# PrepMod: Washington State's Mass Vaccination System

## How to Download and Upload Registration Lists

**Download the registration list template**

1. Create your clinic, then select Upload and Invite from the Registration List.



   a. Click and download the sample file. Save it as "Registration Upload Template." The downloaded file will appear at the bottom left corner of most computer screens, or in your Downloads folder.



2. Adjust the registration list template. PrepMod won't use the file properly if you don't follow these steps.

   a. **Keep Columns A through C of the first row.** Do not change the naming convention.

b. **Delete all of Column D (phone numbers)**.



c. Your file should look like:
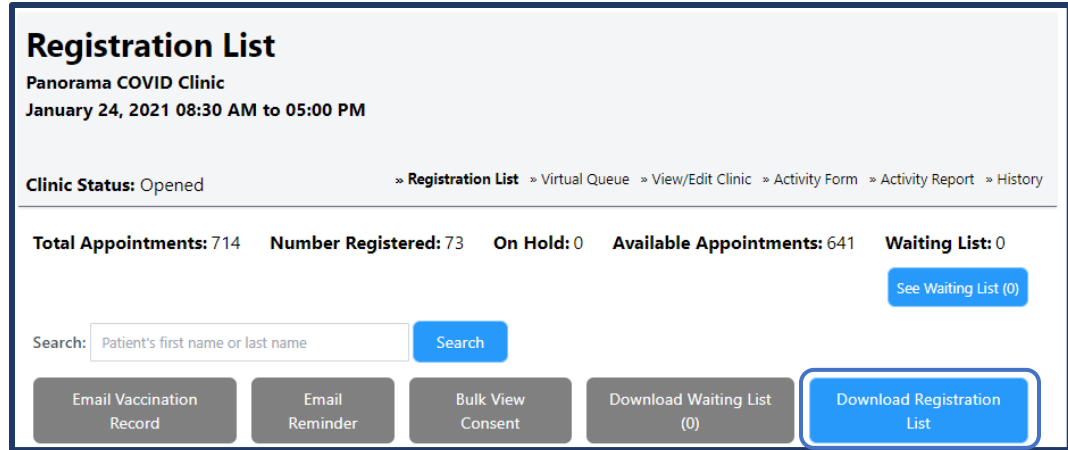


3. Save the template as a .CSV file. PrepMod will not accept Excel files.
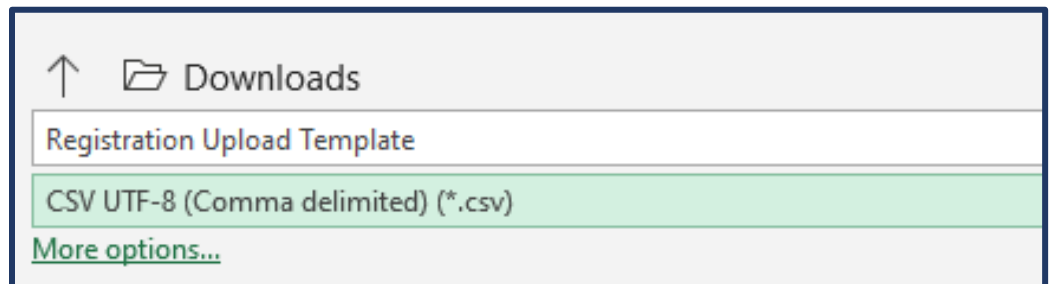


## Download and save the registration list

1. Open the clinic with the registration list you want to download.
   a. Click Download Registration List. It will take a moment for PrepMod to generate and download the report.

b. It will take a moment for PrepMod to generate and download the report.

2. The registration list doesn't download in the same format as the template. Delete all columns and data EXCEPT first name (column D), last name (column F), and email (column AF).

   a. Delete columns by highlighting the column headers. Then select Delete Sheet Columns from the menu or right click and Delete.
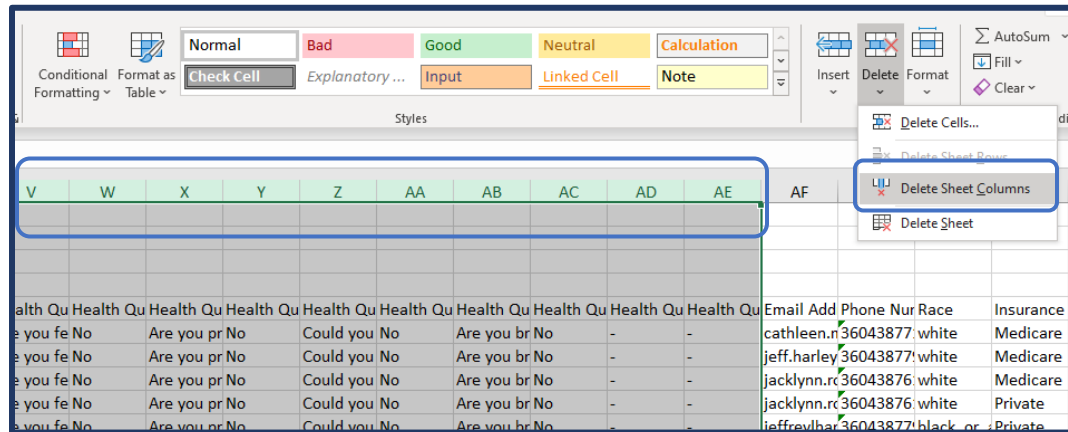


   b. After you have deleted the extra data, then copy the rows of data without headers (rows 6 and higher).
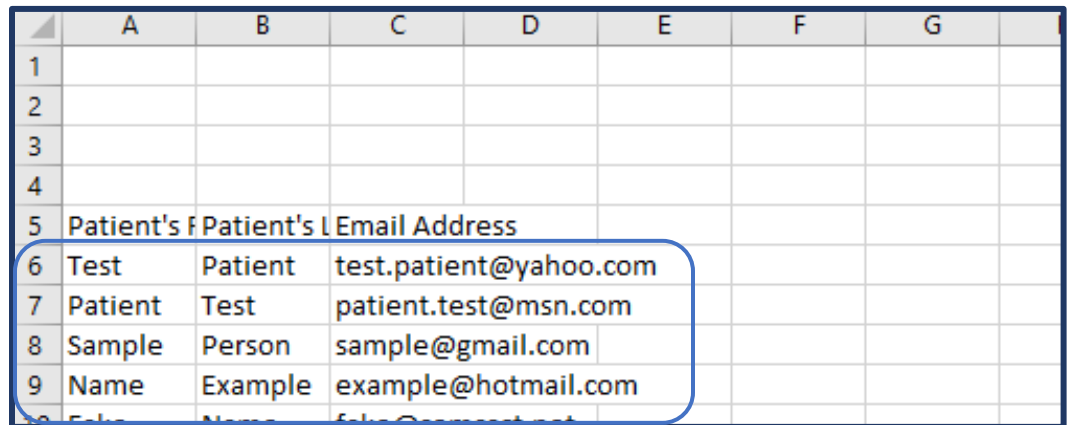


   c. Paste into the template.

d. Save the file. Make sure to keep it in CSV format.

## Upload the registration list

1. Go to the clinic you want to invite people to. Click Upload and Invite.



2. Upload the registration list .CSV file.
   a. Your first successful upload will appear under Total Created. Subsequent uploads will appear under Total Updated.
   b. If your file includes special characters/symbols or has a formatting issue, then it will appear under Total Failed.