

Rosters are simply lists of participants. **Participants can be on more than one roster and My Food Program will prevent double counting.** Different centers use rosters in different ways. Here are some examples:

1. The most common way to use rosters is to have them be a list of participants by room.
2. Creating lists based on schedules. For example: a roster of participants who attend on Monday, Wednesday, and Friday and another roster of participants who attend on Tuesday and Thursday.
3. Sorting participants according to the shifts run by the center. For example: a weekday roster and a weekend roster.

There is no limit to the number of rosters you can create or the number of participants who can be on a roster.

### To create a new roster:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the blue “New Roster” button in the upper-right.
- Give your roster a name and description.
- Select the box that says “Infant Roster” for any rosters that are for infants. Checking this box will allow teachers to take meal counts at any time during the day (although never before a meal has occurred). This flexibility is allowed because centers are to follow infant feeding preferences rather than strict meal times.
- Select the box that says “ARAM Roster” for any At-Risk Afterschool rosters. This should be selected by default for all Afterschool Program sponsors.
- Click “Save”.
- Your new roster is now available.

**Roster**

Roster Name

Description

Infant Roster

ARAM Roster

Name	Guardian	Birthdate	Current Rosters	All Rosters	Status
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Rosters can always be renamed by clicking on the name of the roster, typing the new name and clicking “Save”.