



HOW TO USE: THE INFUSION CENTER LOCATOR

A STEP-BY-STEP GUIDE



HOW TO LOG IN:

To access and be able to make updates too your location

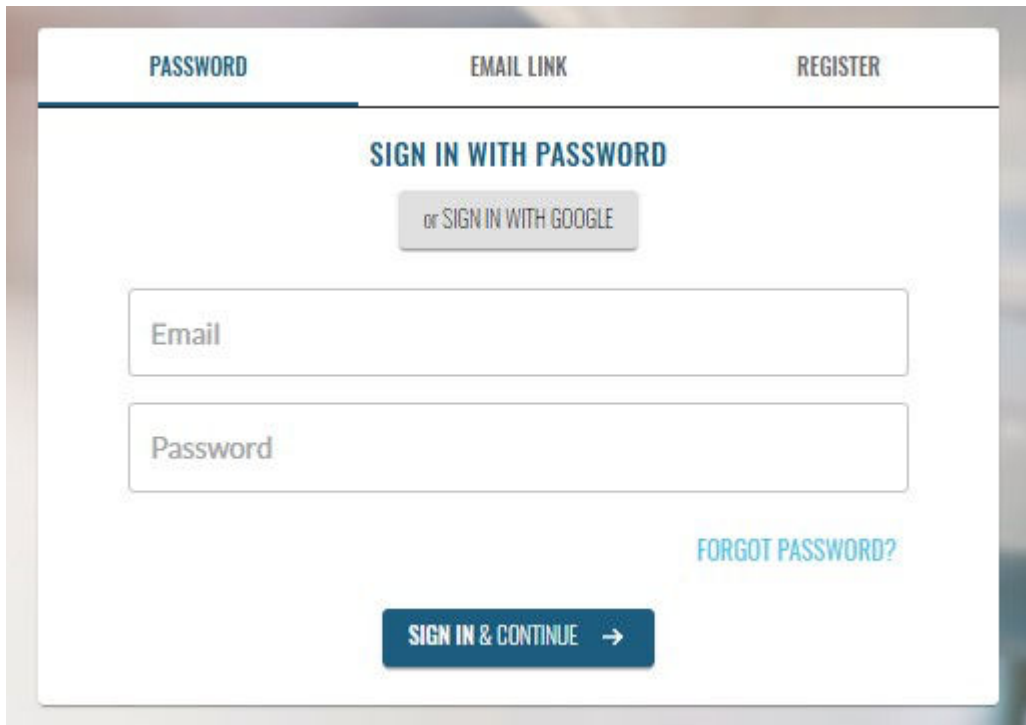
Logging In

1. Go to the Admin Panel.

Visit <https://admin.infusioncenter.org>.

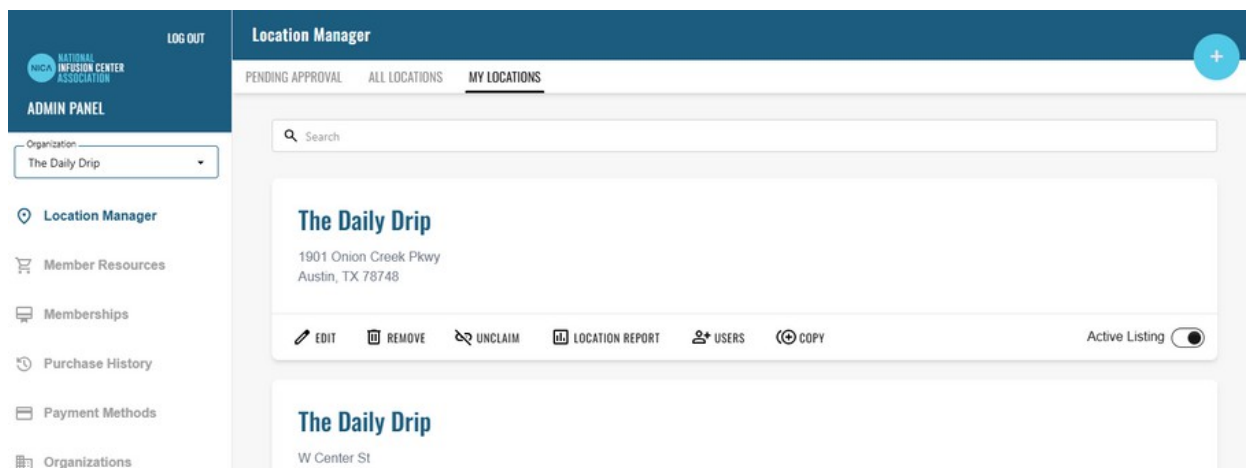
2. Choose from the following options to login:

