

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.

Registration List
Jefferson County Public Health Covid-19 Vax Site
April 16, 2021 09:00 AM to 05:00 PM

Clinic Status: Upcoming > **Registration List** > Virtual Queue > View/Edit Clinic > Activity Form > Activity Report > History

Total Appointments: 960 Number Registered: 0 On Hold: 0 Available Appointments: 960 Waiting List: 0
[See Waiting List \(0\)](#)

Search: [Search](#)

[Email Vaccination Record](#) [Email Reminder](#) [Bulk View Consent](#) [Download Waiting List \(0\)](#) [Download Registration List](#)

[Bulk Cancel Appointments](#) [Upload and Invite](#) [View Invitations](#) [Add More Patients +](#)

Name	Date of Birth	Age	Gender	Appointment Time	Occupation	First Dose Type
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- 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.

Invite Patients

Select a patient CSV data File to import

Note - your data must be in a readable format. Please match this [sample file.](#)

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.

	A	B	C	D	E
1	first_name	last_name	email	phone_number	
2	Oyinlola	Oluwo	jenny.oluwo	4.01E+09	
3	Nora	Chang	lidi@mail	+1 318-545-6266	
4	Tallulah	Morgan	xekabogir	+1 318-545-6266	
5	April	Scott	test@gma	4.01E+09	

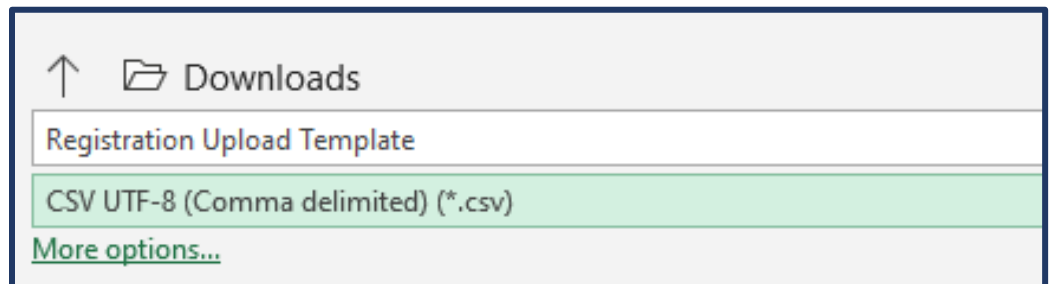
- b. Delete all of Column D (phone numbers).

	A	B	C	D	E
1	first_name	last_name	email	phone_number	
2	Oyinlola	Oluwo	jenny.oluwo	4.01E+09	
3	Nora	Chang	lidi@mail	+1 318-545-6266	
4	Tallulah	Morgan	xekabogir	+1 318-545-6266	
5	April	Scott	test@gma	4.01E+09	

- c. Your file should look like:

