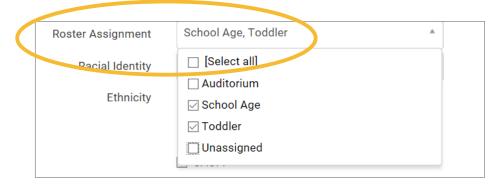
Participants & Rosters: Households & Participants: Adding Children: Participant Roster Assignments



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

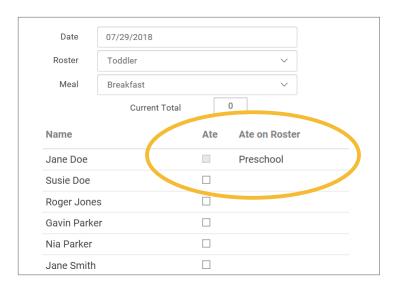
To assign a child to a roster or rosters:

- 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".



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:



- 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.