

Step 3: Upload Sign-in Sheet & Assign Participants

Upload the Sign-in Sheet

Note: Only an exercise's **Point of Contact** can upload the exercise Sign-in Sheet.

1. Click on **Exercises** in the header menu.

The screenshot shows the KETS (Kansas Exercise Tracking System) interface. The header menu includes 'Home', 'Exercises' (highlighted with an orange box), 'County', 'Reports', and 'Help'. The user is logged in as 'Sunflower CEC'. The main heading is 'Exercises' with an 'Add New Exercise' button. Below is a search bar with fields for Name, City, State, Type, Start date, and End date. A table titled 'All Exercises' is displayed with columns: Name, Location, Type, Date, and Edit. The table contains two entries: 'Allen County 2019 TEPW' and 'JoCo EOC Full-Scale'.

Name	Location	Type	Date	Edit
Allen County 2019 TEPW	Iola	TEPW	Oct 8, 2019	
JoCo EOC Full-Scale	Olathe	Full-Scale	Sep 25, 2019	

2. Scroll down to the **My Exercises** list. Click the name of the exercise that needs the sign-in sheet uploaded.

The screenshot shows the 'My Exercises' section of the KETS interface. The 'My Exercises' tab is highlighted with an orange box. Above the table is a pagination control showing page 1 of 6. The table has columns: Name, Location, Type, Date, and Edit. The entry 'Sunflower Co Active Shooter TTX' is highlighted with an orange box. The footer of the page includes 'Kansas Exercise Tracking System — Copyright © 2014 - 2019' and a 'Help' link.

Name	Location	Type	Date	Edit
Jumping Jack	Marion	Tabletop	May 21, 2019	
Ottawa County Exercise	Manhattan	Tabletop	May 15, 2019	
Sunflower Co Active Shooter TTX	Crisis City	Tabletop	Jun 17, 2019	

3. On the Exercise Summary page, find the **Exercise Files** box.

KETS tracking system

Home Exercises County Reports Help Sunflower CEC (logout)

Sunflower Co Active Shooter TTX

Type: Tabletop
Date: Jun 17, 2019
Location: Crisis City
Hosted By Sunflower County
Point of Contact: Sunflower CEC
Number of Participants: 20
Core Capabilities: On-scene Security, Protection, and Law Enforcement (primary)
Notes: None

[Edit Exercise](#)

Exercise Files X Upload Sign-in Sheet Hide ▾

No exercise files.

[Add Exercise File](#)

