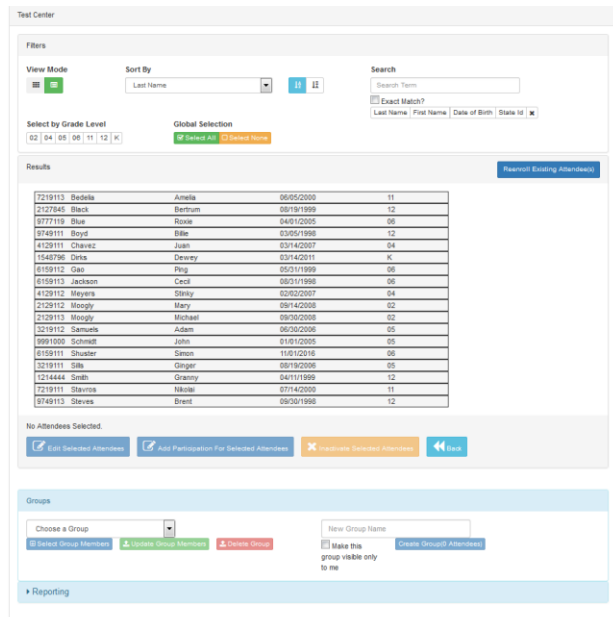


Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll be inactivating attendees. If you are familiar with the previous system, you'll recognize that this feature was previously named 'terminate attendees'. It has been re-named 'inactivate' to make it more clear that the attendee's information will remain in the system even after they've been inactivated. When an attendee is inactivated, their information will remain, but the attendee will no longer be enrolled at that site. We recommend inactivating an attendee anytime they move or are for some reason no longer attending activities at the center. Attendees may be reenrolled if desired.

First, you'll log in if you haven't already, then select your grantee, your grant, and your center.

You'll go to your Attendees Screen, also known as home base, and you can see the currently enrolled attendees.



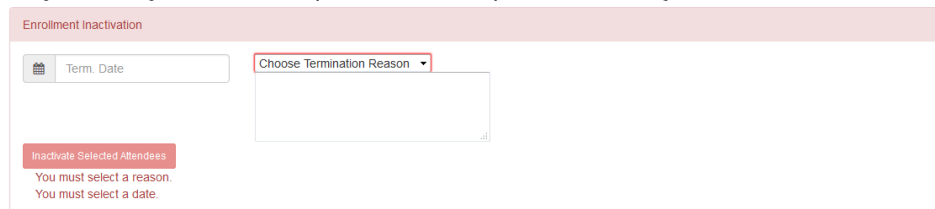
We're going to inactivate Cab Cassowary. So, I'm going to select him by clicking on him. I could also use the sort feature, I could search for him, I could look for him by grade level, can select a group, can select one or two, but today I'm just going to inactivate one attendee, so I'm simply going to click on the individual.

After I click on the person that I need to inactivate, I'll click Inactivate Selected Attendees.

Another screen will appear with some other actions I need to perform to do this. I'll select a date upon which this person needs to be inactivated. I'll choose a reason. There are a number of reasons already selected. If you have a reason that you do not see here, let us know at sworpshelpdesk@utk.edu. We're going to say that poor Cab Cassowary was suspended. If there are any notes you need to put, here is a place where you can take notes on that.



After those are entered, then click on Inactivate Selected Attendees.



Cab Cassowary, as you see, no longer appears on our list.

To reenroll attendees, use the enrollment feature that we went over in the previous video. A link to the enrollment screen is here.

I have just reenrolled Can Calloway Cassowary. As you can see, when we go back to the attendees screen, he shows up once more.

If you have questions or encounter any difficulty, just let us know. We can be reached at sworpshelpdesk@utk.edu

Thank you.