REQUESTING A CLINIC

1. An Assignor or league representative may request certain types of clinics by entering the relevant information and the designated SRC admin may review and approve those clinics.

2. An Assignor will login to his/her member account, then under "Member Information", click the down arrow from the **Extended Services** dropdown menu, and select **Assignor/Instructor: Request a Clinic**.

3. A league representative will need to register in OMS in order to access this function. To create an account, the league representative clicks on the **Association Representative Registration** button and follows the steps to create an account.

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4. On the **Member Home Page**, from the "**I Want to:**" drop down menu field, the league representative selects "Submit Request to host a clinic."
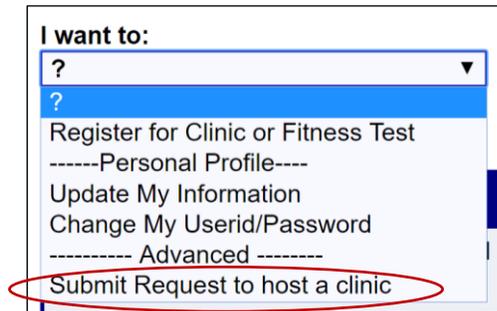
5. After selecting either the, "Assignor: Request a Clinic" function or as the league representative, "Submit Request to host a clinic" function, a new page will appear for information about the clinic. Fill in the necessary data describing the desired clinic.

6. After entering all the information, click on **View Summary** to review all the details.

7. If everything looks correct, click on the **Confirm and Submit Request** button. The request will then be queued to the **Clinic List** with the status "Requested". An email alert will be sent to the District Director of Instruction (DDI) for the appropriate District, if any, or to the State Director of Instruction (SDI), if no Districts exist, that a clinic request has been received.

8. From the **Clinic List**, the DDI or SDI would select the **Clinic Status** drop down menu, and click on "Requested".
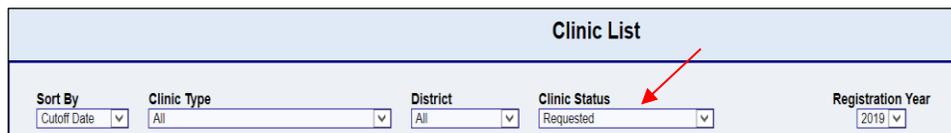
9. After retrieving the list of requested clinics, the DDI or SDI will click on the Edit link associated with the request to review and edit as needed. The DDI or SDI can do one of the following: modify the clinic request and accept it, accept it as is, or cancel the request. If modifying it, the DDI or SDI should be communicating with the Requestor.

10. If **Accept Clinic Request** is clicked, the system sends an email to the Requestor informing him/her that the request has been accepted and is placed on the clinic schedule. If the **Clinic Cancelled** is checked, the system cancels the request and emails the Requestor to inform him/her that the request has been canceled.