Participants X Add Participants Hide ▾

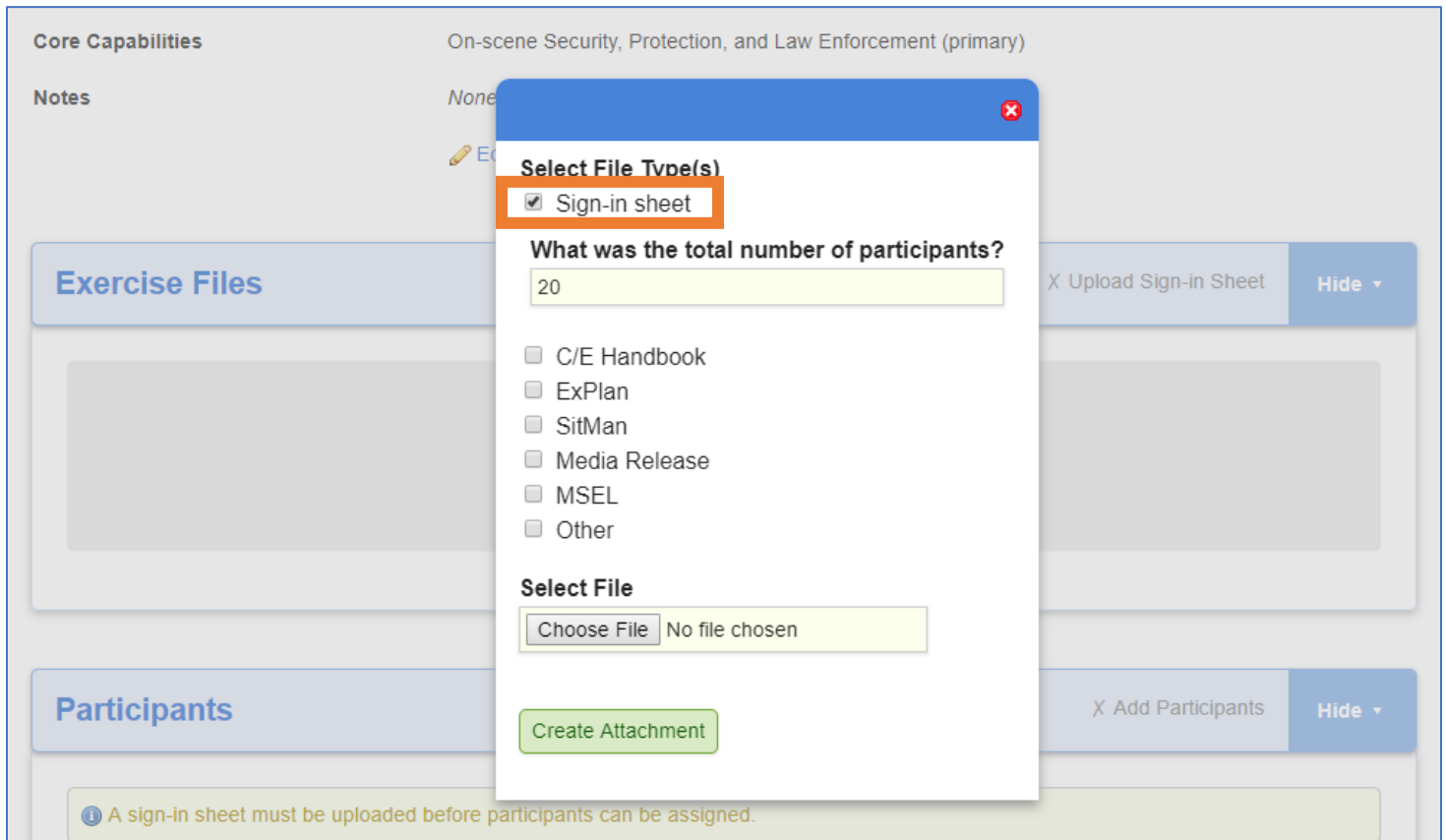
4. Click **Add Exercise File**.

Exercise Files X Upload Sign-in Sheet Hide ▾

No exercise files.

[Add Exercise File](#)

5. Select the file type **Sign-in sheet**. (Note: If the sign-in sheet file also includes