Vax Check Procedure

Startup

1. Open shopify.com in web browser
2. Log in with the user id provisioned for access to 5280 Westival
3. Select the “5280 Westival” Store
4. In the left sidebar select “Customers”

Per Customer Check Procedure

1. Ensure “Customers” is still the selected menu item in the left sidebar - IMPORTANT! The notes should be added per CUSTOMER, not per ORDER or they might not have the correct visibility for registration.
2. Verify ID provided is governmentally provided identification.
3. Verify vaccination proof is an Approved Type (see list below). A phone's camera can be used with VaxYes qr codes to verify the code.
4. Find and select the customer in shopify.
5. Under “Customer Note” add the following information:
   Vaxtype: {ABBREVIATION} (See Approved Types below)
6. Click Save.

Approved Types {ABBREVIATION}

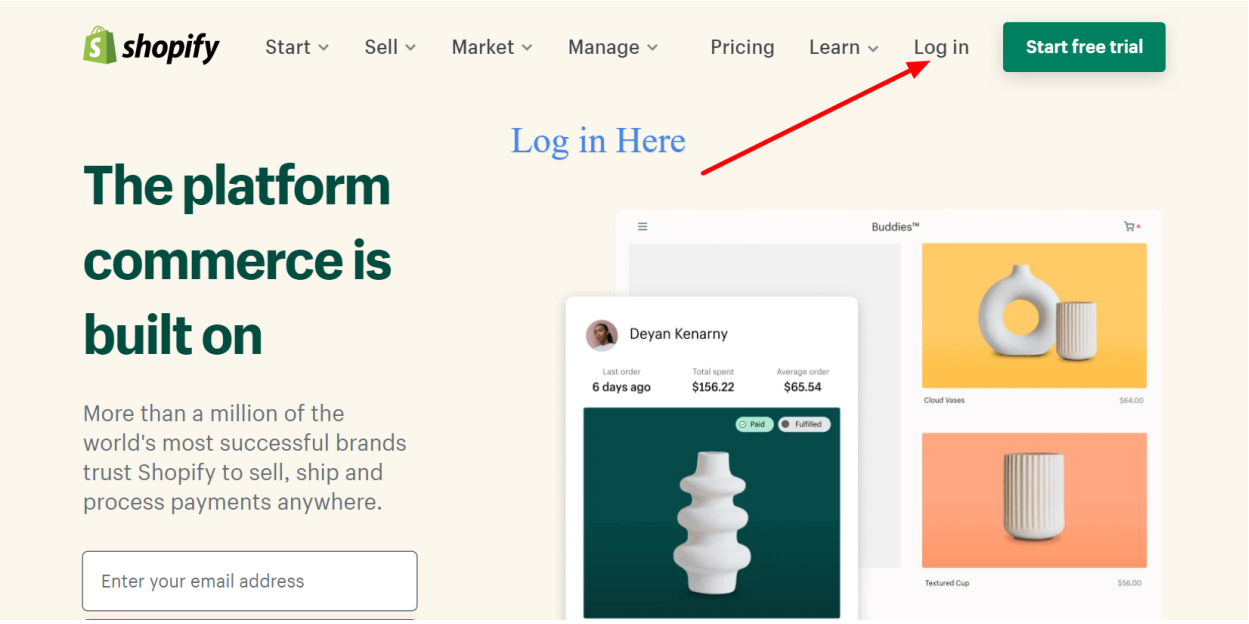
1. CDC COVID-19 Vaccination Record Card {CDC-CARD}
2. Record of Vaccination on a letterhead from a medical institution {LETTER-INSTITUTION}
3. VaxYes by GoGetDoc {VAXYES}
4. Health Pass by CLEAR {CLEAR}
5. myColorado App (State of Colorado) {CO}
6. LA Wallet mobile app (State of Louisiana) {LA}
7. Excelsior Pass (State of New York){NY}
8. California Digital COVID-19 Vaccine Record {CA}
9. COVID vaccine passport - Canada {CANADA}

