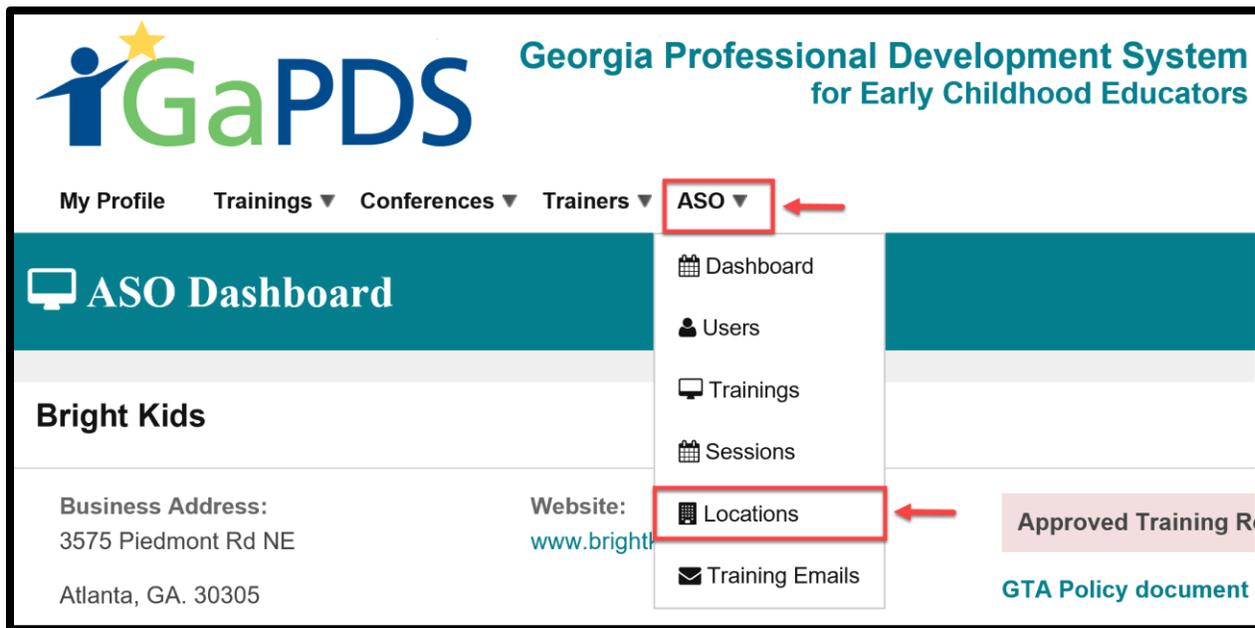
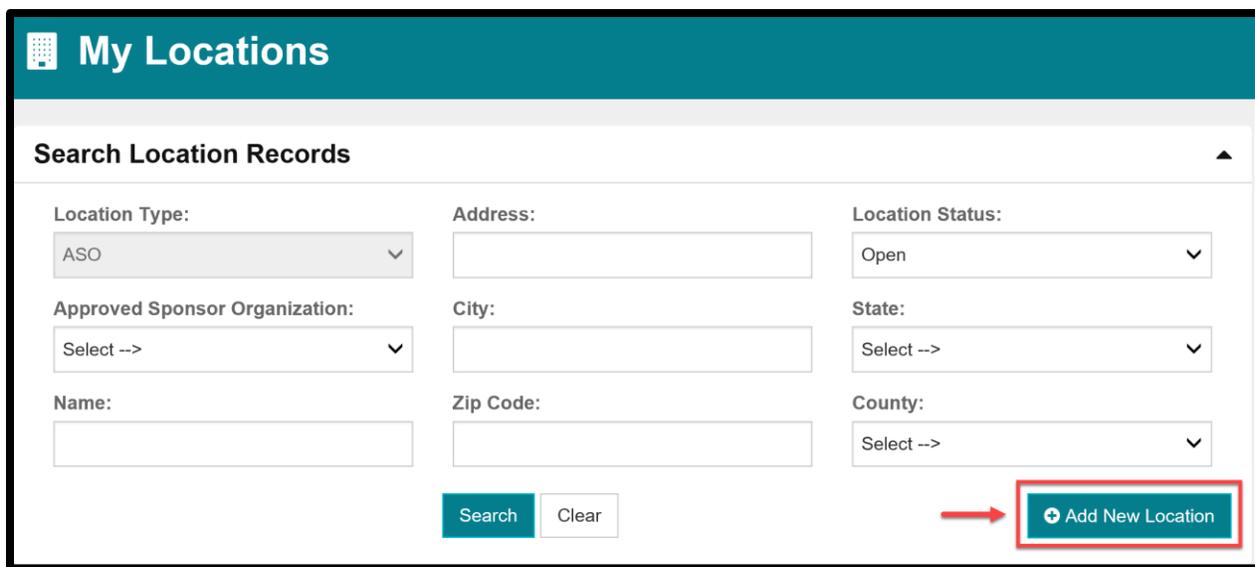