multiple file types, check all that apply.)
 - Check the total number of participants for the exercise matches the sign-in sheet; if needed, update the number of participants.



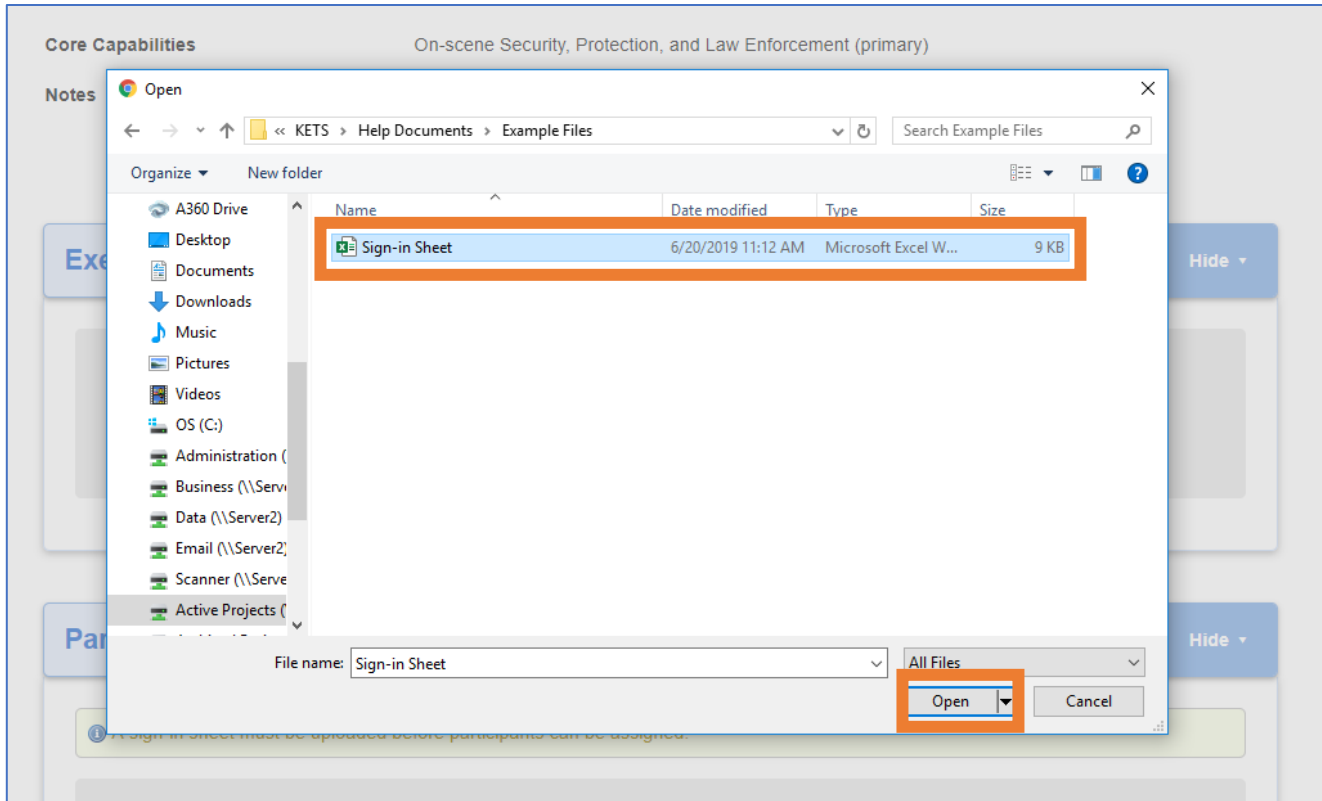
6. Click **Choose File** or **Browse...**, depending on the browser.

