

HOW TO ADD A NEW CENTER IN THE INFUSION CENTER LOCATOR

Logging In

1. Access to the Infusion Center Locator's admin panel at <https://admin.infusioncenter.org>.
2. Enter your email address. This will be either the admin's email or the one an admin account invited you from and click 'Send Email Link'.
3. A message will appear that confirms the email address the login link was sent to and tells you to check your email. Click 'Go Back' and the original Login form should re-appear.
4. Open your email and look for the email with subject "Sign in to Infusion Center Locator." Click on the "Sign in to Infusion Center Locator" link inside of the email. You will be redirected to the Membership Resources page under the Admin Panel, which is on the left side of the screen.

Adding the Center

1. Be sure that only admins or users that they invite add centers.
2. Go to the Location Manager in the Admin panel and click the blue '+' button at the top right.
3. An Add/Edit Location screen will appear.
4. Enter the practice's name and all required information. Click the 'Save' button.
5. You will be redirected back to the Location Manager and will see the new location you just added with a red "Pending Approval" banner at the top.
 - Please allow up to 2 business days for our team to approve and activate the listing.

Please contact Ashley Kana (ashley.kana@infusioncenter.org) with any questions or concerns.

