Log into REDCap (http://redcap.ucsfopenresearch.org/) with your username and Create a new Longitudinal Database REDCap Project:

Once you have at least two Data Collection Instruments, go to the Project Tab and click the Define My Events button. We’ll designate instruments for my events in the next step.

On the Define My Events Tab, use the Add new event button to create at least two new events.

This is just an example. Whether you’re in class or building a schedule for a real study, you will have complete control over what events are on what days.

Use the check boxes to match events with Data Collection Instruments. Here Demographics is used at “Enrolment” but not for “Dose 1” or “Follow Up”
Match Collection Instruments to your Events and click the Save button. Now schedule the events. Click the Scheduling link under Data Collection on the very left of the screen.

Choose a Study ID, enter a start date and click the Generate Schedule button.

Add specific times to your events if desired and click the Create Schedule button.

NOTE: Clicking the Create Schedule button will additionally add “101” as a new Study ID.

Click on the Calendar Application located on the very left of the REDCap home screen. Scheduled Events will appear on the calendar by Study ID and Event Name.

Have Support Information Available
REDCap help its-arssupport@ucsf.edu
The 18 PHI Identifiers http://www.research.ucsf.edu/chr/HIPAA/chrHIPAAphi.asp
Request a REDCap account http://tinyurl.com/yh5m6ka
ITS Help Desk: 415-514-4100