FAQ

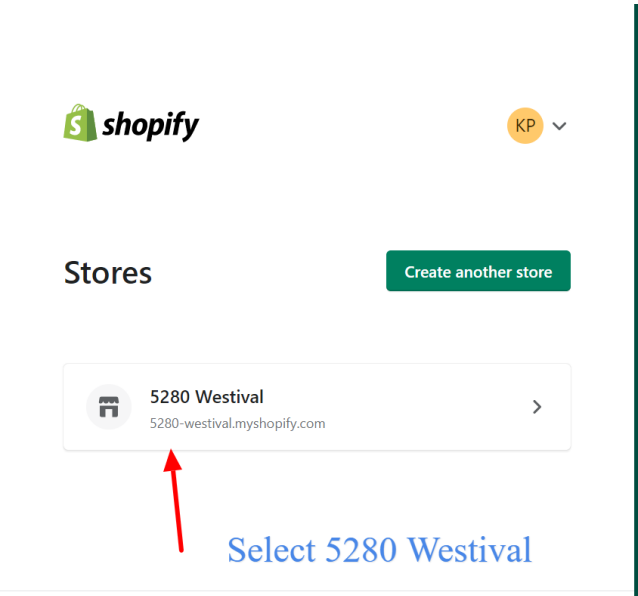
- No proof of vaccination. We cannot register them. If they have extenuating circumstances they can take them up with the event director when convenient for the event director
- Screenshots of vaccine cards will not be accepted. Customers can use those screenshots to attempt to register with VaxYes and then return, but that is their risk/responsibility.

