

## 5.2.2 Adding Sites

Before you invite users to your study, add at least one site. This applies even if your study is only collecting data from a single site.

### To Add a Site:

1. On the **Share** screen, scroll down to **Sites**, and click the **Add** button.

Sites											
Name	ID	Lead Investigator	IRB Approval Date	Expected Start Date	Expected Number of Participants	Site Location	Primary Contact	Created (UTC)	Updated (UTC)	Status	Actions
Massachusetts General Hospital	1234567	sjones@openclinica.com	30-Aug-2019	30-Aug-2019	100	Boston, MA 02470 United States of America		27-Aug-2019 15:24	27-Aug-2019 15:27	Available	<a href="#">Edit</a>

2. On the **Add Site** screen, begin to type the site name.
  1. If the site already exists in another environment, select that site from the list. Fields are prefilled with site information.
  2. If you need to make a new site, type the name of the site, and enter information in the appropriate fields.
    - i. Although the *Expected Number of Participants* field is required, this will not limit the number of participants at the site. Limiting the number of participants can only be done at the Study level. View the [Create a Study](#) page for detail on limiting participants in a study.

**Note:** Sites are global, meaning if you use a site in **Study A** you don't need to recreate that site for **Study B**. When adding an existing site to a study, values appear in the **Site Name**, **City**, **State/Province**, **Zip**, and **Country** fields automatically.

3. Click the **Save** button.

Add site to your study (TEST Environment)

Site Name \*

Site ID \*

Lead Investigator \*

IRB Approval Date

DD-MMM-YYYY

Expected Start Date

DD-MMM-YYYY

Expected Number of Participants \*

Status \*

Site Location

City

State/Province

Zip

Country

Type to search...

Primary Contact Info

Name

Phone

Email

Cancel

Save

Functional approval by Riley Bianchi. Signed on 2022-03-02 5:05PM

Approved for publication by Paul Bowen. Signed on 2022-03-04 1:10AM

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