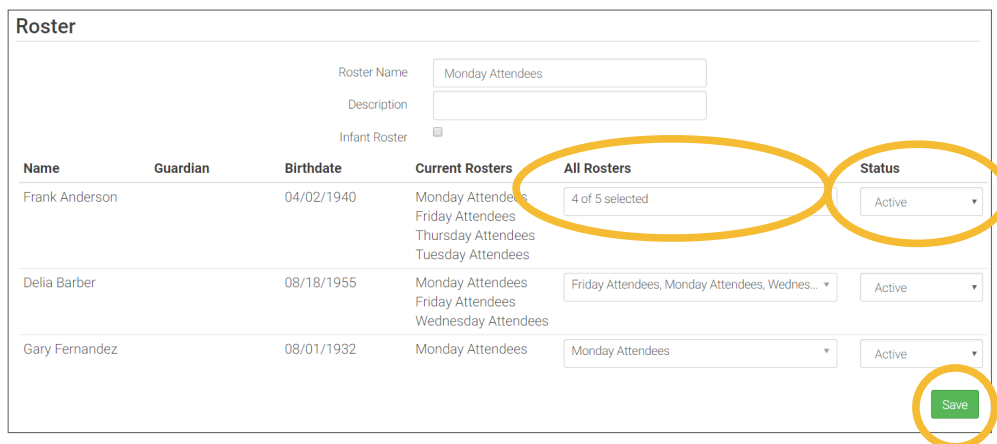


The participants that are assigned to each roster can be managed individually on each participant's information page. If you need to move a lot of participants and don't wish to click them individually, you can manage roster assignments easily on the roster page.

### 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 participants you need to manage.
- On the roster page, you will see the following columns:
  - Name
  - Guardian
  - Birthdate
  - Current Rosters
  - All Rosters
  - Status
- Use the drop-down menus in the "All Rosters" column to change roster assignments of multiple participants.
- 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 participants who only attend during the summer and now they will be inactive.
- Click "Save" and all changes will be applied to all the participants with altered roster assignments or status.



**Roster**

Roster Name: Monday Attendees  
Description:   
Infant Roster:

Name	Guardian	Birthdate	Current Rosters	All Rosters	Status
Frank Anderson		04/02/1940	Monday Attendees Friday Attendees Thursday Attendees Tuesday Attendees	4 of 5 selected	Active
Delia Barber		08/18/1955	Monday Attendees Friday Attendees Wednesday Attendees	Friday Attendees, Monday Attendees, Wednes...	Active
Gary Fernandez		08/01/1932	Monday Attendees	Monday Attendees	Active

Save