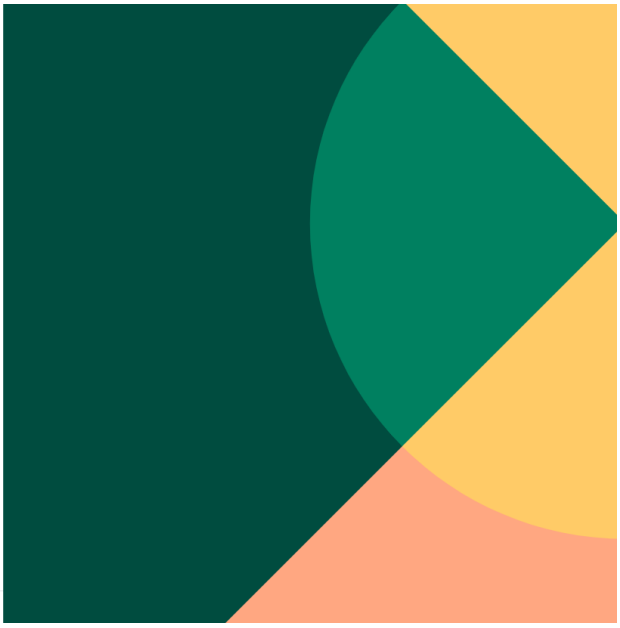
Startup

1. Open shopify.com in web browser
2. Log in with the user id provisioned for access to 5280 Westival

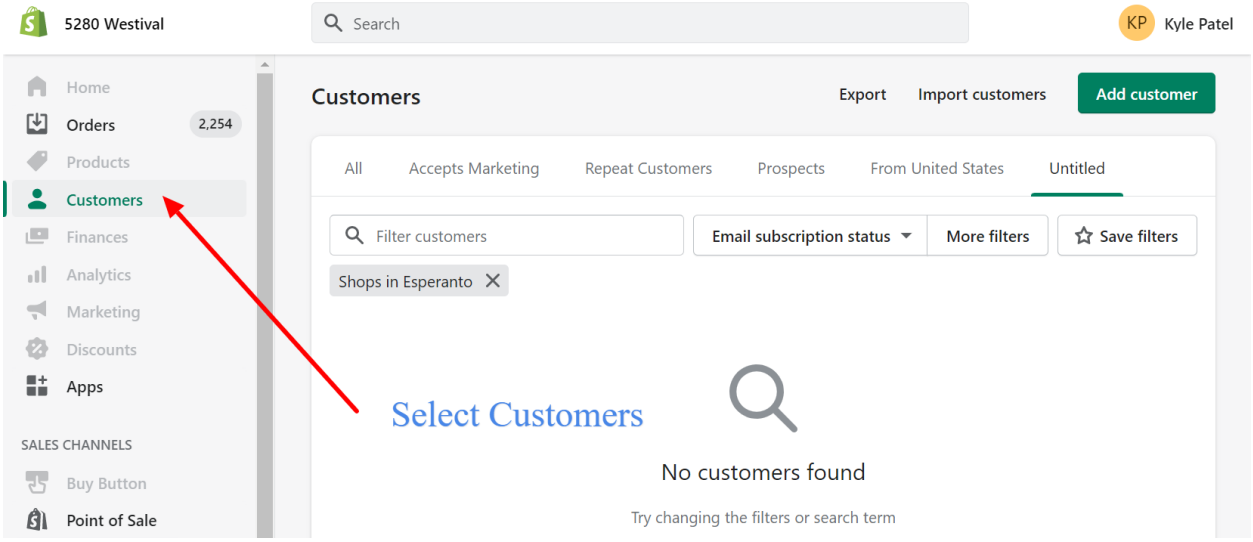


3. Select the “5280 Westival” Store



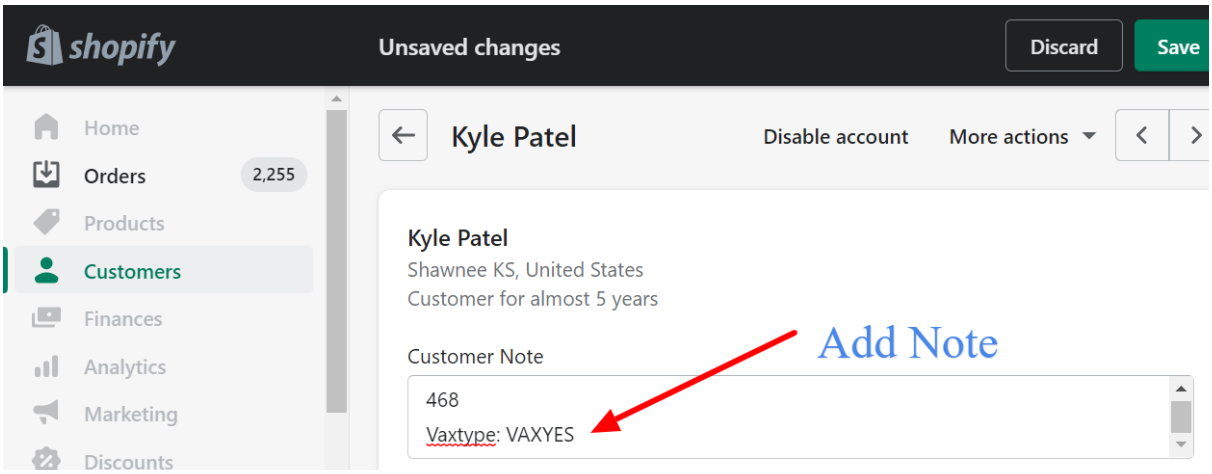


4. In the left sidebar select “Customers”

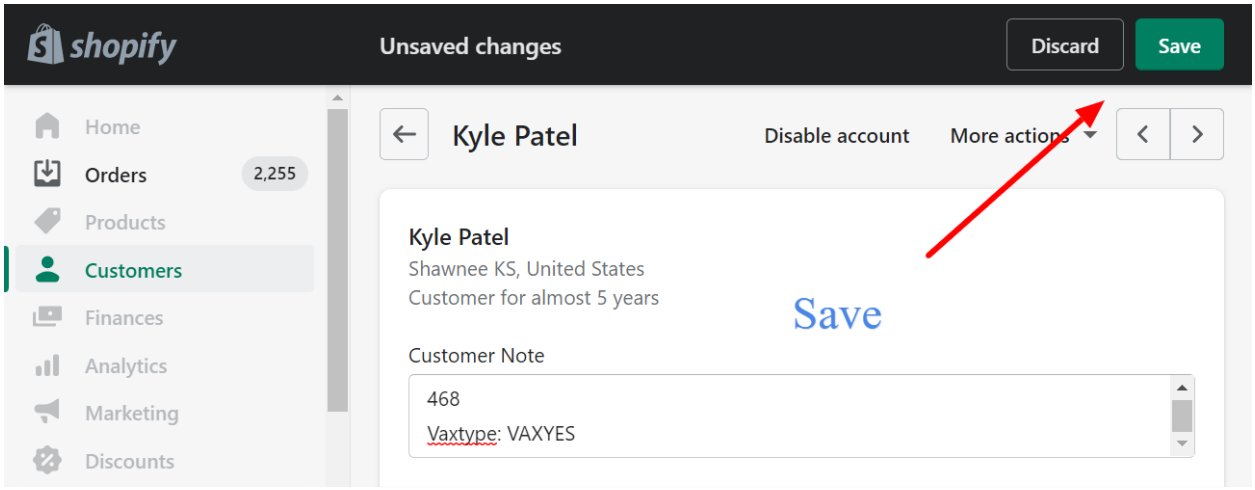


Per Customer Check Procedure

1. Ensure “Customers” is still the selected menu item in the left sidebar - IMPORTANT! The notes should be added per CUSTOMER, not per ORDER or they might not have the correct visibility for registration.
2. Verify ID provided is governmentally provided identification.
3. Verify vaccination proof is an Approved Type (see list below). A phone's camera can be used with VaxYes qr codes to verify the code.
4. Find and select the customer in shopify.
5. Under “Customer Note” add the following information:
    a. Vaxtype: {ABBREVIATION} (See Approved Types below)

