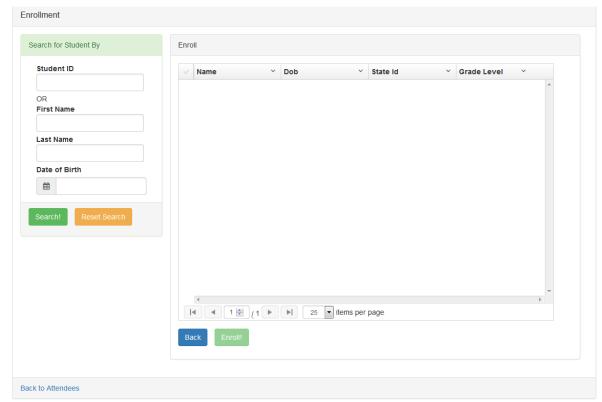
Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll look at the features on the enrollment screen. Enrollment Screen is where you'll enroll attendees that are already in the system.

Log in if you haven't already and select your grantee, your grant, and your center.

The Enrollment Screen can be found in two locations: one, from the Attendees Screen, where you can also see a list of previously enrolled attendees, and from the main menu right here. Let's use the enrollment link on the main menu.



First, when we arrive at this screen we're going to search for our attendees. I just searched on last name. All attendees with that last name should show up here. Click the box next to the name that I want to enroll and choose Enroll. I attempt to select an attendee who is already enrolled, a message will display letting me.

After I have finished enrolling attendees, I'll go back to the attendees page to check my work. And there's Cab Cassowary.

Those are the basics for enrollment. If you have questions or encounter any difficulty, just let us know. We can be reached at sworpshelpdesk@utk.edu.

Thank you.