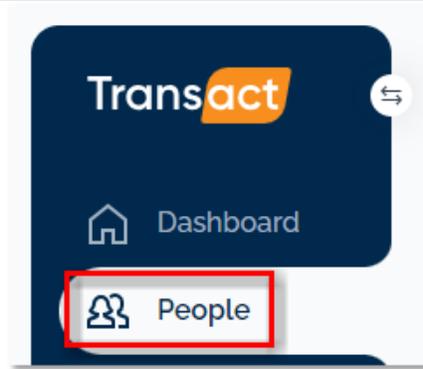


Managing Individual Participation

To update an individual participant's participation, click the *"People"* tab in your lefthand navigation menu.



Open the *"List of People"*

People

List of People

Access lists of people associated with this organization and add new people.



Locate the participant in your List of People.

List of Participants

Add Participant +

Q jo

Participant ID	Name	Actions
1234567890	John Johnson	 
9876543210	Susan Jones	 

Click the pencil icon to open the participant's record.

1234567890

John Johnson



Navigate to the *"Participation"* tab of the participant's record.

John Johnson

< Tests

Participation

Notes

Enrollment

>

To edit an existing participation record, click the pencil icon.

To delete an existing participation record, click the trashcan.

Activity	Session	Date	Actions
Sample Activity	Sample Activity Session 1	8/5/2023	 

To create a new participation record, click "[Add New Participation +](#)."

John Johnson

< Referrals Requests **Participation** >

Add New Participation +

Fill out the required information for participation, including the activity, session, and date of participation, the type of participation, and the Start Time and End Time of the individual's participation.

The Start and End times will default to those established when the selected Session's Activity Schedule was completed. The times can be changed to reflect the actual participation time.

For **Unscheduled Activities**, the time will default to 12 a.m. to 11:59 p.m. You can change these times to define the time more accurately if it is important. The time is not important for **Unscheduled Activities** like providing a Gas Card or Bus Tickets, so leaving the default times is acceptable.

Click "[Save](#)" when done.

Participation

Activity *

Session *

Date *

Status *

Start Time *

End Time *

Save