

Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll be adding participation.

First, you'll select the TN ELAP live site link from [tn-elap.org](http://tn-elap.org) or you can type in the following URL: [elap.sworps.tennessee.edu](http://elap.sworps.tennessee.edu)

If you haven't already, log in to the site.

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

We'll be going to what you'll begin to think of as your home base, the Attendees Screen.

Please Choose a Grantee and Center to Continue:

Choose a Grantee ▾

Filter by grant type ▾

Choose Center ▾

Choose an option:

- Attendees Screen (Administer Attendees, Add/Edit Participation)
- Reenrollment Screen
- Add Attendee(s)

ID	Name	Date of Birth	Grade
7219113	Bedelia, Amelia	06/05/2000	11
2127845	Black, Bertrum	06/19/1999	12
977719	Blue, Rowen	04/01/2005	06
9749111	Bryd, Billie	03/05/1998	12
4129111	Chavez, Juan	03/14/2007	04
1548796	Dirks, Dewey	03/14/2011	K
6159112	Gap, Ping	05/31/1999	06
6159113	Jackson, Cecil	06/31/1998	06
4129112	Meyers, Steisy	02/02/2007	04
2129112	Moogly, Mary	09/14/2008	02
2129113	Moogly, Michael	09/30/2008	02
3219112	Samuels, Adam	06/20/2006	05
9991000	Schmidt, John	01/01/2005	05
6159111	Shuster, Simon	11/01/2016	06
3219111	Silk, Ginger	08/19/2006	05
1214444	Smith, Granny	04/11/1999	12
7219111	Stavros, Nikolai	07/14/2000	11
9749113	Stevens, Brent	09/30/1998	12

To enter participation, first choose your attendees. As shown in a previous video, you can sort them, you can search for them, or you can simply select them, either by grade level, by choosing them individually, or by selecting all, which we'll do for this demonstration.

Once your attendees are selected, scroll down and click Add Participation for Selected Attendees.

The attendees you've selected should show up on this list.

You can unselect any of these attendees as well to fine tune your list.

This error message below will display until you have selected your date, the amount of time in the activity, and the

activity itself. Let's enter the participation details. I'm entering the hours and the minutes. If this is an AM or morning class I could click there. Choosing the activity group, the activity category, and the actual activity.

Now that I've entered enough information, the error message goes away.

Click OK to enter that participation.

Once it's saved, you can continue to add participation information as you need, or you can go back to the attendees screen.

Invalid date

Time in Activity

Hours : Minutes

AM / Morning Class?

0 Minutes

Choose a Group

Choose a Category

Choose an Activity

Errors Found:

You must select an activity to continue.

OK Back to Center's Attendees

And it's as easy as that. That's how you enter participation in the new system. If you have questions or encounter any difficulty, just let us know. We can be reached at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu).

Thank you.