

Adding Sites

As a site administrator, you can add participating sites as follows:

- Add your site to multiple *Abbreviated* trials
- Add a Family Member Organization as a participating site to multiple *Abbreviated* trials
- Add multiple Family Member Participating Sites to a given trial



The system does not allow duplicate sites on trials.

How to Search for the Trials to which You Want to Add Participating Sites

1. On the toolbar, click **Register Trial > Add Sites**. The Search Trials page appears.
2. Enter a trial identifier (NCI, lead organization, or other) or enter all or part of a trial title.
3. Click **Search**. The system lists in the results table the *Abbreviated* trials with which your affiliated organization or its family members are not yet participating.



The system can return up to 100 trials. If the system finds over 100 records in the database, it prompts you to narrow your search criteria.

4. Optionally, to sort the results, click the column ascending or descending arrows. This option is available only prior to adding your first site.

How to Add Organizations as Participating

1. On the toolbar, click **Register Trial > Add Sites**, and search for the trials to which you can add participating sites as described above. The *Abbreviated* trials with which your affiliated organization or its family members are not yet participating are listed in the results table.
2. In the row of the trial to which you want to add sites, click the **Plus** sign (). The trial record expands to display trial information. The Site field is pre-populated with your affiliated organization automatically.
For an *Abbreviated* trial where the participating site you are adding is a member of a cancer center family, the Program Code(s) field is available. The Program Code field lists all program codes available for that organization family.
3. Optionally, in the **Program Code(s)** field, select one or more program codes for the trial.
4. If you need to change the participating site, select one from the **Site** drop-down list. Only your family member organizations are listed.
5. If the Principal Investigator has not been selected, click the Look Up Person icon () and search for the investigator.
6. Enter the **Local Trial Identifier**.
7. (Optional) If the trial record does not already specify a contact for the trial at this participating site, you can do so in one of the following ways:
 - Next to the **Site Primary Contact** field, click the look up person icon to search for and select the site primary contact.
 - Next to the **Generic Contact** field, click the look up person icon to search for and select a CTRP person record.
8. (Optional) Consider whether the default contact information for the selected person record is appropriate for the trial at this participating site. The system accepts either the contact's primary telephone number or the contact's primary email address. You can provide both if available. Enter the phone number in the format 123-456-7890. You can provide an extension if available.
9. Select the **Site Recruitment Status** and the **Site Recruitment Status Date**. Click **Add Status**. The status record appears in the Site Recruitment Status History list.
10. If your organization belongs to a family, you can add to this trial any site within that family. To add another site to the same trial, in the **Site** column, click **Add Another Site**, and repeat the steps above to complete the trial/site information.
11. Scroll to the bottom of the page and click **Save**.