



# Generations on Line


## Coach Guide for Vaccine Finder Tutorial

 **VACCINE FINDER TUTORIAL**


**“Tap” the picture of the device you are using to begin.**  
“Tapping” means lightly and quickly touching the screen with your finger.



USING  
A  
PHONE?  
**TAP  
HERE**

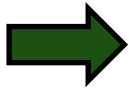


USING  
A  
TABLET?  
**TAP  
HERE**



Brought to you by Generations on Line 

As a coach, you have the privilege of giving new learners a guided path to narrow the digital divide. This **Vaccine Finder Tutorial** was designed during Covid but still provides useful information for vaccinations (e.g. covid boosters., flu.)



First, try the tutorial yourself, go to [GoLHelp.org](http://GoLHelp.org) and select Vaccine Finder

### **Keys to Coaching:**

1. Play with the tutorial yourself so you are familiar with it.
2. Be warm and friendly! As a coach your strengths are not in how much you know about computers and the Internet but rather how well you are able to listen, reassure and motivate your peer learners.
3. This Generations on Line tutorial is designed to help older adults learn on their own and at their own pace. Unless literacy is an issue, encourage the learner to read the instructions on every screen. The **BEST WAY** for older adults to learn is to do it themselves.
4. Try not to “take-over” the device. If a coach starts to touch the tablet it is akin to the instructor taking over the steering wheel from a student learning to drive.
5. Although there will be some older adults who are able to learn how to use the software completely independently of coaching, most will need some level of assistance.

### **Materials – Skills Checklist Form and Certificate of Accomplishment**

The software is designed to help the learner accomplish specific skills. Learners feel a sense of accomplishment when they can physically check off new learning's at the end of the session.

- Upon completion of the tutorial the learner will check off the items they learned.
- Upon completion of all the items listed you can present them with a Vaccine Finder Certificate of Accomplishment.

## Vaccine Finder Skills Checklist

Task	Completed
<b>Tablet/Phone Basics</b>	
I can tap	
I can scroll up and down	
I can swipe right and left	
I can pinch to shrink and enlarge what is on the screen	
I can type using the onscreen keyboard	
<b>Find Vaccine Locations</b>	
I can find the vaccines.gov homepage	
I can find and complete the zip code field	
I can find and select my search radius	
I can find and select the vaccine(s) I am looking for	
I can find vaccine locations with appointments available	
<b>Select a Vaccine Location</b>	
I learned how to select a vaccine location	
I learned how to reset my search radius if needed	
<b>Schedule an Appointment Online (Can select one)</b>	
I learned how to schedule a vaccine appointment at CVS	
I learned how to schedule a vaccine appointment at Rite Aid	
I learned how to schedule a vaccine appointment at Walgreens	
I learned how to schedule a vaccine appointment at Penn Presbyterian Medical Center	
<b>Filling Out Appointment Forms</b>	
I can enter information into a text form field	
I can complete a "select one" form field	
I can complete a "select one or more" form field	
I can complete a "drop down" form field	
I know how to electronically sign an online form	
<b>Before the Appointment</b>	
I know how to find a confirmation of my appointment	
I know that I should call ahead before heading out for a vaccine	

- Name \_\_\_\_\_



**Generations on Line Vaccine Finder  
Certificate of Accomplishment**

Awarded to:

\_\_\_\_\_

**For successfully completing the  
GoL Vaccine Finder tutorial learner skill checklist**

Activity Director

Coach

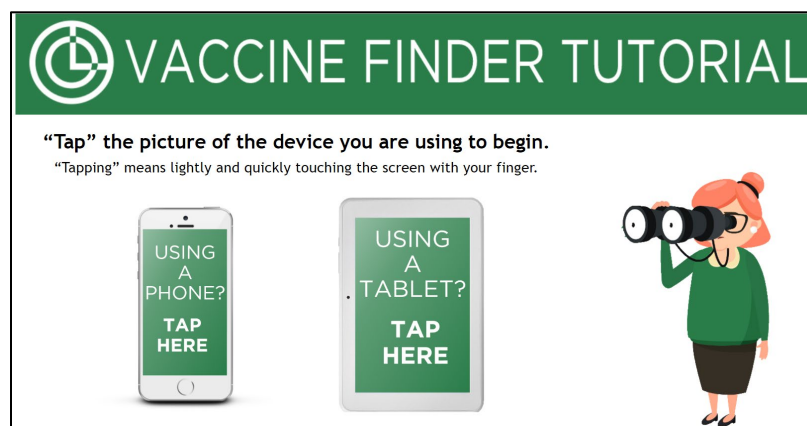


A learner can progress at their own pace; multiple learners do not have to be in the same section of the software.

### To start your first session

- Introduce yourself and explain your role as a Coach.
- Ask learners to write their name at bottom of Skills Checklist and explain that the goal is to have all skills checked off at the end of the session.
- Have them open a browser and type **golhelp.org**
- This will show them all the available software for them to use. Have them scroll down and tap on **“Vaccine Finder Tutorial”**
- Ask the learner to read what is written on each screen and follow the directions.

