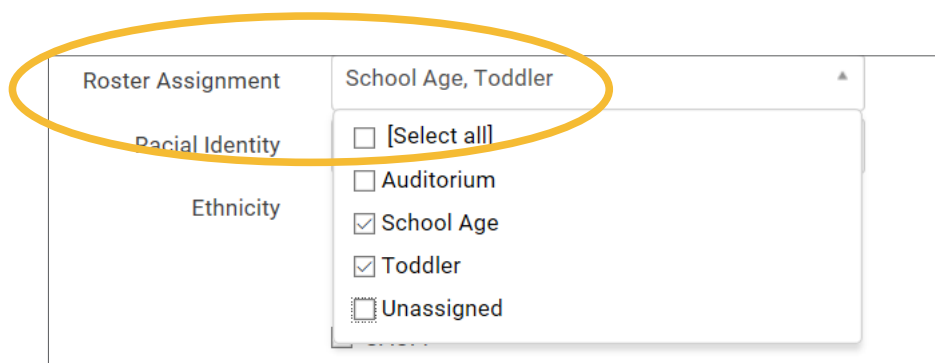


Rosters are simply lists of children. **Children can be on more than one roster and My Food Program will prevent double counting.**

### To assign a child to a roster or rosters:

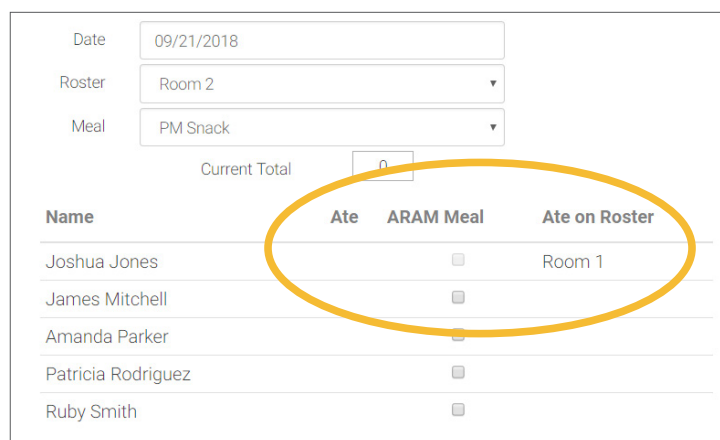
- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the child.
- Scroll down to Roster Assignment.
- Click on the name(s) of the roster to which you want the child added.
- Click “Save”.



The image shows a screenshot of a web application interface. A dropdown menu is open, showing options for assigning a child to a roster. The menu is titled "Roster Assignment" and "School Age, Toddler". The options are:  [Select all],  Auditorium,  School Age,  Toddler, and  Unassigned. The dropdown menu is highlighted with a yellow oval.

### How My Food Program prevents children on multiple rosters from being double-counted:

- **Web App:** If a child is on multiple rosters and has already been checked in on a meal on one roster, you will get a prompt that prevents you from checking them in for the same meal on a different roster:



The image shows a screenshot of the Web App interface. At the top, there are fields for Date (09/21/2018), Roster (Room 2), and Meal (PM Snack). Below these fields is a "Current Total" field with the value 0. A table is displayed below the "Current Total" field. The table has columns for Name, Ate, ARAM Meal, and Ate on Roster. The table is highlighted with a yellow oval.

Name	Ate	ARAM Meal	Ate on Roster
Joshua Jones	<input type="checkbox"/>	<input type="checkbox"/>	Room 1
James Mitchell	<input type="checkbox"/>	<input type="checkbox"/>	
Amanda Parker	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia Rodriguez	<input type="checkbox"/>	<input type="checkbox"/>	
Ruby Smith	<input type="checkbox"/>	<input type="checkbox"/>	

- **Mobile App:** If a child has already been checked in on another roster, their name is already marked.
- **Paper:** When transferring paper attendance and meal counts to the website, My Food Program will alert user that child was already checked in.