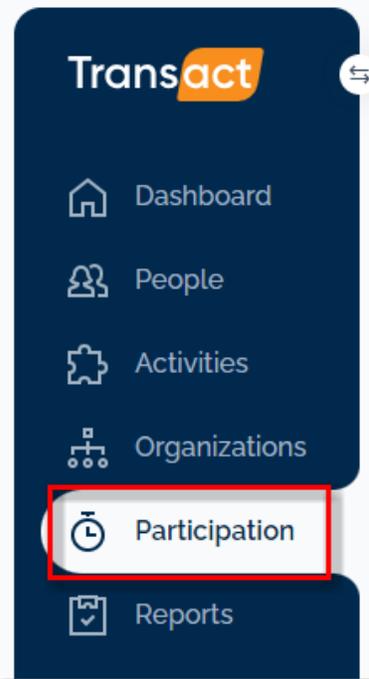


Participation Tracking for Multiple Participants

To track each date more than one participant receives a service, click the Participation Tab in the lefthand navigation menu.



Click *"Enter for Activity."*

Participation

Enter for activity

Take attendance for a specific activity and date.



Select the Activity and Session using the dropdown menus in the form.

Next, select the date using the calendar icon. A calendar control will appear. Click on the date of participation or type it in the date field.

Click *"Next Step."*

Activity *

Sample Activity 

Session *

Sample Activity Session 1 

Date *

08/06/2023 

Next Step

An important note about selecting dates:

Some dates on the calendar will be crossed out and not selectable. Crossed-out dates represent dates that are not within the date range of the Session's Schedule or dates the site is closed as defined in the Site Calendar.

Session Schedules are established for both a date range and specific days within that date range. If, when selecting the date of participation, a date is selected that is not one of the specific days the Session was scheduled to be offered, the message to the right will appear.

You may change your selection to a date the session was scheduled to be offered (in the event an incorrect date was selected) by clicking "[Select another session/date](#)," or you may add this date to the Session schedule and continue to add participation by clicking "[Schedule and continue](#)."

If the selected date is a date the site is closed, a warning on the right will appear. Pick a different date to continue.

Schedule session for selected date? ✕

The session you have selected is not scheduled on 2023-08-10. Do you want to schedule the session for that date?

Select another session/date

Schedule and continue



Bad request.



Site is closed on this date

This screen lets you indicate which participants attended the selected activity session on the selected date.

To filter the list of people, use the "Enrolled participants" or "All participants" option. The "Enrolled participants" option only appears for Scheduled Activities, not for Drop-in and Unscheduled Activities.

For more information on types of Activities, see the Managing Activities article.

After filtering the list or using the search bar, check the box to the left of each person's name you wish to mark as having attended. Checking the top box checks all people – if more people attended than didn't, it may be faster to check all and uncheck some.

Enrolled participants All participants Set statuses/times ✓

<input type="checkbox"/>	ID	Name	Grade Level	Status	Start Time	End Time
<input checked="" type="checkbox"/>	534210	Jason Johnson	Unknown	Enrolled	09:04 AM	12:00 PM
<input type="checkbox"/>	TST10302003x	Keller Yandow	preschool	Enrolled	09:04 AM	12:00 PM
<input checked="" type="checkbox"/>	9876543210	John Johnson	eighth grade	Enrolled	09:04 AM	12:00 PM

Show: 25 of 3 entries << < 1 > >>

Detailed description of the screenshot: The image shows a user interface for managing activity participants. At the top, there are two filter buttons: "Enrolled participants" (which is selected and highlighted in dark blue) and "All participants" (which is unselected and highlighted in light grey). To the right of these buttons is a button labeled "Set statuses/times" with a checkmark icon. Below the filters is a search bar with a magnifying glass icon and the placeholder text "Search for first name, last name, ID...". The main part of the interface is a table with columns: "ID", "Name", "Grade Level", "Status", "Start Time", and "End Time". There are three rows of data. The first row is highlighted in light blue and has a red square around its checkbox, which is checked. The second row is not highlighted and has an unchecked checkbox. The third row is highlighted in light blue and has a red square around its checked checkbox. At the bottom left, there is a "Show:" label followed by a dropdown menu set to "25" and the text "of 3 entries". At the bottom right, there are navigation arrows: two left-pointing arrows, a left-pointing arrow, a blue square containing the number "1", a right-pointing arrow, and two right-pointing arrows.

