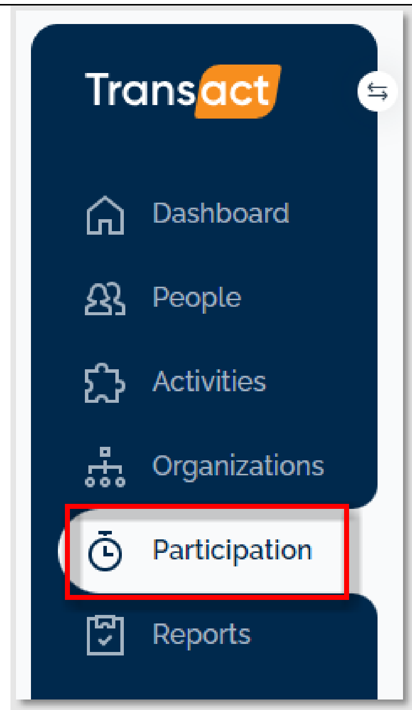
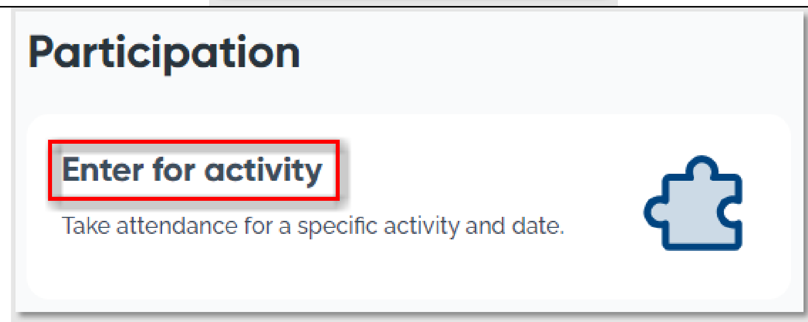
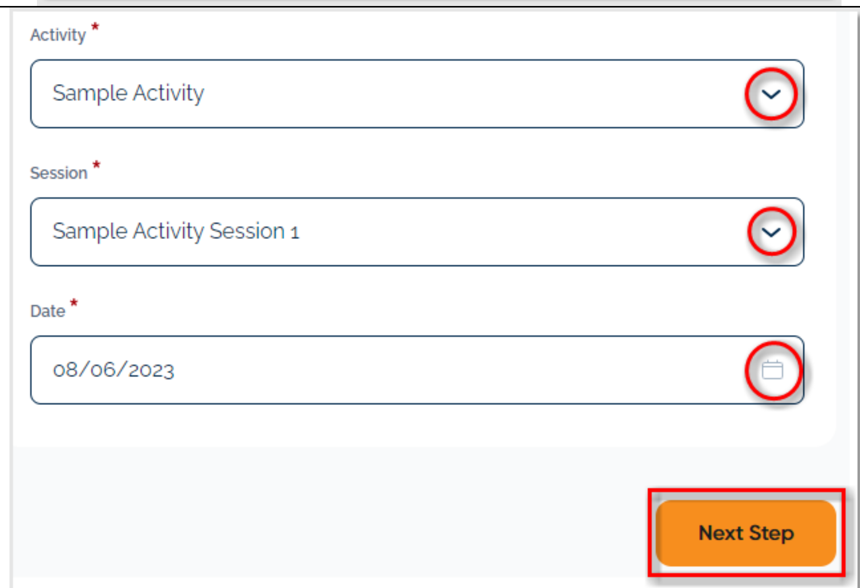
Participation Tracking for Multiple Participants

To track each date more than one participant receives a service, click the Participation Tab in the lefthand navigation menu.	
Click *"Enter for Activity."*	
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."*	

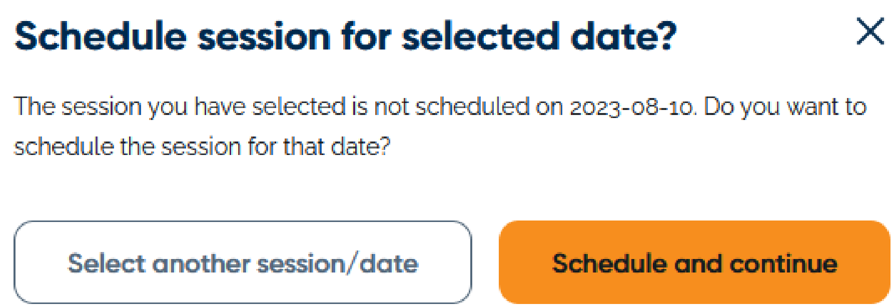
An important note about selecting dates:

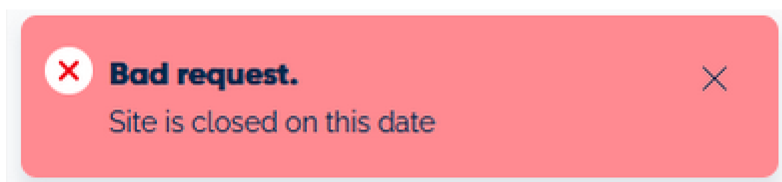
Some dates on the calendar will be crossed out and not selectable. Crossed-out dates represent dates that are not within the date range of the Session's Schedule or dates the site is closed as defined in the Site Calendar.

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.



