

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:

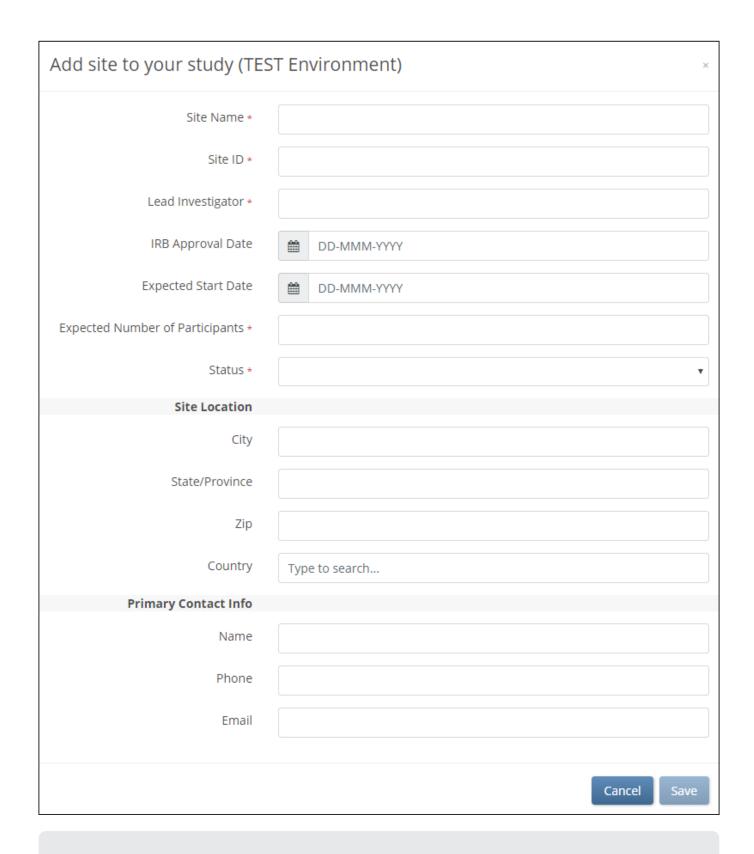
1. On the **Share** screen, scroll down to **Sites**, and click the **Add** button.



- 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.



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