1. Go to the VHASS website: http://vhass.org/ Login using your username and password.



2. Click "Hospital Status Board".

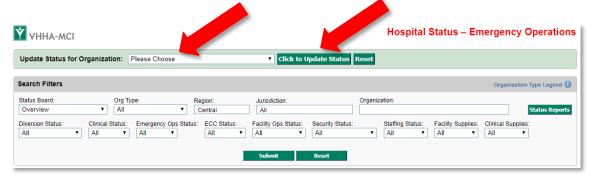3. Depending on your pop-up blocker settings, you may need to click "click here" to view the Status Board.
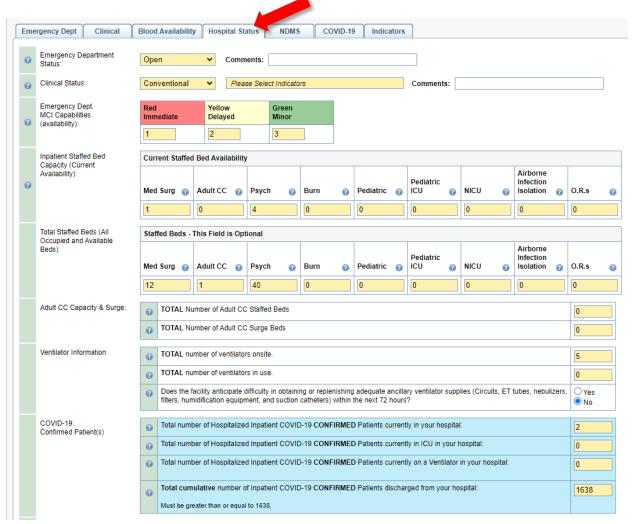


4. Once you are in the Status Board, if your Organization does not appear as the default, use the drop-down menu at the top of the screen to select the Organization name. Click the green **"Click to Update Status"** button to continue.

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5. The page defaults to the "Hospital Status" tab. Update all necessary field(s) (i.e. Emergency Department Status, Clinical Status, Inpatient Bed Capacity, etc.).



\* Depending on the situation you may be asked to update additional tabs (blood availability, etc.).

6. At the bottom of the page for each tab you update, click the green "Update …" button to save.