

# Add Tags

## Purpose:

This document is a quick reference guide for adding tags as a Clinic Manager. This is applicable to flu and COVID functionality.

- 1 [Add a Location Tag to an Existing Clinic](#)
- 2 [Delete a Location Tag](#)



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

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## Add a Location Tags to an Existing Clinic

Location Tags display in the patient portal on My Turn.ca.gov to help patients identify clinics. For information on adding the **Walk-ins Welcome** or **Group Bookings** tags during clinic set up, please see the COVID – Set Up a Clinic Quick Sheet or Flu - Set Up a Clinic Quick Sheet. For more information on Group Bookings, please visit the COVID & Flu Types of Clinics Quick Sheet on [EZIZ](#).

To add a tag to an existing clinic:

|    |  |
|----|--|
| 1. | Select the <b>Clinics</b> tab from the My Turn Clinic toolbar.   |
| 2. | Search for and select the clinic to which you wish to add a tag. The <b>Clinic Details</b> page displays.  |
| 3. | Select the <b>Tags</b> tab.  |
| 4. | Click the <b>New</b> button.   |
| 5. | Confirm the <b>Location</b> field displays the correct clinic name. If incorrect, select the <b>X</b> next to the incorrect clinic name and search for the correct clinic. |
| 6. | Begin typing in the desired tag in the <b>Tag</b> field and the tag label will display.  |
| 7. | Select the desired tag.  |
| 8. | Click on the <b>Save</b> button. Once saved, a message displays in green confirming the tag addition.  |

**Note:** It will take approximately 10 minutes for the tag to display with the clinic's details on the My Turn Public scheduling portal.

## Delete a Location Tag

Location tags can be deleted if they were added in error or are no longer needed. To delete the location tag of an existing clinic:

|    |   |
|----|---|
| 1. | From the <b>Homepage</b> , select the <b>Clinics</b> tab.   |
| 2. | Search for and select the clinic to which you wish to add a tag. The <b>Clinic Details</b> page displays. |
| 3. | Select the <b>Tags</b> tab.   |
| 4. | Select the drop-down arrow next to the tag you wish to remove.  |
| 5. | Select <b>Delete</b> . The <b>Delete Location Tag</b> window displays.                                    |
| 6. | Click the <b>Delete</b> button.   |

**Note:** Once removed, the tag will no longer display on the My Turn public scheduling portal.