

Participants & Rosters: Households & Participants: Adding Children: Participant Roster Assignments



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”.

A screenshot of a web application interface. A dropdown menu is open, showing options for assigning a child to a roster. The options are: [Select all], Auditorium, School Age, Toddler, and Unassigned. The "School Age" and "Toddler" options are checked. The dropdown is titled "Roster Assignment" and "School Age, Toddler". The background shows a form with fields for "Racial Identity" and "Ethnicity".

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:

A screenshot of a web application interface. At the top, there are fields for "Date" (07/29/2018), "Roster" (Toddler), and "Meal" (Breakfast). Below these is a "Current Total" field showing "0". A table lists children's names: Jane Doe, Susie Doe, Roger Jones, Gavin Parker, Nia Parker, and Jane Smith. To the right of the names are two columns: "Ate" and "Ate on Roster". The "Ate" column has checkboxes for each child. The "Ate on Roster" column has the text "Preschool" for Jane Doe and is empty for the others. A yellow oval highlights the "Ate" and "Ate on Roster" columns.

- **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.