### Register for testing (to adult participants) >

*Send from: Organization leader, i.e., school principal*

*Sent to: All adult program participants, i.e., employees*

*When to send: 3-5 days before testing starts*

*Subject:* Register for our COVID-19 testing program today

*Body copy:*

Hello {school name} {population, e.g., staff/employees},

Our COVID-19 testing program with the California Department of Health’s Valencia Branch Lab and Color begins {date}. To get started, please {register for testing here}. You only need to register once and each time you test, it will take no longer than 15 minutes.

Click {this link} to register for testing.

All questions included in registration are required for California state public health reporting. You’ll be asked for insurance information, but please note this program is free for all employees. Testing is not required, but highly encouraged to keep our school community safe.

We’ll test at {location,e.g., the cafeteria} from {timeline, e.g., 9-5 pm}.

For more information on testing with Color, including self-swab testing and receiving results, head to their [Support FAQs](https://support.color.com/en/collections/2244079-covid-19-testing).

Thank you for your participation to keep our {company name} community safe and healthy.

{School Name leader signature}