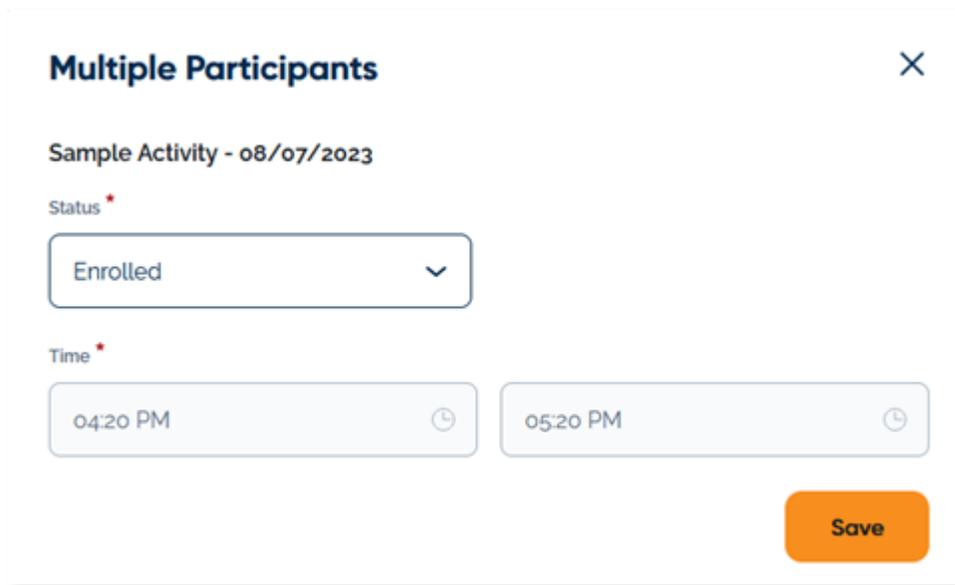
For Multiple Participants:

The next step will be to update the checked people's status as a group. All participant's status default to "Enrolled."

This is done using the "*Set the statuses/times*" button.



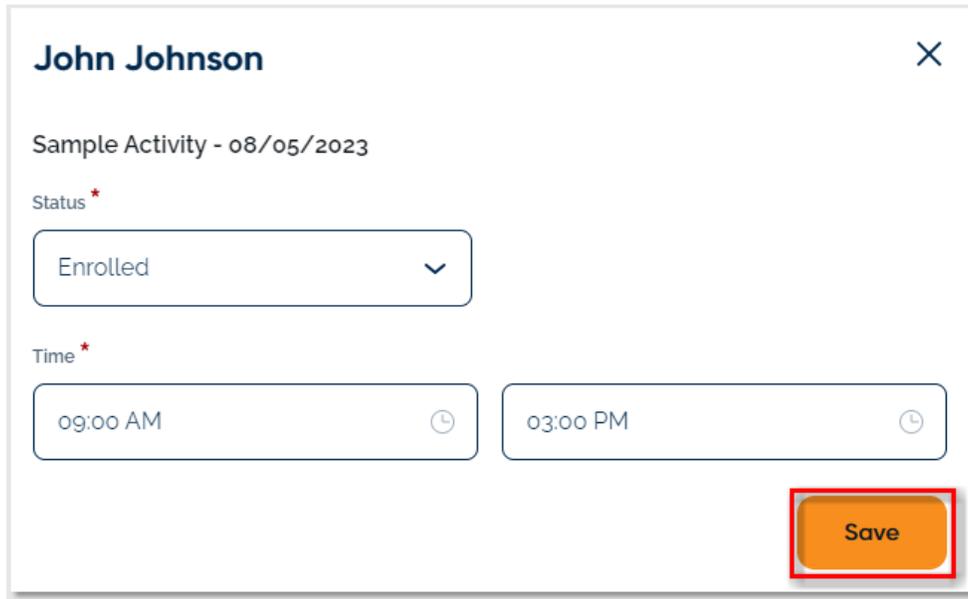
Choose the status of *Present* from the dropdown list for the multiple participants in the screen that appears. Then verify that the start and end times (defaulted from the Session Schedule set up in the Activities section) are accurate for that day's session. If not, change them.

A dialog box titled 'Multiple Participants' with a close button (X) in the top right corner. Below the title is the text 'Sample Activity - 08/07/2023'. There are two sections: 'Status' with a dropdown menu currently showing 'Enrolled', and 'Time' with two input fields for start and end times, both showing '04:20 PM' and '05:20 PM' respectively. A clock icon is next to each time field. At the bottom right is an orange 'Save' button.

Click "*Save*" when done to apply the status and times to all people in the checked group.

For an Individual Participant:

To update an individual's status, click on their name in the list of people; a screen with their name will appear where you can update their status or participation times.



The screenshot shows a modal window titled "John Johnson" with a close button (X) in the top right corner. Below the title, it says "Sample Activity - 08/05/2023". There are two main sections: "Status*" and "Time*". The "Status*" section has a dropdown menu currently set to "Enrolled". The "Time*" section has two time input fields: "09:00 AM" and "03:00 PM", each with a clock icon. At the bottom right, there is an orange "Save" button highlighted with a red border.

Click **"Save"** when done to apply the status and times to that individual.

Then click **"Done"** at the bottom right. If any of the participants enrolled for the selected Activity Session still have an "Enrolled" status, a message will appear asking if you want to set the statuses for those participants.

For example, if you want to mark all these participants to a different status, (e.g. "Excused Absent)," do that on this screen.

Or, to update the statuses/times of a different group of participants and not just those remaining as "Enrolled," repeat the steps above, checking the boxes for the new group and then using the **"Set the statuses/times"** button.



The screenshot shows a horizontal bar with two buttons: "Enrolled participants" (dark blue) and "All participants" (light grey). To the right, there is a button labeled "Set statuses/times" with a checkmark icon, which is highlighted with a red border.

Click **"Save"** when finished updating the statuses of the new group.

Click **"Done"** when complete.