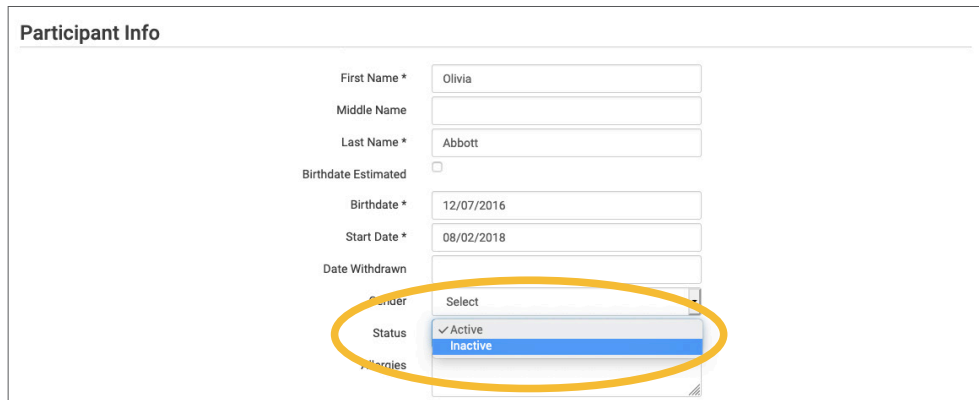


# Participants & Rosters: Households & Participants: Withdrawing a Participant

## To withdraw a participant 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- The Date Withdrawn will auto-populate with the current date.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 participant who has an Inactive status will not appear on attendance or meal count screens.
- Scroll to the bottom and click “Save”.



**Participant Info**

First Name \* Olivia

Middle Name

Last Name \* Abbott

Birthdate Estimated

Birthdate \* 12/07/2016

Start Date \* 08/02/2018

Date Withdrawn

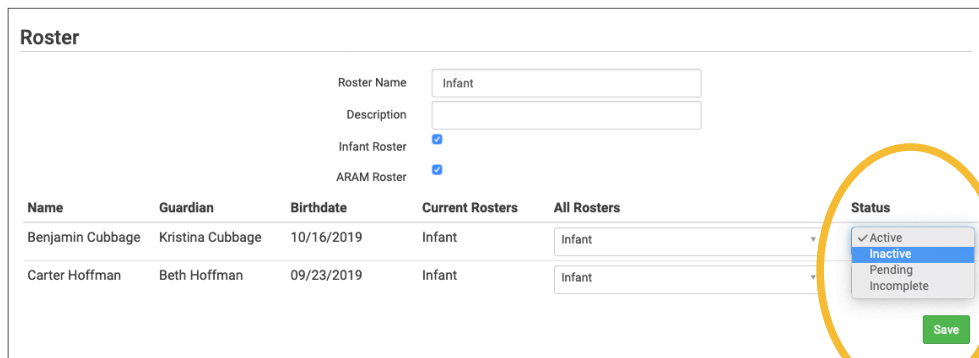
Gender Select

Status  Active  
 Inactive

Categories

## To withdraw a participant 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- Note: you are not able to change the withdrawn date from this screen.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”.



**Roster**

Roster Name Infant

Description

Infant Roster

ARAM Roster

| Name             | Guardian         | Birthdate  | Current Rosters | All Rosters |
|------------------|------------------|------------|-----------------|-------------|
| Benjamin Cabbage | Kristina Cabbage | 10/16/2019 | Infant          | Infant      |
| Carter Hoffman   | Beth Hoffman     | 09/23/2019 | Infant          | Infant      |

Status  Active  
 Inactive  
 Pending  
 Incomplete

Save