- **Password** – If you have forgotten your password or have not yet set one, select “Forget Password?” to set a new password.
- **Sign in with Google** – Use your google Account to sign into the locator.
- **Emailed Link** – Receive an email redirect link to login to the admin panel. Check your spam folder if you do not receive it in your inbox. (use your admin email or the one an admin invited you with).
- **Register** – if you are a new user, create an account using your email and password.



The screenshot displays a login form with three tabs at the top: 'PASSWORD', 'EMAIL LINK', and 'REGISTER'. The 'PASSWORD' tab is currently selected and highlighted with a blue underline. Below the tabs, the heading 'SIGN IN WITH PASSWORD' is centered. Underneath this heading is a button labeled 'or SIGN IN WITH GOOGLE'. Below the button are two input fields: 'Email' and 'Password'. At the bottom right of the form area is a link that says 'FORGOT PASSWORD?'. At the very bottom is a dark blue button with the text 'SIGN IN & CONTINUE' followed by a right-pointing arrow.

- ### 3. Access the Admin Panel.
- After resetting or using a password and/or clicking the link, you'll be redirected to the Admin Panel page. Use the menu on the left to navigate the Admin Panel.



Need help logging in? Email us at locator@infusioncenter.org.

HOW TO ADD A LOCATION

For locations not already in the locator

Adding a Center

1. **Ensure your location is not already in the [Infusion Center Locator](#) to avoid duplicates.** You can do this by searching within 5 miles of your zip code. If your location is present, follow the instructions to claim your location or reach out to your site administrator.
2. **Open the Admin panel.** Navigate to admin.infusioncenter.org and select Location Manager from the sidebar menu. Click the blue '+' button in the top-right corner to begin.



3. **Fill out the Add/Edit Location form.** A form will appear. Enter the center's name and all required details, such as address, contact information, and any other necessary fields.

A screenshot of the 'Add Location' form. The form is titled 'Add Location' and has a 'SAVE' button in the top right. It contains several fields: 'Location Name' (with 'ABC Infusions' entered), 'Description' (with a placeholder text), 'Address' (with a placeholder text), 'Address Search' (with a search icon), 'Phone' (with a placeholder text), and 'Fax' (with a placeholder text). There is also a map section showing a location in Senna Hills, Austin, TX, with a red pin and a search bar.

4. **Save the new location.** After completing the form, click the 'Save' button. You'll automatically return to the Location Manager.

Add Location
SAVE

Location Information

Location Name

The Daily Drip

Description

Address

W Center St

Address Line 2

Ste 101

Kyle, TX 78640

* To update the address, search for a new location on the right

Address Search

West Center Street, Kyle, TX, USA

Map

Satellite

Gregg Clarke Park

Kyle

Lake Kyle

Redwood Shrouds

Map Data ©2021

Terms

Phone

555-555-5555

Fax

555-555-5555

Email

5. Pending Approval. The new location will appear in your list with a red “Pending Approval” banner. Our team will review and approve the center within 2 business days.

LOG OUT

ADMIN PANEL

Organization

The Daily Drip

Location Manager

Member Resources

Memberships

Purchase History

Location Manager

PENDING APPROVAL

ALL LOCATIONS

MY LOCATIONS

Search

Pending Approval

The Daily Drip

W Center St

Kyle, TX 78640

EDIT

REMOVE

UNCLAIM

LOCATION REPORT

USERS

COPY

Active Listing

Do you need help resolving issues? Email us at locator@infusioncenter.org.