

# HOW TO EDIT YOUR CENTER IN THE INFUSION CENTER LOCATOR

## Logging In

1. Access to the Infusion Center Locator's admin panel at <https://admin.infusioncenter.org>.
1. 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'.
2. 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.
3. 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.

## Editing

1. Ensure the "Organization" dropdown at the top of the "Member Resources" page is set to the center you are looking to edit. If you are an admin, you will be able to see all the centers even if one is managed by a user that was invited by yourself.
2. Click 'Location Manager' within the Admin Panel (left side of the screen).
3. Find the location you are looking to edit and click "Edit" at the bottom left of the listing. Update information as needed.

**Please contact Ashley Kana ([ashley.kana@infusioncenter.org](mailto:ashley.kana@infusioncenter.org)) with any questions or concerns.**

