To withdraw a child from the participant page:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the participant.
- Under Status select "Inactive".
- The Date Withdrawn will auto-populate with the current date. You can manually change the date, but keep in mind that a child who has an Inactive status will not appear on attendance or meal count screens.
- Scroll to the bottom and click "Save".

To withdraw a child from the roster list:

- Click on "Participants & Rosters" on the main dashboard.
- Click on the name of the roster that the participant is on.
- Next to the participant's name, under Status, select "Inactive" from the drop-down menu.
- Note: you are not able to change the withdrawn date from this screen.
- Click "Save".