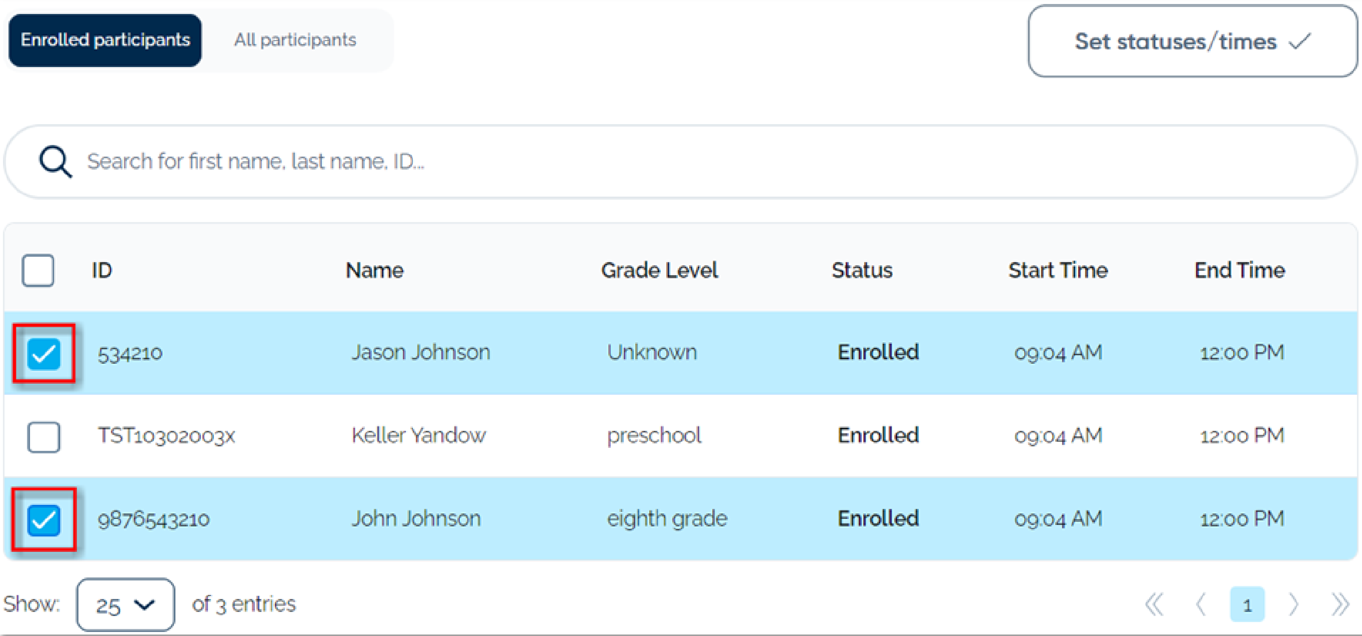


This screen lets you indicate which participants attended the selected activity session on the selected date.

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.

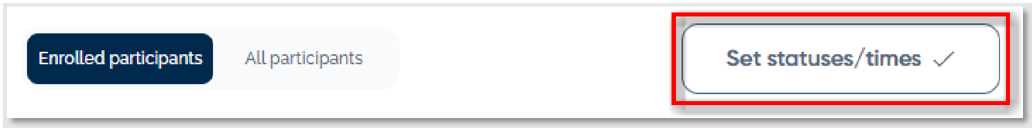
After filtering the list or using the search bar, check the box to the left of each person's name you wish to mark as having attended. Checking the top box checks all people – if more people attended than didn't, it may be faster to check all and uncheck some.



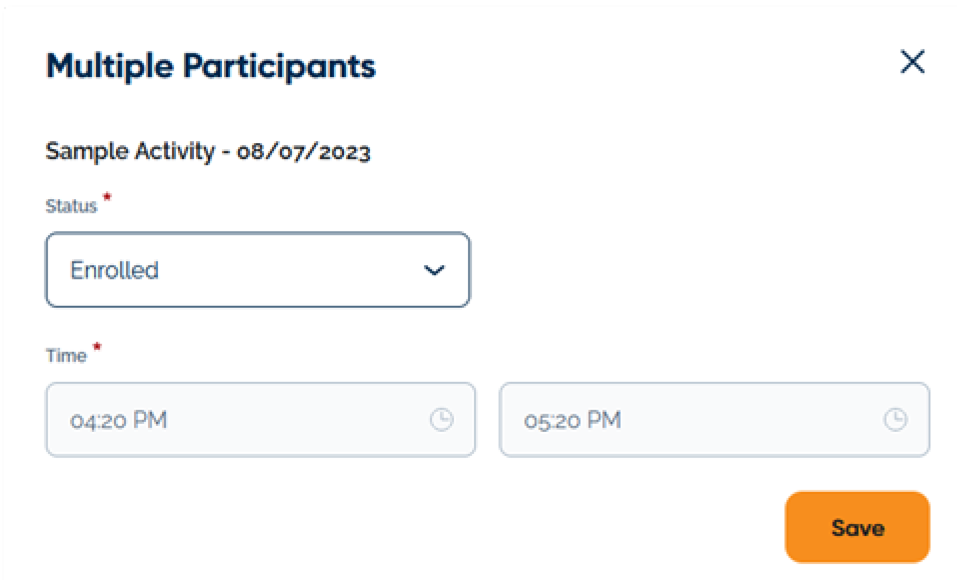
For Multiple Participants:

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.



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

For an Individual Participant:

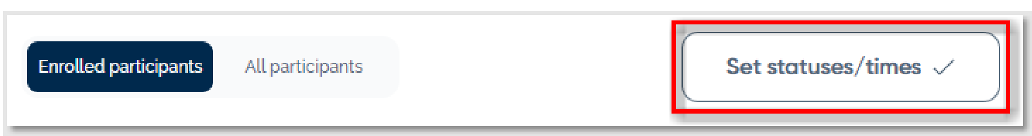
To update an individual's status, click on their name in the list of people; a screen with their name will appear where you can update their status or participation times.

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.



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

Click *"Done"* when complete.