How to Create a Color Account  
Email Template

*What: Pre-launch announcement email, sent by partner*

*Send from: Leadership email*

*Subject:* How to create a Color account

*Body copy:*

NOTE: Please send instructions to the emails that were submitted in the site creation form.

Template:

Hello,

Thank you for participating as onsite staff for COVID-19 testing! We appreciate the time you have taken to complete your training.

Please create a Color account to access the Color tool, where you can view a list of patients coming to the site each day, check in patients, confirm information, and see daily appointments.

To create an account, follow these steps:

1. Go to<https://home.color.com/create-account>
2. Enter your first and last name
3. Enter the email address this email was sent to
4. Set and confirm a password
5. Click “Create Account”
6. Go back to your email and confirm your email address

After confirming your email, you can log in at [home.color.com/covid-admin](http://home.color.com/covid-admin). We recommend that you try logging in a day or two before you are scheduled to be onsite.

For an overview of this process, watch [“How to create a Color account”](https://vimeo.com/543850058).

Again, we greatly appreciate your participation in this important program.

Best regards,

[Insert name]