

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to inactivate an attendee who is no longer enrolled at your center.

First, 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 Attendees Screen link. On this screen you can see the attendees enrolled at your Center. If you would like to learn more about sorting and selecting attendees on this screen, please refer to the training video on Navigating the Attendees Screen.

Select the attendees who need to be inactivated and click the Inactivate Selected Attendees button. Scroll down and select the date that the attendee should be inactivated, the reason for inactivation and click the Inactivate Selected Attendees button.

If you need help enrolling an attendee who has been inactivated, please refer to our training video on the Reenrollment Screen.

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)

Results Reenroll Existing Attendee(s)

2127845	Black	Bertrum	08/20/1999	12
9749111	Boyd	Billie	03/05/1998	12
3892723	Duncan	Anne	10/11/2005	06
6159112	Gao	Ping	06/01/1999	06
345270	Hobart	Eddie	10/01/2008	03
6159113	Jackson	Cecil	09/01/1998	06
2129112	Moogly	Mary	09/14/2008	02
2129113	Moogly	Michael	10/01/2008	02
000000	Newman	Alfred	10/04/2010	03
6159111	Shuster	Simon	11/01/2016	06
1212121	Smith	Allen	07/30/2010	04
<b>1414141</b>	<b>Smith</b>	<b>Bob</b>	<b>07/30/2010</b>	<b>04</b>
1214444	Smith	Granny	04/12/1999	12
9749113	Stevens	Brent	10/01/1998	12
4231195	Test	Abbie	01/01/2010	03
159159	Test	Bill	03/04/2010	04
Test999	Test	Tardigrades	02/01/2010	06
BR549	Trebor	Robert	06/03/2000	08

▶ 1 attendees selected.

[Edit Selected Attendees](#) [Edit Grades](#) [Add Participation For Selected Attendees](#) [Edit Participation](#) [Inactivate Selected Attendees](#) [Back](#)

Enrollment inactivation

[Inactivate Selected Attendees](#)

You must select an inactivation reason.  
You must select an inactivation date less than or equal to today.