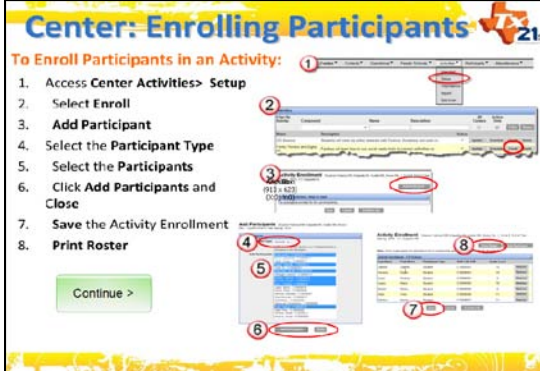


### Center: Enrolling Participants

To Enroll Participants in an Activity:

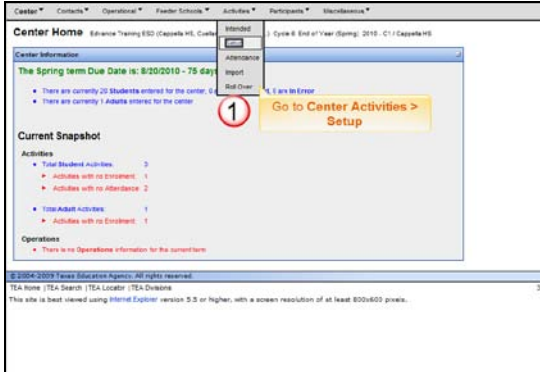
1. Access Center Activities> Setup
2. Select Enroll
3. Add Participant
4. Select the Participant Type
5. Select the Participants
6. Click Add Participants and Close
7. Save the Activity Enrollment
8. Print Roster

[Continue >](#)



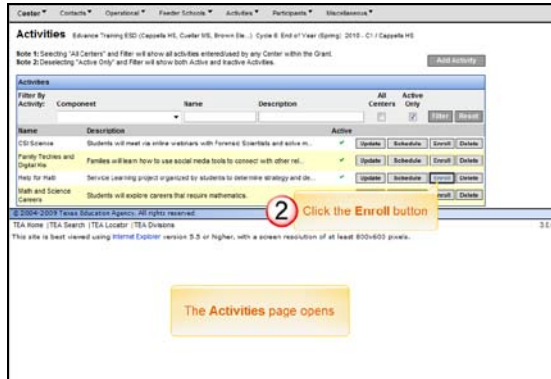
The screenshot shows a series of steps in a web application. Step 1 points to the 'Center Activities > Setup' menu. Step 2 points to the 'Enroll' button. Step 3 points to the 'Add Participant' button. Step 4 points to the 'Participant Type' dropdown. Step 5 points to the list of participants. Step 6 points to the 'Add Participants' and 'Close' buttons. Step 7 points to the 'Save' button. Step 8 points to the 'Print Roster' button.

Center: Enrolling Participants  
Text Captions: Continue >



The screenshot shows the 'Center Home' page for 'Edwin Trammell ISD (Cassella MS, Castle)'. It includes a 'Center Information' section with a 'The Spring term Due Date is: 8/20/2010 - 75 days' and a 'Current Snapshot' section with statistics for activities and operations. A callout box with a red circle containing the number '1' points to a yellow button labeled 'Go to Center Activities > Setup'.

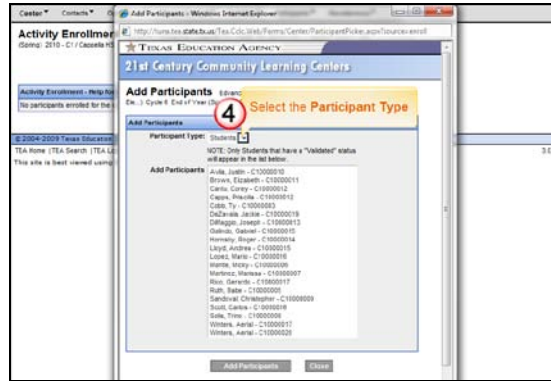
Slide 2  
Text Captions: Go to Center Activities > Setup



