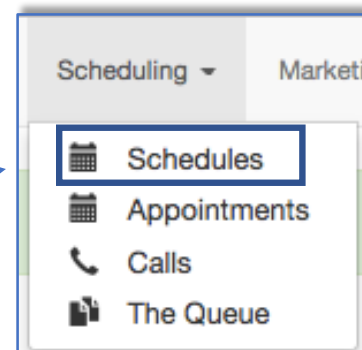
Phone *



Schedules – Overview

Schedules are where you'll add and manage your availability. While each organization varies in their standards, we recommend each assister have one schedule per location that they'll be doing enrollment at.

You can access the Schedules page by clicking on "Schedules" under the Scheduling tab.



Managing All Schedules

Show entries

Search:

Click the green "Add Schedule" button to add a new schedule

Schedule Title	Organization Name	Location Name	Assister	Private	Enrollment Events	Active/Inactive
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Show Inactive Records	<input type="button" value="Update Filters"/>	<input type="button" value="Reset Filters"/> <input type="button" value="Add Schedule"/>
Jeff Mezick Schedule	Jeff Mezick	Jeff Mezick	Jeff Mezick	0	0	<input type="button" value="Calendar"/> <input type="button" value="Manage Sessions"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Phelan's Schedule	Jeff Mezick	Phelan's Enrollment Offices	Cyril Figgis	0	0	<input type="button" value="Calendar"/> <input type="button" value="Manage Sessions"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Erin's OE6 Schedule	Jeff Mezick	Young Invincibles - DC office	Erin Hemlin	0	0	<input type="button" value="Calendar"/> <input type="button" value="Manage Sessions"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Phelan's Enrollment Schedule	Jeff Mezick	Young Invincibles - DC office	Young Invincibles	0	0	<input type="button" value="Calendar"/> <input type="button" value="Manage Sessions"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

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Each Schedule is listed in the table by its name, Organization, Location and Assister

Each Schedule has it's own calendar page, sessions page, and can be edited or deactivated from the main page