Instructions for getting your template included in CoCASA:

- 1. You will first need to create your template.
- 2. Then export the template as an xml file using the "File -> Export -> Template" menu item in CoCASA.
- 3. Then send the following information to the CoCASA help desk (<u>nipcocasa@cdc.gov</u>):
 - a. The template (the xml file you created while doing the export);
 - b. The state and registry system that the template is for;
 - c. Whether it is an import template or an export template;
 - d. What version of CoCASA was used to create the template.

The deadline for getting your template included in the next version of CoCASA is May 1st. If you have any questions, please contact the CoCASA help desk at <u>nipcocasa@cdc.gov</u> or 1-800-803-5212.