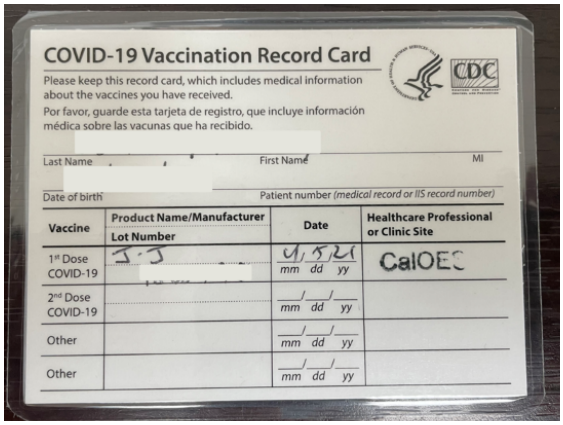


6. Click Save.


shopify
Unsaved changes
Discard
Save
Home
Orders
2,255
Products
Customers
Finances
Analytics
Marketing
Discounts
Kyle Patel
Disable account
More actions
Kyle Patel
Shawnee KS, United States
Customer for almost 5 years
Save
Customer Note
468
Vaxtype: VAXYES

Approved Types {ABBREVIATION}

1. CDC COVID-19 Vaccination Record Card {CDC-CARD}



COVID-19 Vaccination Record Card

Please keep this record card, which includes medical information about the vaccines you have received.

Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

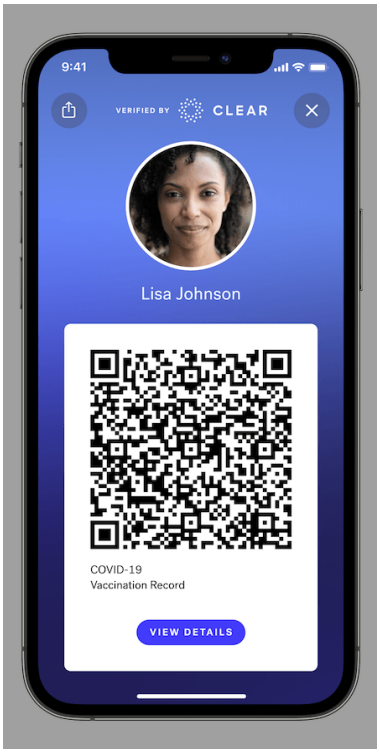
Last Name [redacted] First Name [redacted] MI

Date of birth [redacted] Patient number (medical record or IIS record number)

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1st Dose COVID-19	J-J [redacted]	4/5/21 mm dd yy	CalOES
2nd Dose COVID-19		__/__/__ mm dd yy	
Other		__/__/__ mm dd yy	
Other		__/__/__ mm dd yy	

