


# Bulk Upload Walk-In Appointments

## Purpose:

This document is a quick reference guide for **Bulk Upload Appointments** as a **Vaccine Administrator & VA Assistant**. This is applicable to COVID and flu functionality.

1	<a href="#">Bulk Upload Walk-In Appointments</a>
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 For the latest My Turn educational materials, please visit [EZIZ-Covid](#), [EZIZ-Flu](#), [YouTube](#) or the Knowledge Center tab on My Turn Clinic

**My Turn Help Desk**  
Direct Line: 1-833-502-1245, Option 4  
Email: My.Turn.Clinic.HD@accenture.com

## Bulk Upload Template

1.	On the My Turn homepage, click on <b>Appointment</b> tab on clinic toolbar.
2.	Select the <b>More</b> tab and select the <b>Download Template</b> from the drop-down menu.
3.	When the Download Template Window opens, click the <b>Download Template</b> button.
4.	A small Download window will display at the bottom left side of the screen. Open the <b>Template</b> (after Excel download is complete) and read the detailed instructions.
5.	Enter the required Walk-In Appointments details for each column for each appointment, one appointment per row.
6.	After all Walk-In Appointments have been entered, select the <b>Export</b> button in Excel and save the file in a <b>CSV</b> format to your PC.
7.	Click the <b>Choose File</b> button, select the <b>CSV file</b> just created, and click the <b>Upload File</b> button, the bulk upload will complete.

### Notes:

- This season's flu vaccine is recommended for **everyone 6 months of age or older**. The vaccine is available in shot form for everyone (including babies as young as 6 months) with rare exceptions.
- COVID-19 and flu vaccines can both be uploaded using the downloadable template. Vaccine dose number, brand, and presentation are dependent on the vaccine type selected.
- Funding sources vary depending on the vaccine. Flu vaccines have additional funding options for persons 19 and younger. Indicate "Not VFC Eligible/Private" for all COVID-19 vaccines.