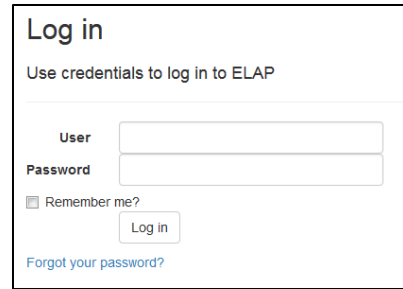
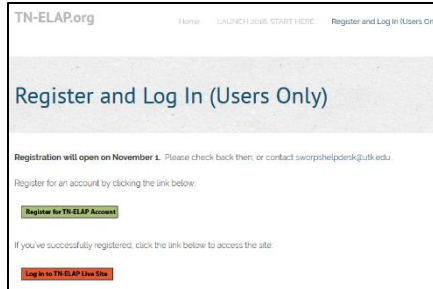


Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll be learning how to add an attendee.

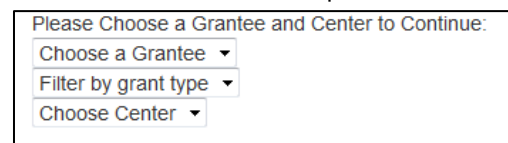
First, you'll select the TN ELAP live site link found in the Register and Log In section of the Users Only features of tn-elap.org. You can also type in the following URL: elap.sworps.tennessee.edu



If you haven't already, log in with your username and password.

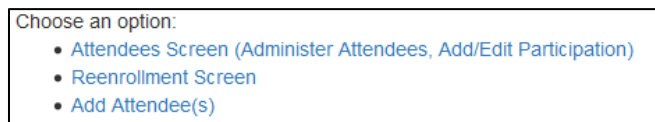
If you don't have an account, or you need an account, contact the SWORPS Help Desk or your grantee director.

Next, select your grantee, your grant, and your center.

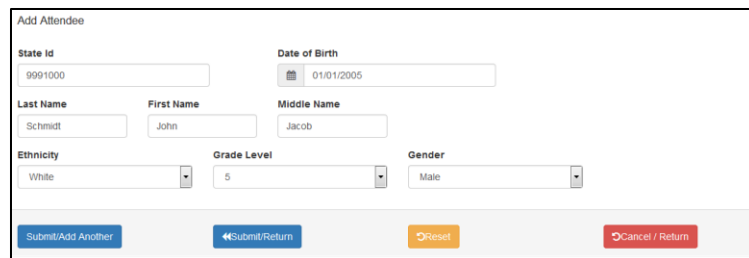


Choose the option Add Attendee.

Enter the State ID, the date of birth, the last name, first name, middle name, and other information for your attendee.



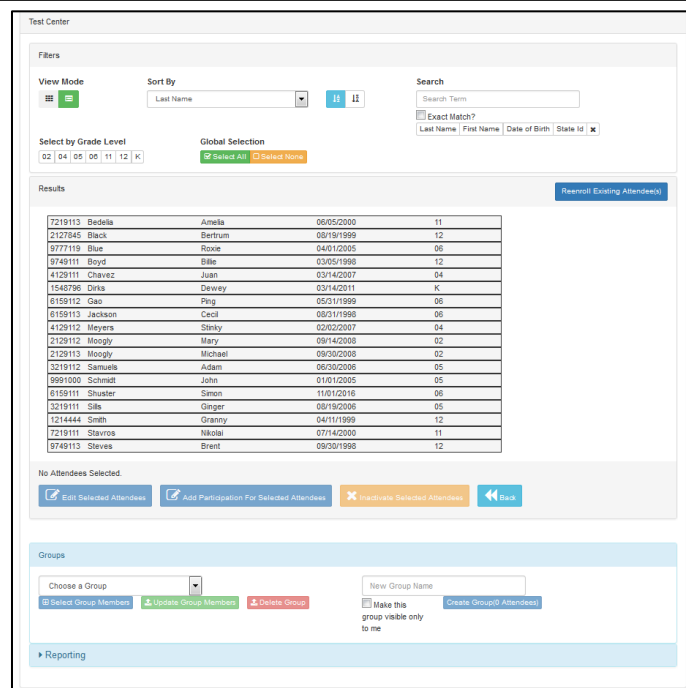
You can submit and add another or submit and return to the screen. Let's add another.



When you're adding attendees through this screen, it will automatically enroll them. Saves you a step.

This time, we'll return to the other screen.

This is your attendees screen. You can find more about what this screen can do for you at our training site or by contacting sworpshelpdesk@utk.edu



That's how you add attendees. Let us know if you need any help.

Thank you.