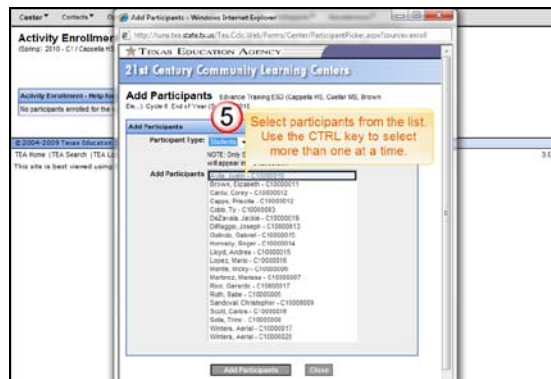
Slide 4  
Text Captions: The Activities page opens  
Click the Enroll button



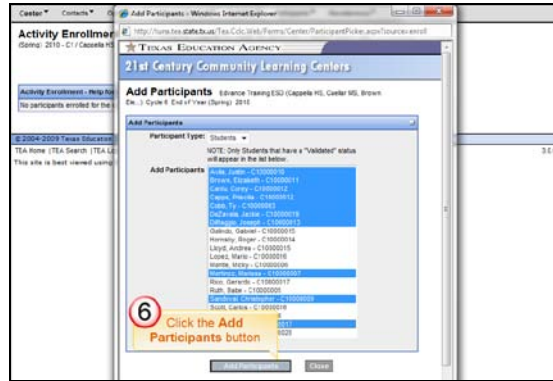
Slide 6  
Text Captions: Click the Add Participant button



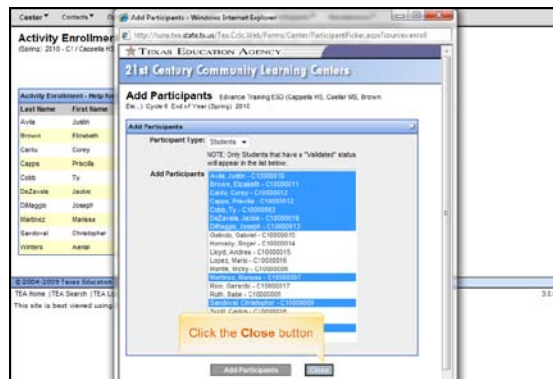
Slide 8  
Text Captions: Select the Participant Type



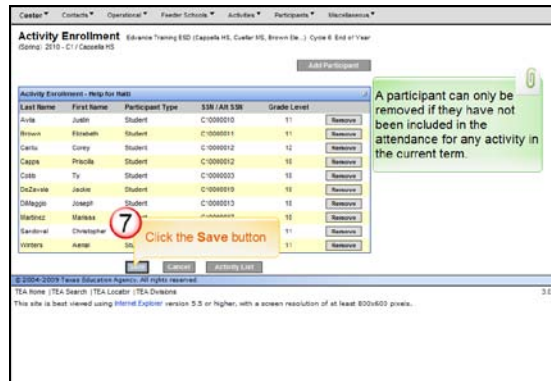
Slide 10  
Text Captions: Select participants from the list. Use the CTRL key to select more than one at a time.



Slide 14  
Text Captions: Click the Add Participants button



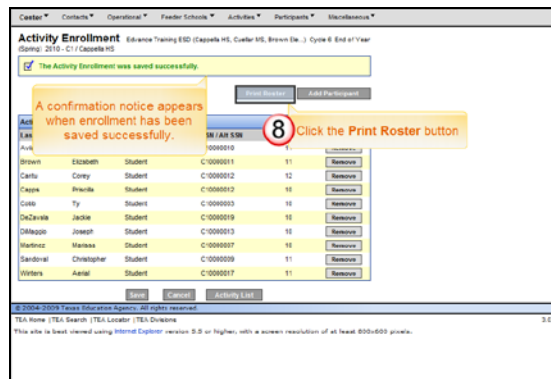
Slide 17  
Text Captions: Click the Close button



Slide 18

Text Captions: Click the Save button

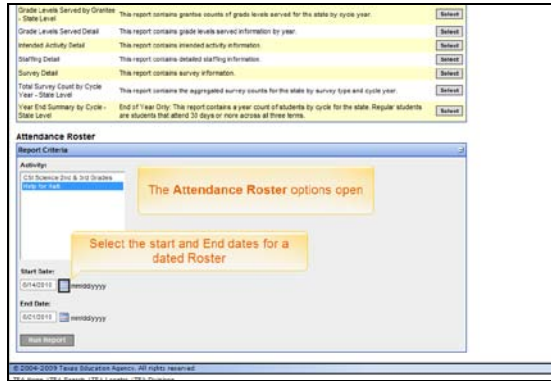
A participant can only be removed if they have not been included in the attendance for any activity in the current term.



