

# DHA Appointing Portal Quick Reference Guide

Use this guide to help you book your COVID-19 vaccine appointment using the DHA Appointing Portal.

## Step 1: Choose Your State, Installation, and Vaccine Location

**DHA** COVAXX Immunization Directory

This site is designed to allow you to choose the nearest COVID-19 immunization site and request an appointment. Please select the geographical location you wish to start your search in ...

- Alabama
- Alaska
- California
- Germany
- Hawaii
- Kentucky
- Maryland
- Missouri
- New Mexico
- New York
- North Carolina
- Pennsylvania
- Texas
- Washington

**First choose your state.**

**DHA** COVAXX Immunization Directory

These are the installations available within the geographic region you selected. Please select an installation to find an immunization site ...

- Fort Bragg

**Next, choose your closest installation. (You may have more than one option.)**

**DHA** COVAXX Immunization Directory

These are the registered vaccination sites for the installation you selected. Please select a site and begin to search for available appointments ...

- Fort Bragg Fairgrounds (Drive-Thru)
- Sports USA

**Finally, choose your vaccine appointment location offered by your chosen installation. (You may have one or more options.)**

## Step 2: Vaccine Location Landing Page

View general information about your booking location, how to cancel your appointment, and other helpful information.

**WOMACK ARMY MEDICAL CENTER**

This space is reserved for DHA enterprise messages shared across all sites

Schedule your COVID-19 vaccine at Sports USA

32102 Longleaf Road  
 Ft. Bragg, NC 28516  
 Building 2-2101  
 View Sports USA on Google maps

Available Vaccines and Appointment Times

If your Patient Group is not listed below, we are not currently offering vaccines for your Patient Group.

Patient Group	First Dose	Second Dose	Appointment Times
40+ High Risk Patients who received a phone call	✓	✓	Wednesday-Thursday 9:00 a.m. - 4:00 p.m. Friday 10:00 a.m. - 2:00 p.m.

Acknowledgment  
I am currently eligible for the COVID-19 vaccine based on the information displayed above.  
If I am not currently eligible and continue to make an appointment, I understand that I will be turned away at my appointment.

Click Next below to acknowledge the above statements and begin booking your appointment.

To receive an email confirmation of your appointment, please provide your email address when you are booking your appointment.

If you need to cancel a previously made appointment at this facility, please go [here](#)

**Click "Next" to continue and choose your appointment type.**

### Step 3: Choose Your Appointment Type

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Home

Pfizer and Moderna versions of the COVID-19 vaccine require two doses to be fully effective.

Please select which immunization dose you are wanting to schedule an appointment for:

**Initial Dose** ← To book your 1st dose, choose "Initial Dose"

**Second Dose** ← To book your 2<sup>nd</sup> dose, choose "Second Dose"

### Step 3b: Provide 1<sup>st</sup> Dose Information (2<sup>nd</sup> Dose appointments only)

You are requesting a second dose of the COVID-19 vaccine. Please tell us who manufactured the first dose you received and when you received it.

\* indicates a required field

\* Who manufactured the first dose?

Pfizer

Moderna

\* Date of first vaccine (mm/dd/yyyy)

Next ← Click "Next" to continue to the calendar.

If you are booking your 2<sup>nd</sup> dose, you will be prompted to provide your 1<sup>st</sup> dose information.

**Fields with an asterisk\* are required.**

Home

The CDC recommends that you schedule your second vaccine dose on or after 3/4/2021

Next

If you try to book your Second dose too early, you will see a similar message.

You will still be able to book an appointment, but you may be contacted later by staff to cancel your appointment if you did not book after the recommended 21-day or 28-day wait period.

## Step 4: Find Available Appointments

Active appointment date boxes are indicated in teal.

**NOTE:** A date box will remain teal even if there are no available appointments left for that day.

To choose a date, **click on the day number** to access available appointment times – NOT just the date box.

If you choose a day without active appointments, it will turn **green** when selected.

After you choose a day with active appointments, you will see the appointment time slots appear to the right of the calendar.



**Unavailable** appointments are grayed out and disabled.

**Available** appointments will appear darker.

## Step 5: Enter Your Information

You are requesting a COVID-19 immunization appointment for your first dose on 3/7/2021 @ 10:00. Please fill out this form and press the 'Submit Request' button below to complete your request.

\* indicates a required field

\* Have you ever received care at this facility before?  
 Yes  
 No

\* First Name

Last Name

DoD ID Number (this is the 10 digit number on your ID card)

\* Date of Birth (mm/dd/yyyy)

Rank or Grade

Duty Position

Affiliation

\* Phone # (###-###-####)

Email Address

\* What is your preferred method of contact?  
 Phone Call  
 Email

Primary Care Manager (if known)

Submit Request

**Enter your information.**  
**Fields with an asterisk\* are required.**

**Click "Submit Request" when you are finished.**

## Step 6: Appointment Confirmation

After you submit your request, you will see an appointment confirmation message with your appointment date and time and a link to add your appointment to Outlook.

WOMACK ARMY MEDICAL CENTER

Home Thank You

Thank you. Your appointment has been made for 3/5/2021 @ 09:15.

