



Virtual or Remote Appointments

We are always looking for new or innovative ways to use the Connector. Have an idea worth sharing, or looking for advice on how to implement an idea? Contact ConnectorSupport@younginvincibles.org and we'll be happy to work with you.

Did you know – you can use the Connector to promote phone or other remote/virtual appointments in the Connector? Several Connector organizations used this method to track, manage and promote such occurrences in the Connector. If you're trying to use this method to share one location across several organizations, contact ConnectorSupport@younginvincibles.org for more information.

From the Locations page, create a new Create A New Location Location and give it a name that includes the Location Name * type of remote appointments you're doing Covering Minnesota - Virtual Appointments (e.g. "Virtual Appointments" or "Phone Appointments") Organization * Young Invincibles [Washington, DC] Then, in the first line of the address, include Street Address * instructions/details of how the appointment Your assister will follow up by email with a link to use for videoconferencing will occur. The "Street Address" line is required, but it does not need to be a real Address Line 2 physical address. To make the location searchable (either on City * the Widget or on the admin side), you'll still Minneapolis need to enter a Zip Code. We recommend State * picking a centrally located Zip Code to make Minnesota it more easily findable, but it's up to you. Zip Code * The Phone number should be either the 55405 assister's number or a main office line/hotline for your organization Phone * 952-210-6863







A key decision is whether or not to mark these locations as private



Private

You should make the location **public** if:

- You want consumers to book these appointment slots on their own
- The assister(s) responsible for the schedule(s) at this Location do not have other schedule(s) with overlapping times that are already public
- Remote/Virtual Appointments are a major part of your enrollment strategy

You should make the location private if:

- You are still experimenting with virtual/remote appointments and want to keep the volume lower
- The assister(s) responsible for the schedule(s) have other schedule(s) with overlapping times that are already public
- Remove/Virtual Appointments are a small part of your enrollment strategy and you want to push people to in-person appointments





Include Private Results





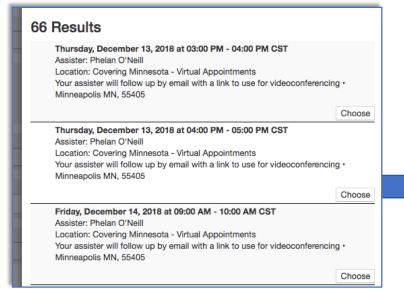
After creating your location, you'll need to set up your schedule(s) the same as you would a normal schedule. Then, to find appointments at this new location the admin, click the "Find an Appointment" button when creating an appointment. Note: You'll need to enter a zip code for your search to work properly

Location

Then, enter the name of the Location in the "Location" field and select it from the dropdown list

Note: if you made the Schedule or Location as private, you'll need to check the "include Private Results" box before searching

Covering Minnesota - Virtual Appointments [Minneapolis, MN]



Once you click "search", you'll see your results with just the location you've selected. Choose the one that works and finish booking the appointment!

