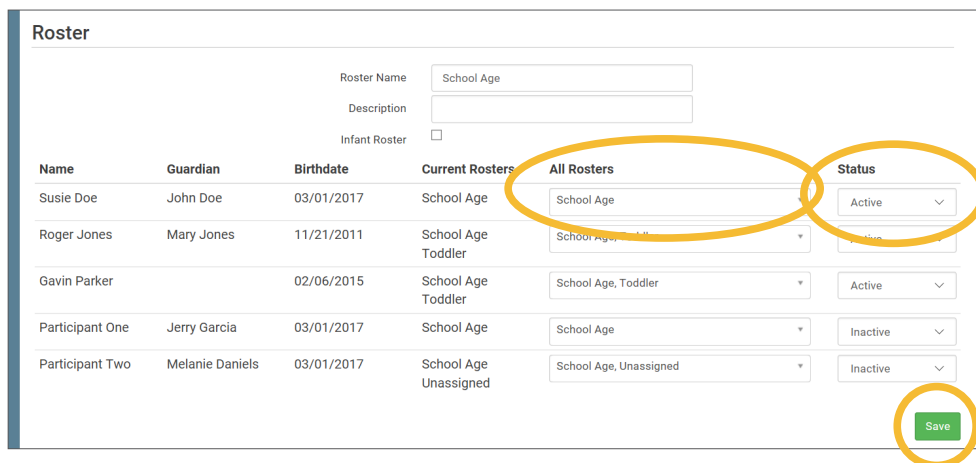


The children that are assigned to each roster can be managed individually on each participant's information page. If you need to move a lot of children and don't wish to click them individually, you can manage roster assignments easily on the roster page.

### To manage roster assignments for multiple participants:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the roster that contains the children you need to manage.
- On the roster page, you will see the following columns:
  - Name
  - Guardian
  - Birthdate
  - Current Rosters
  - All Rosters
  - Status
- Use the drop-down menus in the "All Rosters" column to change roster assignments of multiple participants. For example, when a group of preschoolers enroll in school and are promoted to the school-age roster.
- Use the drop-down menus in the "Status" column to change the status of multiple participants quickly. For example, if you have a roster of children who only attend during the summer and now they will be inactive.
- Click "Save" and all changes will be applied to all the children with altered roster assignments or status.



**Roster**

Roster Name:

Description:

Infant Roster:

Name	Guardian	Birthdate	Current Rosters	All Rosters	Status
Susie Doe	John Doe	03/01/2017	School Age	School Age	Active
Roger Jones	Mary Jones	11/21/2011	School Age Toddler	School Age, Toddler	Inactive
Gavin Parker		02/06/2015	School Age Toddler	School Age, Toddler	Active
Participant One	Jerry Garcia	03/01/2017	School Age	School Age	Inactive
Participant Two	Melanie Daniels	03/01/2017	School Age Unassigned	School Age, Unassigned	Inactive