Select File

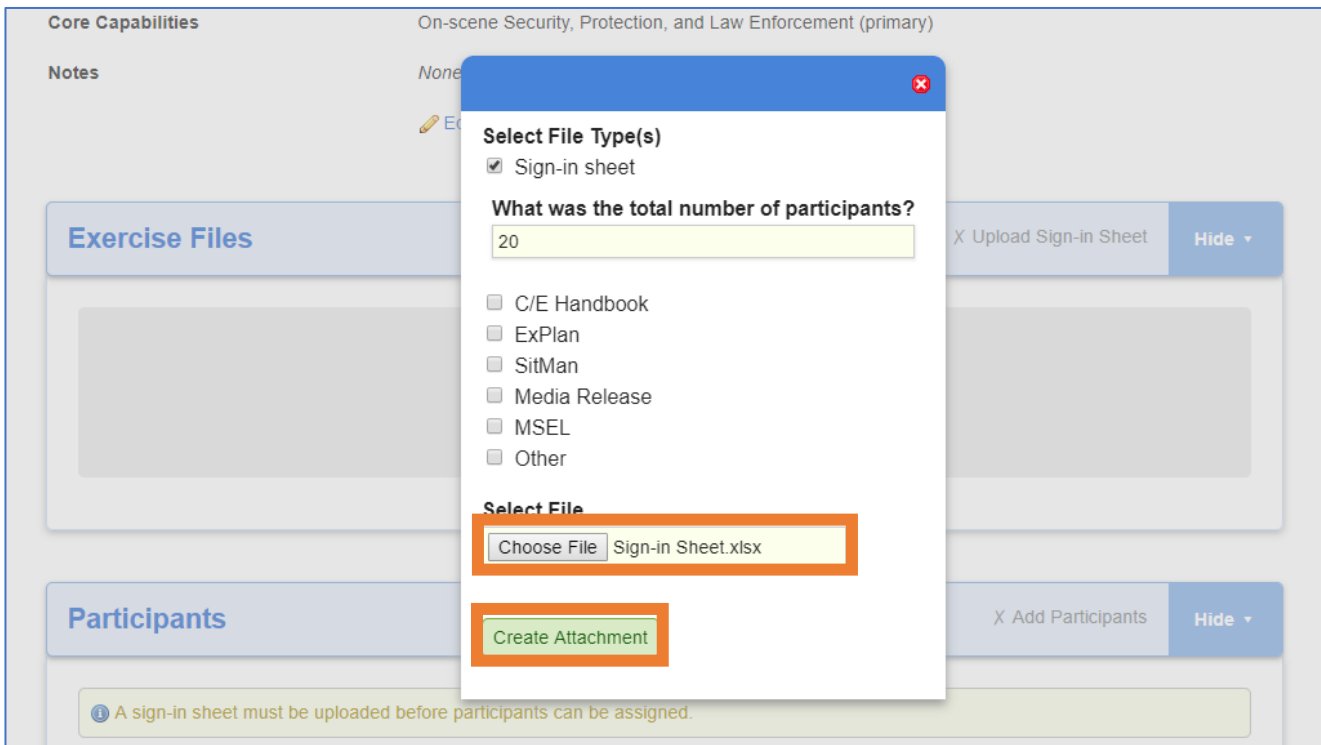
No file chosen

Select File

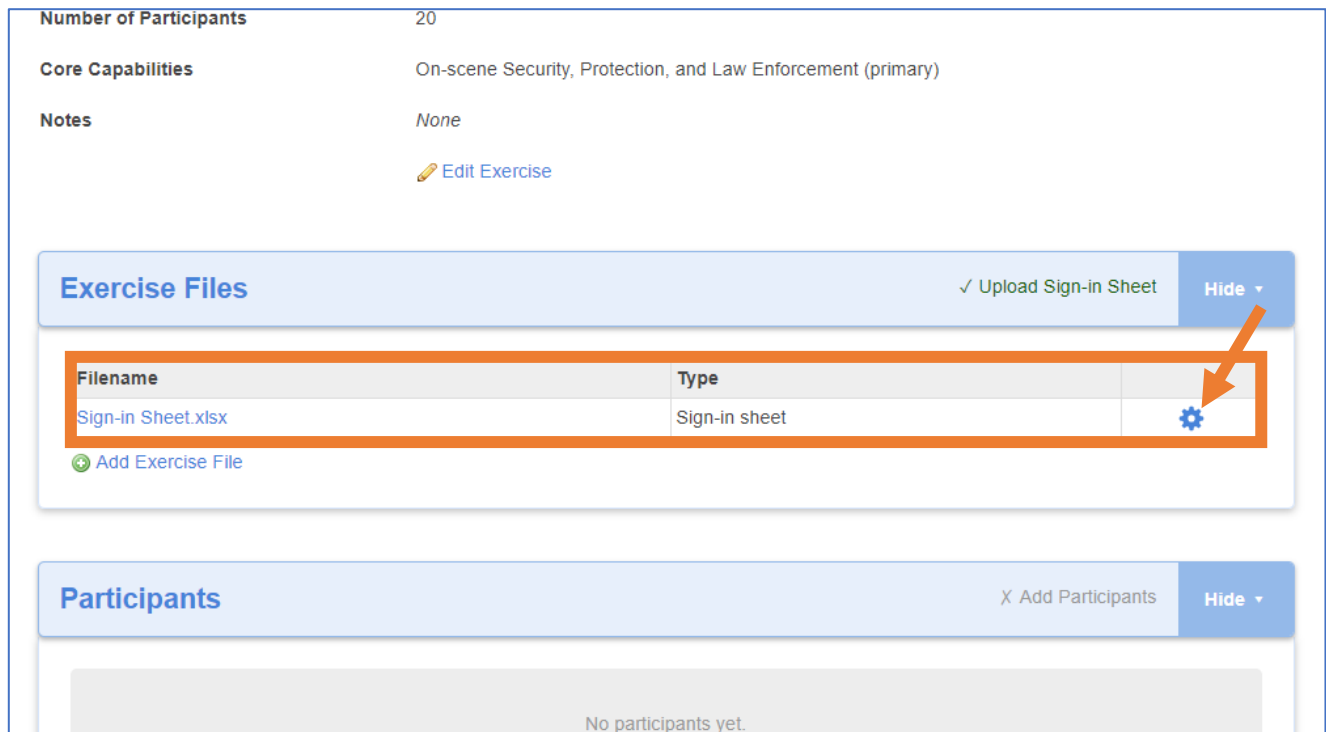
7. Find and select the file to upload. Click **Open**.



8. The file name will appear next to the Choose File or Browse button. Click **Create Attachment**.



9. The file will appear in the **Exercise Files** box.
To edit or delete an uploaded file from the exercise, click the **blue gear icon**.



Assign Participants to the Exercise

1. **Counties must be added**, and a **sign-in sheet must be uploaded** before participants can be assigned to an exercise for both the Host County and the Participating Counties. *Note: Only EMPG-funded personnel from counties added to the exercise can be added as participants for the Host County.*
2. If your county is the **Host County**, please view **steps 3-8**. If your county is a **Participating County**, please view **steps 9-20**.
3. For the **Host County**: on the **Exercise Summary** page, scroll down to the **Participants** box.

Exercise Files

✓ Upload Sign-in Sheet Hide ▾

Filename	Type	
Sign-in Sheet.xlsx	Sign-in sheet	

Add Exercise File

Participants

X Add Participants Hide ▾

No participants yet.