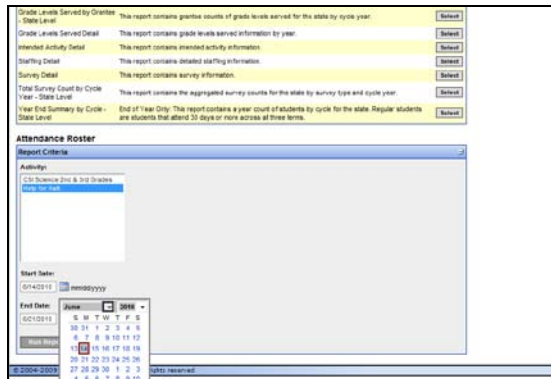
Slide 20

Text Captions: A confirmation notice appears when enrollment has been saved successfully.

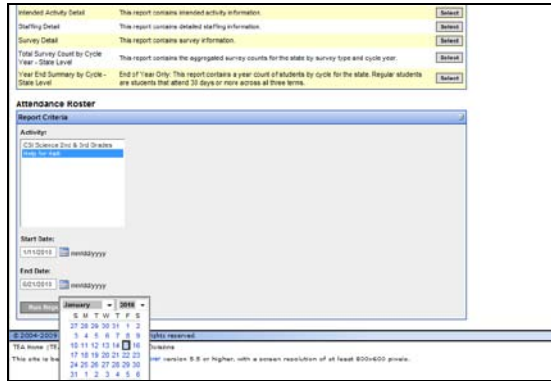
Click the Print Roster button



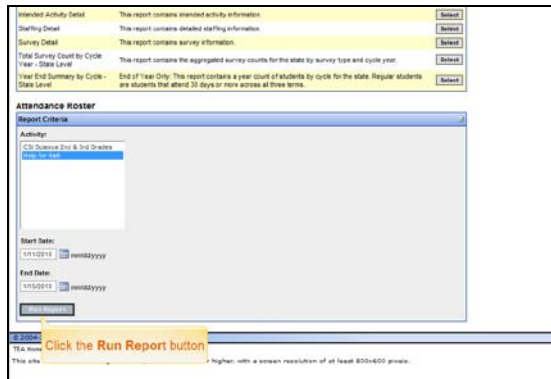
Slide 21  
Text Captions: The Attendance Roster options open  
Select the start and End dates for a dated Roster



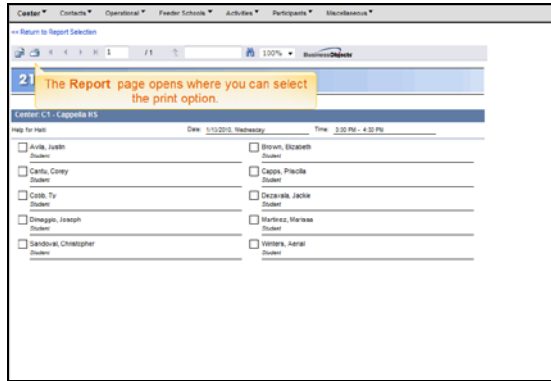
Slide 22



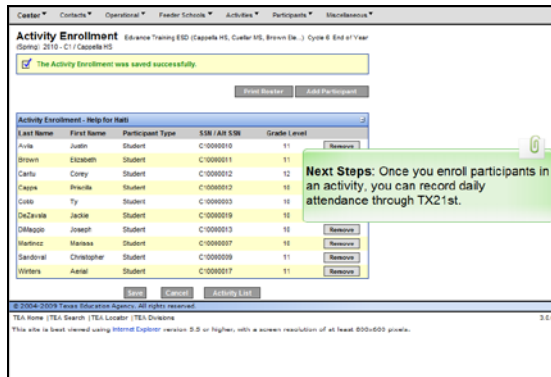
Slide 28



Slide 29  
Text Captions: Click the Run Report button



Slide 31  
Text Captions: The Report page opens where you can select the print option.



Slide 32  
Text Captions: Next Steps: Once you enroll participants in an activity, you can record daily attendance through TX21st.