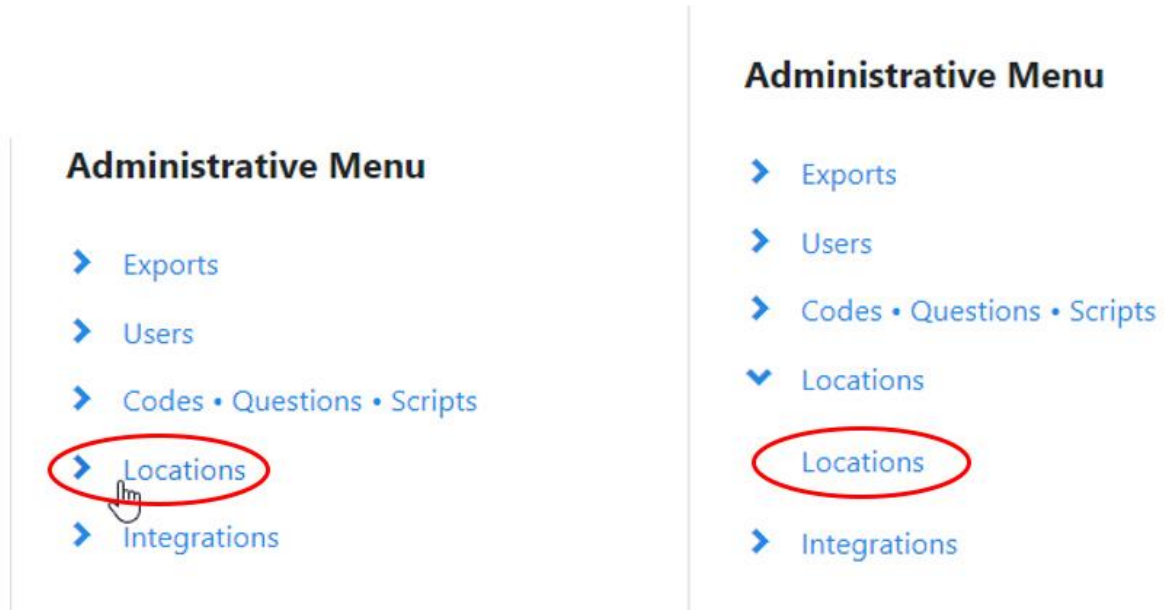


# Add a New Location

1. There are two ways to access the **Add a New Location** function in the **Voter Registration Tab**. The first is from the **Administration Sub-menu** on the home screen. **Select Locations** from the **Administration Sub-menu**, then **select Locations** again.



2. The following screen will be displayed. **Select Add New Location:**  
(Note: Do this only for frequently used locations, not locations that are one offs.)

Home / Location List / Locations Help Wiki

### Locations

[Export To Excel](#) [Add New Location](#)

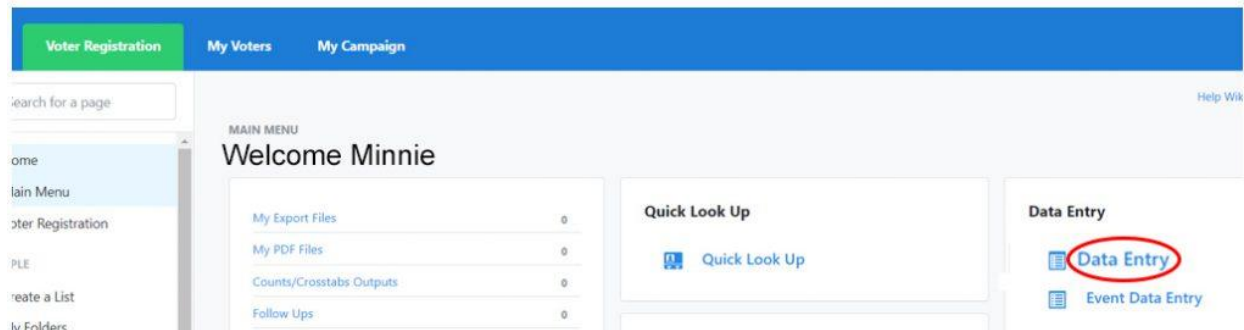
Location Name:  Status: Active Created From:  Created To:  Last Edit From:  Last Edit To:

Address:  City:  State:  Zip:

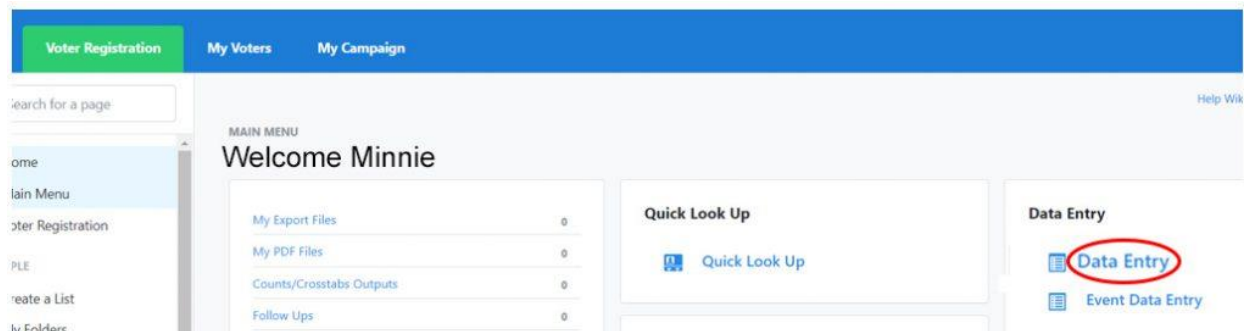
[Remember Filters](#) [Refresh](#)

ID	Name	Address	City	State	Zip	Status
14	<a href="#">bo diddley plaza</a>	111 E University Ave	Gainesville	FL	32601-5425	■
15	<a href="#">Tradewinds Park</a>	3600 W Sample Rd	Coconut Creek	FL	33073-4400	■
18	<a href="#">Downtown Fort Pierce</a>		Fort Pierce	FL		■
10	<a href="#">E. Alvarado Business Drive</a>	22 N E Alvarado Blvd	El Alvarado	CA	92002-2012	■

3. The second method of accessing the **Add a New Location** function is through the **Data Entry Sub-menu** on the **Home Screen**. **Select Data Entry**.



4. The **Choose Batch** screen will be displayed. You will see the option to **Add New Location**.



5. Regardless of which method you use to get to the **Add New Location** screen, this is what you will see:

**Add New Location** ✕

---

Name\*

Address

City  State  Zip

6. The only field that is required is the **Location Name**, however, it will be most helpful to other users if you provide all of the address information as well. **Select Next**.

**Add New Location**✕

Name\*

New Tampa Library

Address

10001 Cross Creek Blvd

City

Tampa

State

FL

Zip

33647

Next

7. The **Locations List** or the **Choose Batch** screen will be re-displayed depending upon which method of access you used.