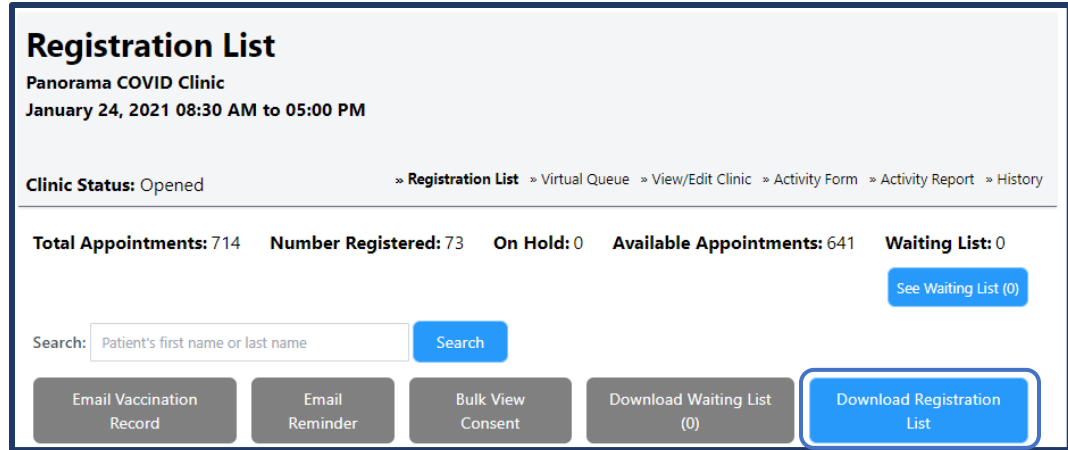
	A	B	C
1	first_name	last_name	email

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

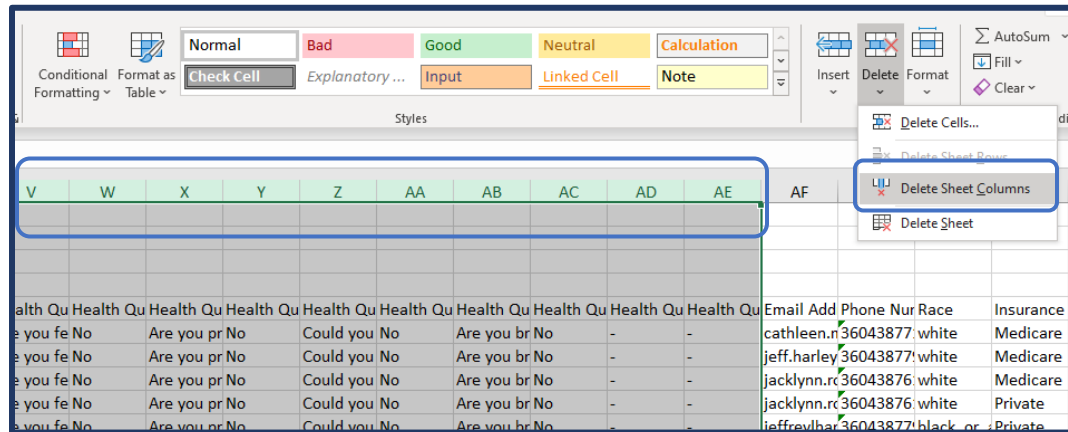


Download and save the registration list

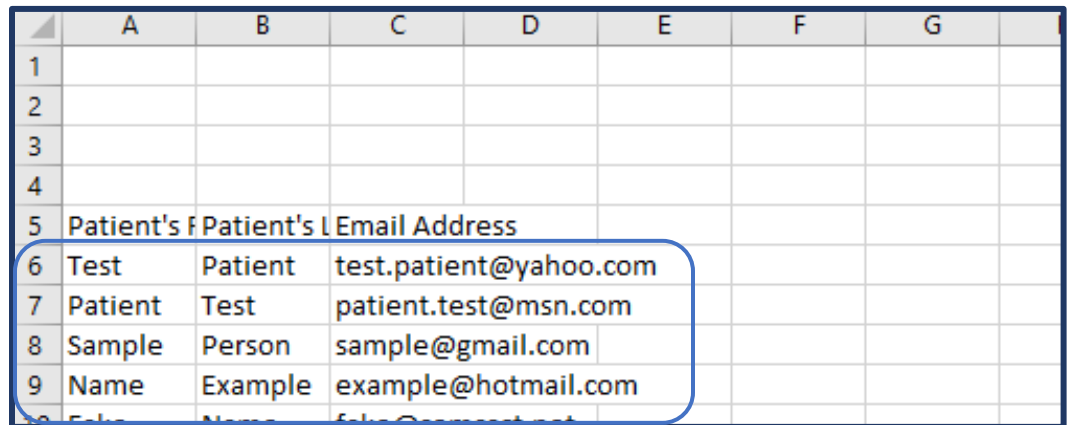
1. Open the clinic with the registration list you want to download.
 - a. Click Download Registration List. It will take a moment for PrepMod to generate and download the report.



- 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.

	A	B	C	D	E
1	first_name	last_name	email		
2	Test	Patient	test.patient@yahoo.com		
3	Patient	Test	patient.test@msn.com		
4	Sample	Person	sample@gmail.com		
5	Name	Example	example@hotmail.com		
6	Fake	Name	fake@comcast.net		

- 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.

Registration List

Fred Hutchinson CRC, Occupational Health Test Covid Venue site
April 09, 2021 09:00 AM to 05:00 PM

Clinic Status: Upcoming » Registration List » Virtual Queue » View/Edit Clinic » Activity Form » Activity Report » History

Number Registered: 0 Waiting List: 0 Available Appointments: 480 See Waiting List (0)

Search: Search

Email Vaccination Record
Email Reminder
Bulk View Consent
Download Waiting List (0)
Download Registration List

Bulk Cancel Appointments
Upload and Invite
View Invitations
Add More Patients +

■ Name ↓
Date of Birth ↓
Age ↓
Gender ↓
Appointment Time ↓
Occupation ↓
First Dose Type

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.