

Since participants from the same household often maintain the same schedule, there is a short-cut that allows users to copy the schedule of a participants from the same household.

To copy a schedule from a sibling:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to Participant Schedule.
- Select the name of the participants from the same household from the drop-down menu.
- The schedule will then be populated. If the participants from the same household did not have any schedule information, then nothing will be copied.
- Click “Save”.

