

Participants & Rosters: Managing Roster Assignments



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:
 - Roster Name
 - Description
 - Infant Roster Option
 - ARAM Roster Option
 - Roster Participant Count
- You will also see the following columns for all participants:
 - Name
 - Guardian
 - Birthdate
 - Current Rosters
 - All Rosters
 - Status
- There is a blue button labeled "Show (or Hide) Inactive Participants" that allows you to quickly show or hide those participants that are not currently active.
- 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.

The screenshot shows the "Roster" management interface. At the top, there are fields for "Roster Name" (set to "Infant"), "Description", "Infant Roster" (checked), and "ARAM Roster" (unchecked). Below these is a "Roster Participant Count" field set to "2". A table lists participants with columns: Name, Guardian, Birthdate, Current Roster, All Rosters, and Status. Two participants are listed: Benjamin Cabbage and Carter Hoffman. The "All Rosters" and "Status" columns for both participants have yellow circles around their respective dropdown menus. A blue button "Show (or Hide) Inactive Participants" is located above the "Status" column. A green "Save" button is at the bottom right, also circled in yellow.

Name	Guardian	Birthdate	Current Roster	All Rosters	Status
Benjamin Cabbage	Kristina Cabbage	10/16/2019	Infant	Infant	Active
Carter Hoffman	Beth Hoffman	09/23/2019	Infant	Infant	Active