If you would like to download this appointment to your calendar, please click [HERE](#)

This space is reserved for CHX enterprise messages shared across all sites.

Thank you for scheduling your COVID-19 vaccine at Ft. Bragg Fairgrounds (Drive-Thru)

Howell St. and Bragg Blvd.  
Ft. Bragg, NC 28310  
[Find Ft. Bragg Fairgrounds on Google maps](#)  
[Open driving directions to Ft. Bragg Fairgrounds.](#)

*Please print this confirmation page for your records.*

**Bring to your appointment:**

- A U.S. government-issued ID
- Your COVID-19 vaccine card (Second doses only)
- [Pre-Screener form](#)
- [Screening and Documentation form](#)

**Call 910-90-VIRUS for appointment questions or concerns.**

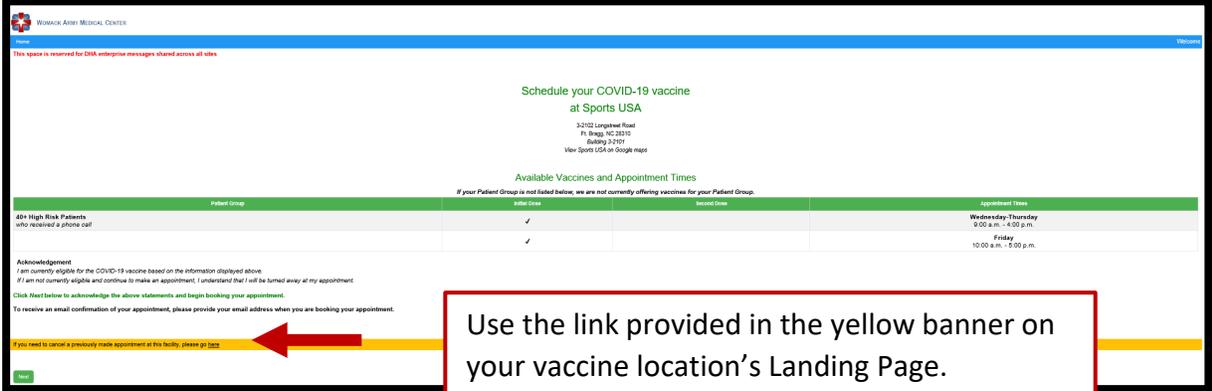
To cancel your appointment, please return to the Sports USA landing page through the vaccine scheduler and use the link provided in the yellow banner at the bottom of the page.

**Please take note of your appointment time and any other information that might be provided.**

## CANCEL YOUR APPOINTMENT

If you need to cancel your appointment, access the DHA Appointing Portal and choose the same options you used before to find your vaccine location's Landing Page.

### Step 1: Access Your Vaccine Location's Landing Page



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This space is reserved for DHA enterprise messages shared across all sites.

Schedule your COVID-19 vaccine at Sports USA

32102 Longmead Road  
Ft. Belknap, NC 28715  
Building 32101  
View Sports USA on Google maps

Available Vaccines and Appointment Times

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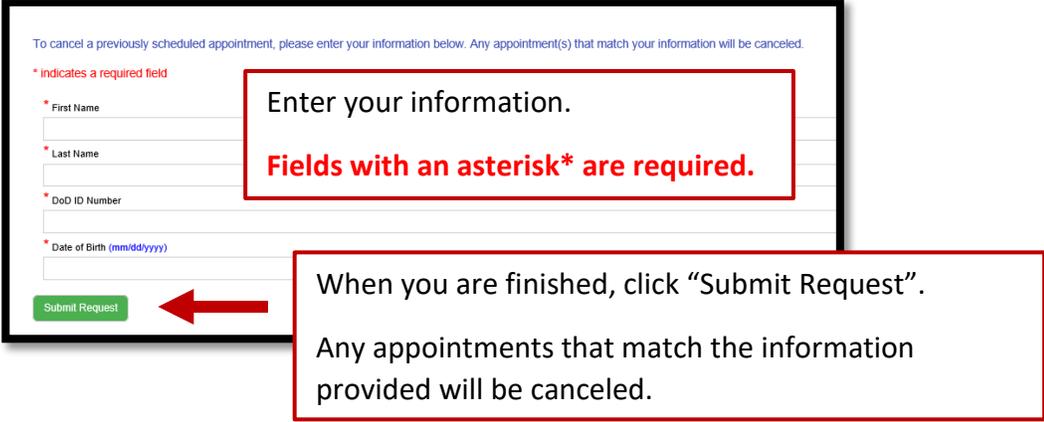
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To receive an email confirmation of your appointment, please provide your email address when you are booking your appointment.

If you need to cancel a previously made appointment at this facility, please go [here](#)

Use the link provided in the yellow banner on your vaccine location's Landing Page.

### Step 2: Submit Your Information



To cancel a previously scheduled appointment, please enter your information below. Any appointment(s) that match your information will be canceled.

\* Indicates a required field

\* First Name

\* Last Name

\* DoD ID Number

\* Date of Birth (mm/dd/yyyy)

Submit Request

Enter your information.  
Fields with an asterisk\* are required.

When you are finished, click "Submit Request".  
Any appointments that match the information provided will be canceled.