## Vaccine Finder Tutorial

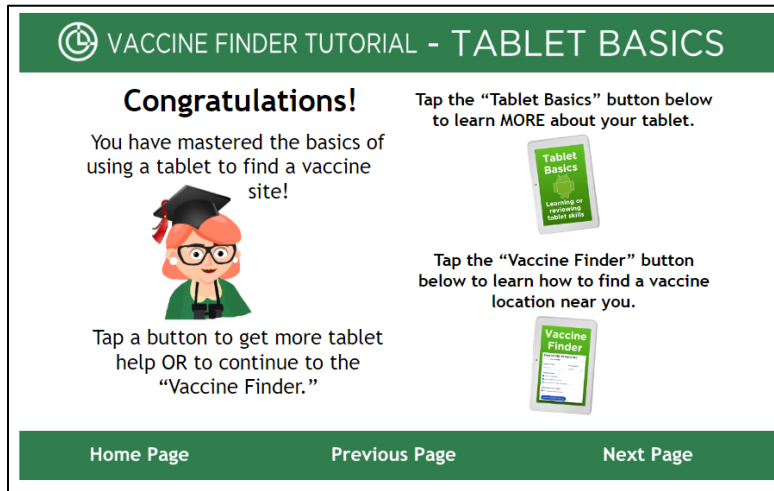


The tutorial starts off asking if a learner is using a tablet or smartphone. For each choice the next page asks if they need help with the basics. If they do, they are taken into a section where they will learn (or review how) to use:

- Swiping and scrolling
- Pinching the screen
- Typing using the on-screen keyboard

At this point they will be asked if they are ready to learn to use the Vaccine Finder or if they need more learning for the tablet basics.

The software branches, depending on the learner’s selection. If the learner desires to learn more about the tablet, the software takes them to the Basics Tutorial.




If they are ready to move to learning how to find and schedule a vaccine online, the tutorial takes them to page shown below.

## Find a Vaccine Location

The learner is introduced to the vaccines.gov website (see arrow above) and the Vaccine Finder Form.

# Vaccine Finder Form

## VACCINE FINDER TUTORIAL - FIND A VACCINE




### The Vaccine Finder Form

The vaccines.gov “Vaccine Finder Form” can be easily completed with tips in the following tutorial.

This tutorial will walk you the process of completing the form one step at a time.

After you have walked through the steps, you will have an opportunity to complete the real form on the vaccines.gov website.

To begin the Vaccine Finder Form Tutorial, tap “Next Page.”




Home Page      Previous Page      Next Page

Using the tutorial, the learner will be able to walk, one step at a time, through the process of completing the form. Explanations are shared throughout the tutorial.

**STEP ONE** the learner types in their Zip Code and what type of vaccine they are interested in scheduling. **NOTE--**There is a link at the bottom of the page “I’m looking for flu vaccines” if they want a flu shot.

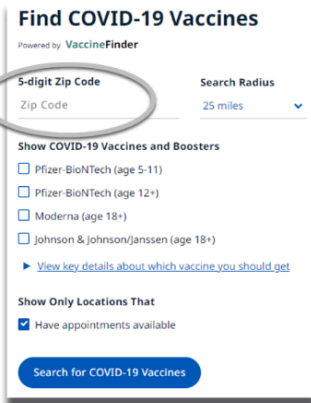
## VACCINE FINDER TUTORIAL - FIND A VACCINE



### STEP 1 Type your 5 Digit Zip Code

The first thing you will do is tap where the form says “Zip Code” and the keyboard will pop up. Then you would type your zip code using the keyboard.


Tap “Next Page” to continue.



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**STEP TWO** is for the learner to select how large an area they want to search.

## VACCINE FINDER TUTORIAL - FIND A VACCINE



### Select your "Search Radius"

You can choose how far to search by tapping on this box.  
(By default, it will be 25 miles.)  
To find sites closest to you, select (tap on) "1 mile."  
Tap "Next Page" to continue.

#### Find COVID-19 Vaccines

Powered by VaccineFinder

5-digit Zip Code  
Zip Code

Search Radius  
25 miles

- 1 mile
- 5 miles
- 10 miles
- 25 miles
- 50 miles
- 100 miles

Show COVID-19 Vaccines and Boosters

- Pfizer-BioNTech (age 5-11)
- Pfizer-BioNTech (age 12+)
- Moderna (age 18+)
- Johnson & Johnson/Janssen (age 18+)

[View key details about which vaccine you should get](#)

Show Only Locations That

- Have appointments available

Search for COVID-19 Vaccines

[I'm looking for flu vaccines →](#)

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**STEP THREE** the learner selects how large an area they want to search.

## VACCINE FINDER TUTORIAL - FIND A VACCINE



### Select your "Vaccine Options"

Select the vaccine or vaccines you are interested in getting by tapping on the little box next to the vaccine.  
Yes, you can select more than one (which might result in more locations being shown).  
Tap "Next Page" to continue.

#### Find COVID-19 Vaccines

Powered by VaccineFinder

5-digit Zip Code  
Zip Code

Search Radius  
25 miles

Show COVID-19 Vaccines and Boosters

- Pfizer-BioNTech (age 5-11)
- Pfizer-BioNTech (age 12+)
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[View key details about which vaccine you should get](#)

Show Only Locations That

- Have appointments available

Search for COVID-19 Vaccines

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## **Finished?**

- At end of session have learner check off mastered skills on the Generations on Line Vaccine Finder checklist.
- Present Certificate of Accomplishment