

Search for Event Attendees

Overview

The Illinois Department of Public Health (IDPH) is pleased to offer COVID-19 vaccinations for its population. As a Point of Distribution (POD) administrator, you can go to <http://events.juvar.com> and access a list of event attendees. This list can also be filtered by event date and time.

To search for event attendees

1. Log in to <http://events.juvar.com> using your credentials. The *Dashboard* opens.
2. On the left, click **Orders**. The *Orders* page opens.
3. Review the list of registrants and, if appropriate, use the quick filter options located across the top of the list.
4. Alternatively, on the right, click the Advanced search (gear icon) button. The *Order search* page opens.
5. In the **Date** list, click the date and time of the event.
6. Scroll to the bottom of the list and click **Search**. The list of attendees for that event opens.