Adding People

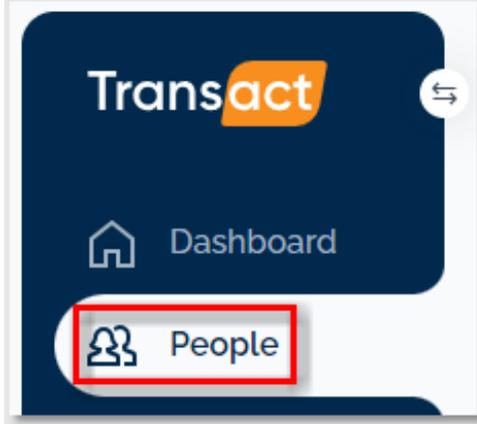|	
Select the *"People"* tab in your lefthand navigation menu to access your list of participants.	
Click on *"List of People."*	
Click *"Add Participant +."*	

Personal Information

Any field marked with a red asterisk is required. The form can only be submitted once all required fields are complete.

Your district may have required custom fields that you must complete.

Click *"Next Step."*

First Name *

Sam

Last Name *

Smith

Middle Name

Date of Birth

08/08/2012

Participant ID *

876543210

State Participant ID

Race/Ethnicity

Gender

Adult *

No

Primary Language

Next Step

Registration Information

Select the Registration Site and Period. The Registration date range should default once the Registration Period is selected.

Click *"Next Step."*

Registration *

Registration Site *

Washington High ⌄

Registration Period *

2023-2024 Registration Period (07/01/2023 - 06/30/2024) ⌄

Start Date *

01/01/2024 🗓

End Date *

06/30/2024 🗓

+ Add Registration

Previous Step **Next Step**

Address

Fill out the address information.

Home Address

123 E Main St SW

Home City

Hickory

Home State

North Carolina

Home Zip Code

28601

Phone

Email

If there's a secondary address for the participant, you can also fill that out. Click *"Next Step."*

☐ Same as home address

Mailing Address

Mailing City

Mailing State

Mailing Zip Code

Previous Step   **Next Step**

Your district may have required custom fields that you must complete.

School Information

Fill out the school information for the participant.

Click *"Next Step."*

School attending during day

Lincoln Middle School

Grade

Sixth grade

Lunch Status

Free

Primary Language

English

English Learner Status

No

Special Education Status

No

IDEA Disability

Previous Step | Next Step

Your district may have required custom fields that you must complete.

Contacts

Any field marked with a red asterisk is required. The form can only be submitted once all required fields are complete.

Answer the required questions about the contact.

Your district may have required custom fields that you must complete. Click *"Save Participant."*