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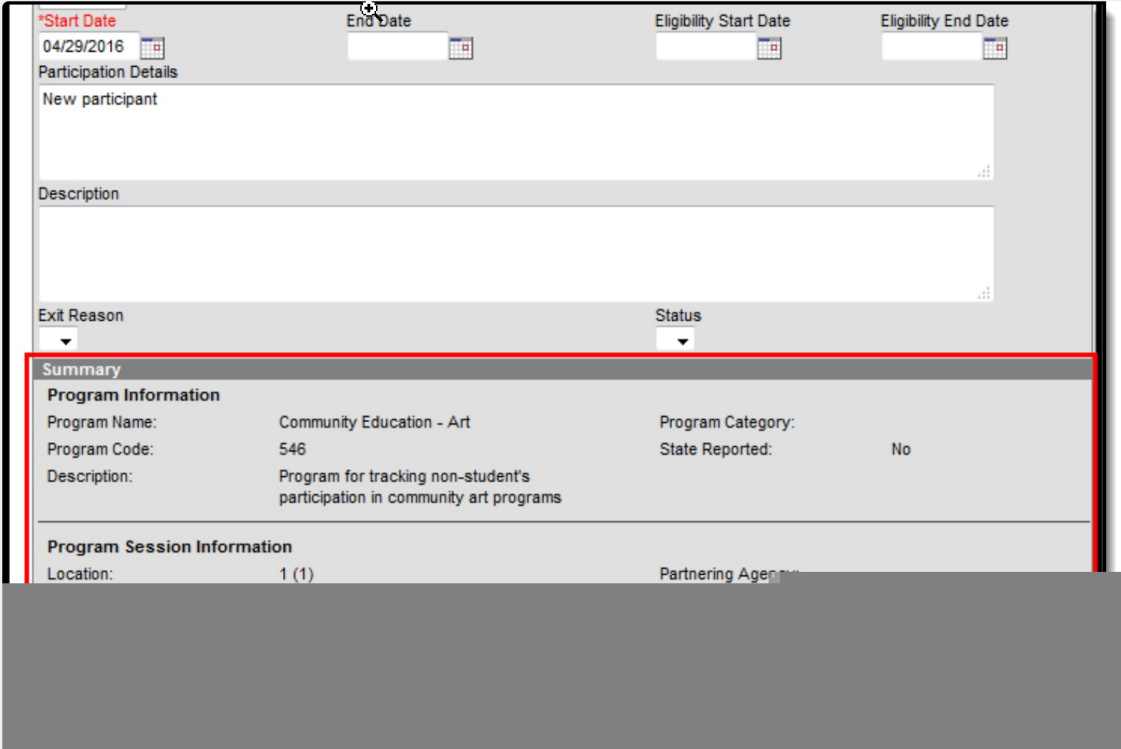
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Program Summary

Assign an Individual to a Program

Follow these procedures for adding a program to one individual. Use the [Batch Assignment Tool](#) to assign multiple people to the same program.

1. Click the **New** icon. A **Program Participation Detail** editor displays.
2. Select the appropriate **Program** from the dropdown list.
3. If applicable, select a **Program Session** from the dropdown list.
4. Enter the **Start Date**.
5. Enter information on the **Participation Details** and the Description of the program.
6. Click the **Save** icon when finished.

Edit and Delete Program Assignments

To modify details of an individual's assigned program, select the Program from the Program Participation Editor and make the necessary changes. If a program start date was entered incorrectly, editing the program assignment is fine. When an individual has participated for even one day but has decided to no longer continue, edit the program and enter appropriate end dates.

If the assigned program was incorrect, it is best to delete the program (click the **Delete** icon) and assign the correct program. This completely removes any record of the individual being involved in the Program.

Print Program Assignments

The Print icon generates a Programs Participation Detail Report (in PDF format) that lists the programs assigned to the individual. Active programs and active programs with sessions display first, then inactive programs and inactive programs with sessions. Programs that have a future end date are considered active (until the date has passed).

Generated: 04/29/2016		Page 1 of 1	
Programs Participation Detail Report			
Name: Cindy Parent			
<hr/>			
Active Programs with Sessions			
Program Name: Community Education - Art	Program Category: Not Applicable		
Program Session Name: Art 1A	Location: 1		
Start Date: 04/29/2016	Instructor: Not Applicable		
End Date:	Partnering Agency: Not Applicable		
Eligibility Start Date:	Program Manager: Not Applicable		
Eligibility End Date:	Comments: Art 1A class, early Summer Session (May 1 - June 30)		
Participation Details: New participant	Status: Not Applicable		
Exit Reason: Not Applicable	Participation Description: Not Applicable		
Program Description: Program for tracking non-student's participation in community art programs			
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Inactive Programs with Sessions			
Program Name: Community Education - Art	Program Category: Not Applicable		
Program Session Name: Art 1B	Location: Not Applicable		
Start Date: 07/01/2016	Instructor: Not Applicable		
End Date:	Partnering Agency: Not Applicable		
Eligibility Start Date:	Program Manager: Not Applicable		
Eligibility End Date:	Comments: Community Art 1B, summer session (July 1 - Aug 31)		
Participation Details: Continuing participant	Status: Not Applicable		
Exit Reason: Not Applicable	Participation Description: Not Applicable		
Program Description: Program for tracking non-student's participation in community art programs			

Programs Participation Detail Report