2. Record of Vaccination on a letterhead from a medical institution {LETTER-INSTITUTION}
3. VaxYes by GoGetDoc {VAXYES}

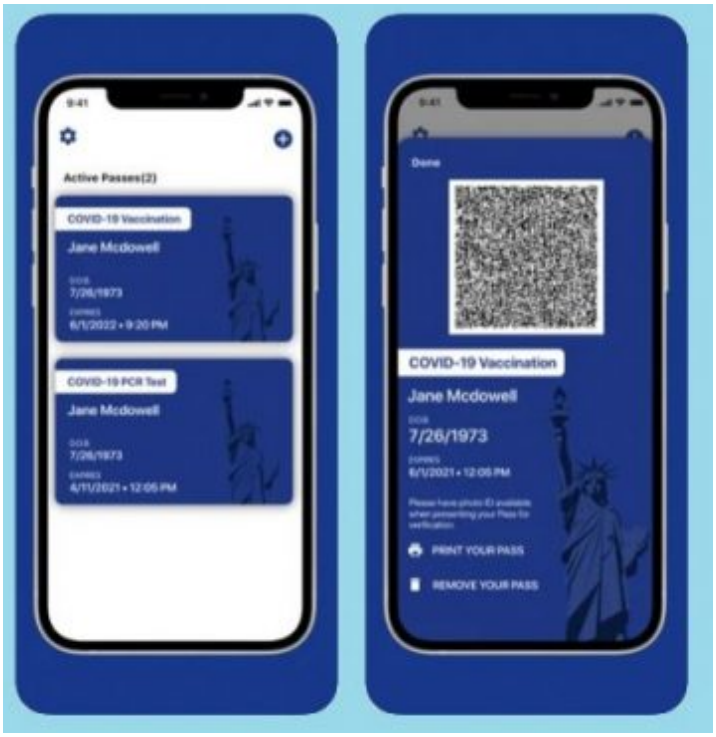
4. Health Pass by CLEAR {CLEAR}



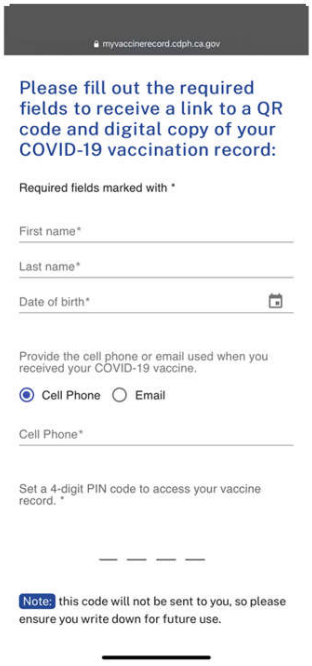
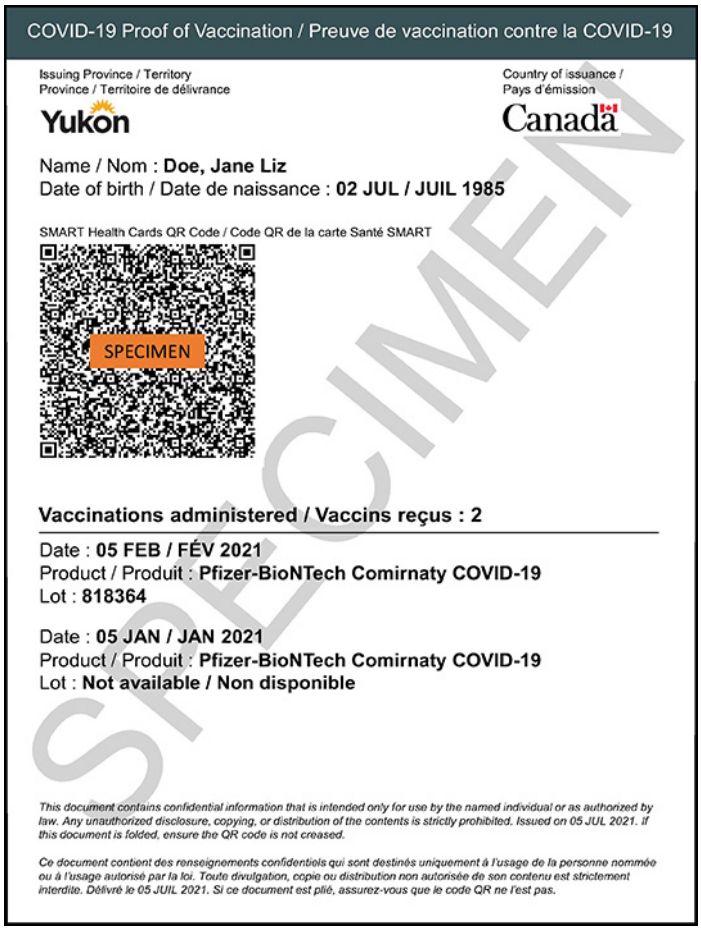
5. myColorado App (State of Colorado) {CO}

6. LA Wallet mobile app (State of Louisiana) {LA}

7. Excelsior Pass (State of New York){NY}



8. California Digital COVID-19 Vaccine Record {CA}



9. COVID vaccine passport - Canada {CANADA}