## How to Add an ASO Location

1. Log in to GaPDS as an ASO Admin, click on the “ASO” tab, and select “Locations”.

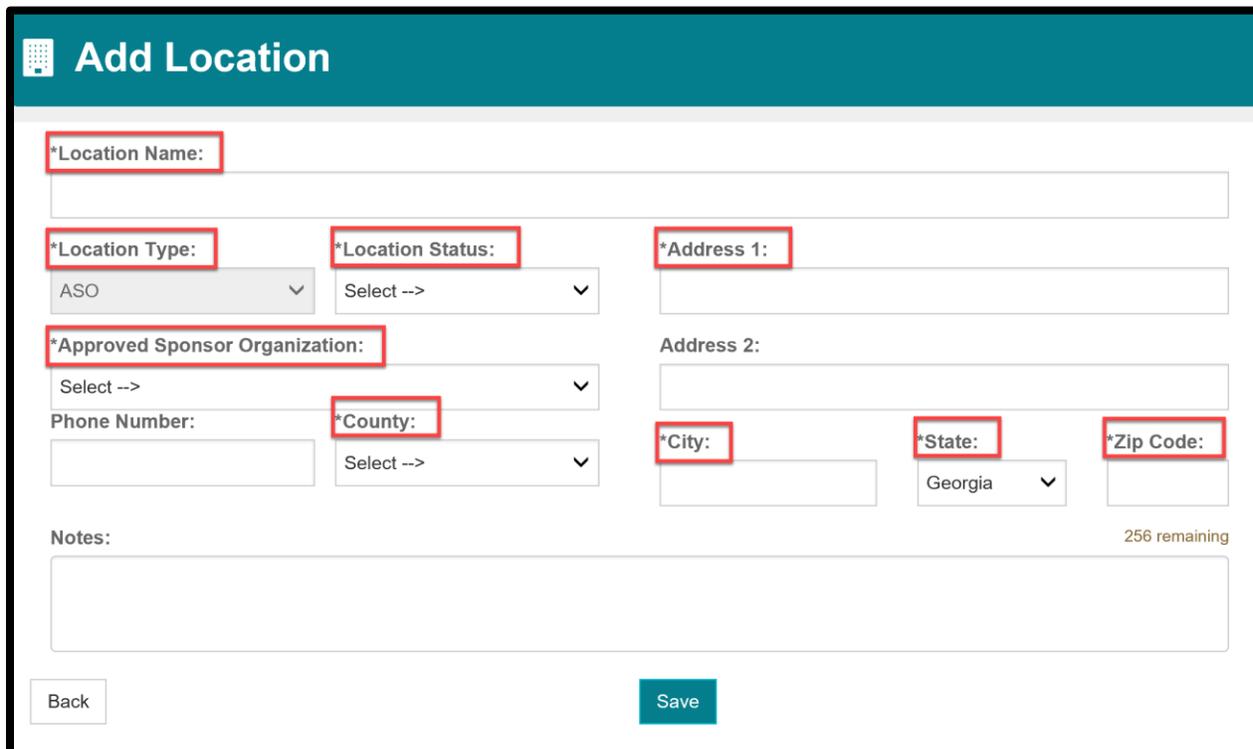


2. On the 'My Locations' page, click “Add New Location”.



3. On the ‘Add Location’ page, complete the following fields:

- **Required** (designated by an asterisk): Location Name, Location Status, Approved Sponsor Organization, County, Address 1, City, and Zip Code.
- **Optional:** Address 2, Phone Number, and Notes.



The screenshot shows the 'Add Location' form with the following fields and their required status:

- \*Location Name:** Text input field.
- \*Location Type:** Dropdown menu (ASO).
- \*Location Status:** Dropdown menu (Select -->).
- \*Address 1:** Text input field.
- \*Approved Sponsor Organization:** Dropdown menu (Select -->).
- Address 2:** Text input field.
- Phone Number:** Text input field.
- \*County:** Dropdown menu (Select -->).
- \*City:** Text input field.
- \*State:** Dropdown menu (Georgia).
- \*Zip Code:** Text input field.
- Notes:** Text area (256 remaining).

Buttons: Back, Save.

4. Click “**Save**”.

5. Click “**Back**”. The newly added location displays in the location search results.

**Note:** ASO Trainer Admins and ASO Trainers cannot add new locations via the My Locations page. However, they can add a One-Time Location when creating an ASO Session.