

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to add an attendee to TN-ELAP.

If you have already registered for an account, log in using your username and password. If you need help registering for an account or finding the log in page, please refer to our training videos on those topics.

Now, select your grantee and center and click the Add Attendees link.

Enter the State ID, date of birth, last name, first name, middle name and other information for your attendee. Then, click Submit/Add Another to enroll the attendee and add another.

Or click Submit/Return to enroll the attendee and return to the Attendees Screen.

From this page, you can edit attendees, update grades, add and edit participation, create groups and download reports. We will cover each of these features in additional training videos.

If you encounter any difficulties, please get in touch with us at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) and we'll be happy to help.

Please Choose a Grantee and Center to Continue:

SWORPS Testing ▾  
CCLC ▾  
SWORPS CCLC Test Center ▾

Choose an option:

- [Attendees Screen \(Administer Attendees, Add/Edit Participation\)](#)
- [Reenrollment Screen](#)
- [Add Attendee\(s\)](#)

State Id  Date of Birth

Last Name  First Name  Middle Name

Ethnicity  Grade Level  Gender

Teacher Email   FRPL?  Special Education

[Submit/Add Another](#) [Submit/Return](#) [Reset](#) [Cancel / Return](#)