

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

To assign a participant to a roster or rosters:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Scroll down to Roster Assignment.
- Click on the name(s) of the roster to which you want the participant added.
- Click “Save”.

Roster Assignment	All selected
Racial Identity	<input checked="" type="checkbox"/> [Select all]
Ethnicity	<input checked="" type="checkbox"/> Monday Attendees
	<input checked="" type="checkbox"/> Tuesday Attendees

How My Food Program prevents participants on multiple rosters from being double-counted:

- **Web App:** If a participant 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:

Date	<input type="text" value="09/10/2018"/>	
Roster	<input type="text" value="Tuesday Attendees"/>	
Meal	<input type="text" value="Breakfast"/>	
Current Total	<input type="text" value="0"/>	
Name	Ate	Ate on Roster
Delia Barber	<input type="checkbox"/>	
Gary Fernandez	<input type="checkbox"/>	Monday Attendees
Laurie Fuller	<input type="checkbox"/>	
Winifred Meyers	<input type="checkbox"/>	
Delbert Reynolds	<input type="checkbox"/>	Monday Attendees
June Sandoval	<input type="checkbox"/>	Monday Attendees

- **Mobile App:** If a participant 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 participant was already checked in.