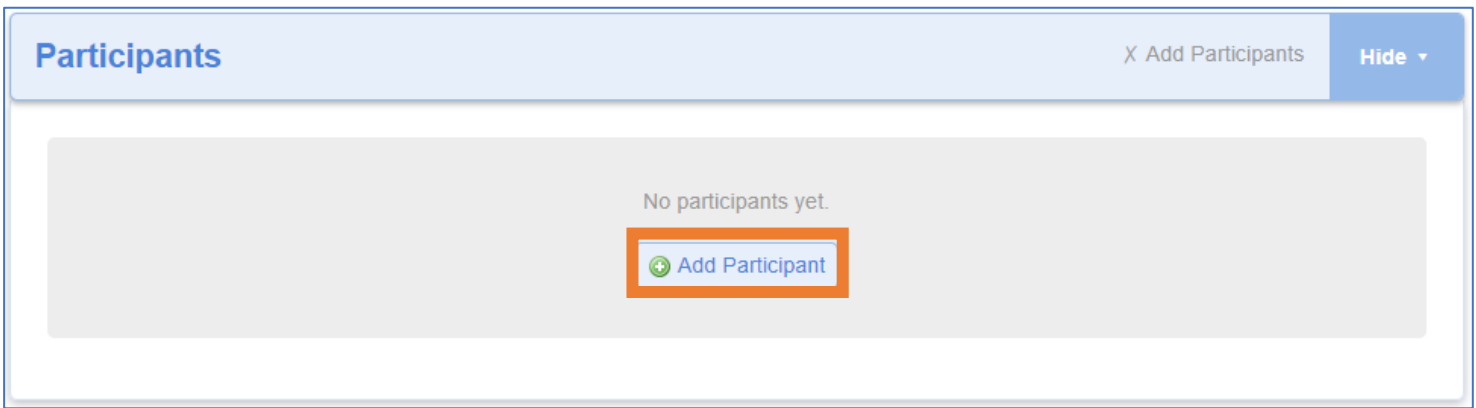
Add Participant

Counties

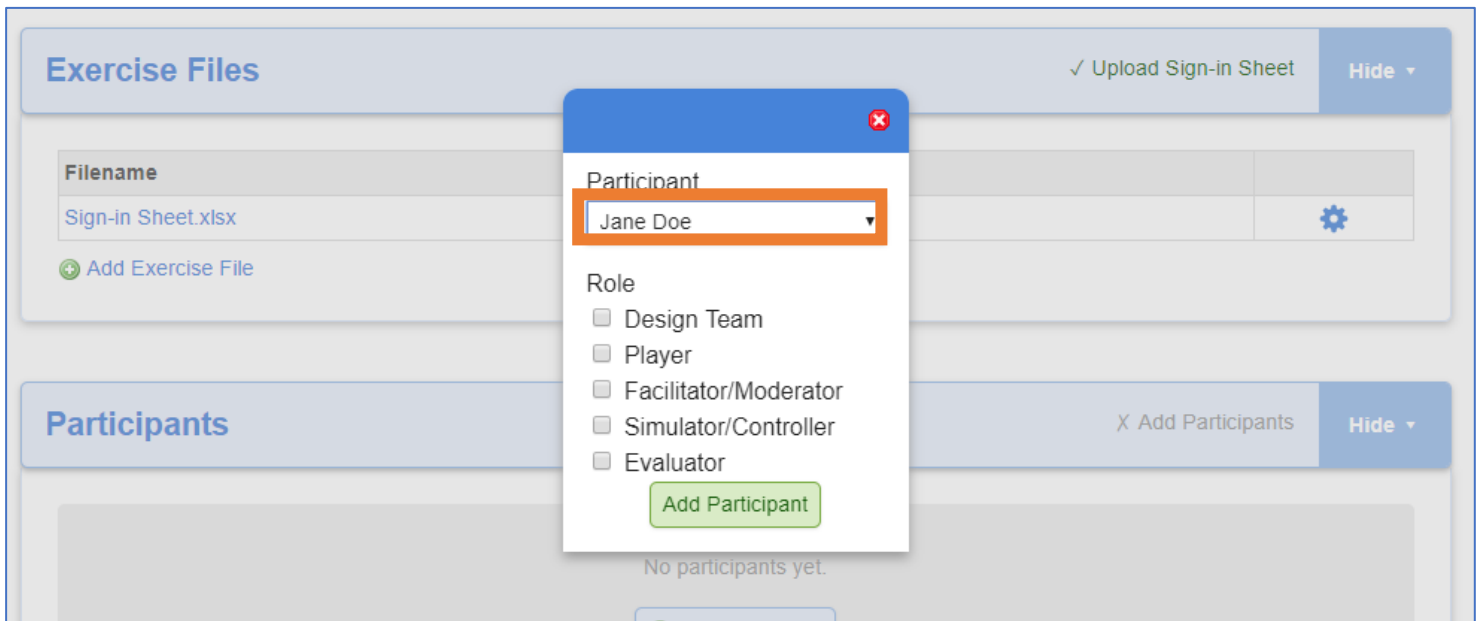
✓ Add Counties Hide ▾

Great Plains

4. Click **Add Participant**.



5. Select a **participant** from the drop-down list. *Note: The drop-down list only includes EMPG-funded personnel from the counties added to the exercise.*



6. Select the **role(s)** of the participant in the exercise.

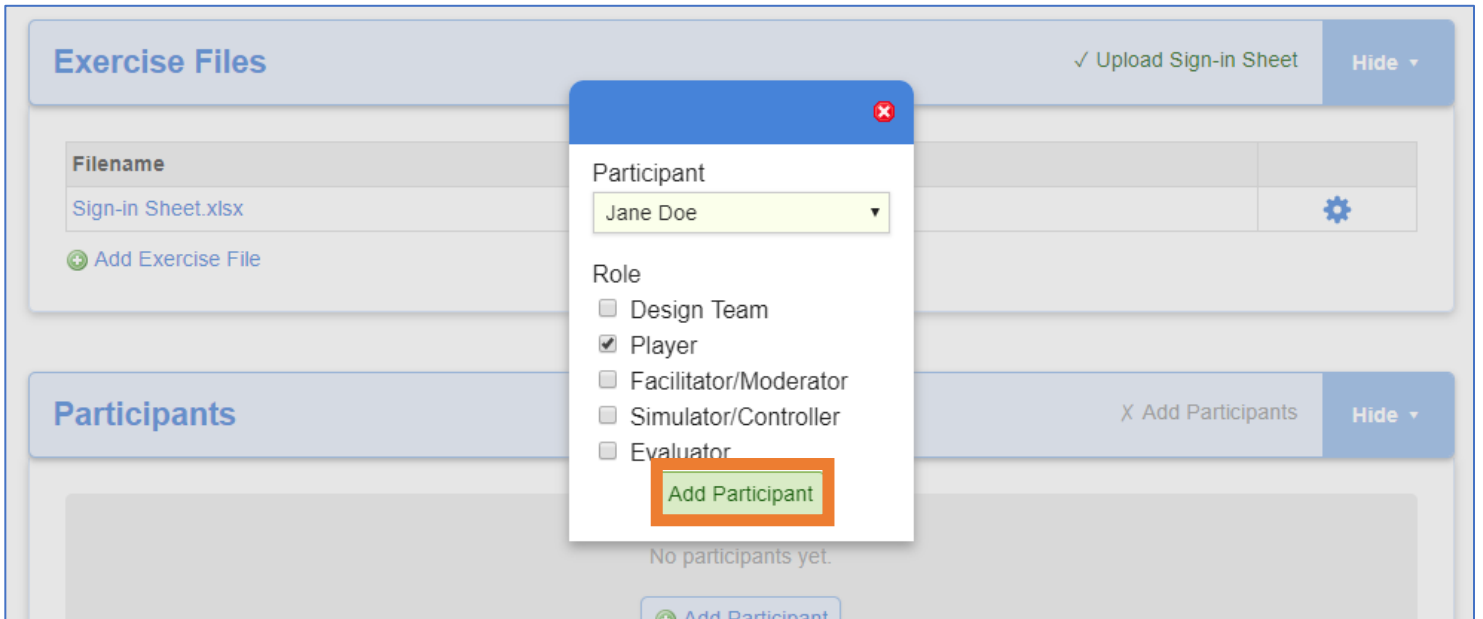
The screenshot displays a web interface with a modal window for adding a participant. The modal is titled "Participant" and contains the following elements:

- Participant:** A dropdown menu with "Jane Doe" selected.
- Role:** A list of roles with checkboxes:
 - Design Team
 - Player
 - Facilitator/Moderator
 - Simulator/Controller
 - Evaluator
- Add Participant:** A green button at the bottom of the modal.

The background interface includes:

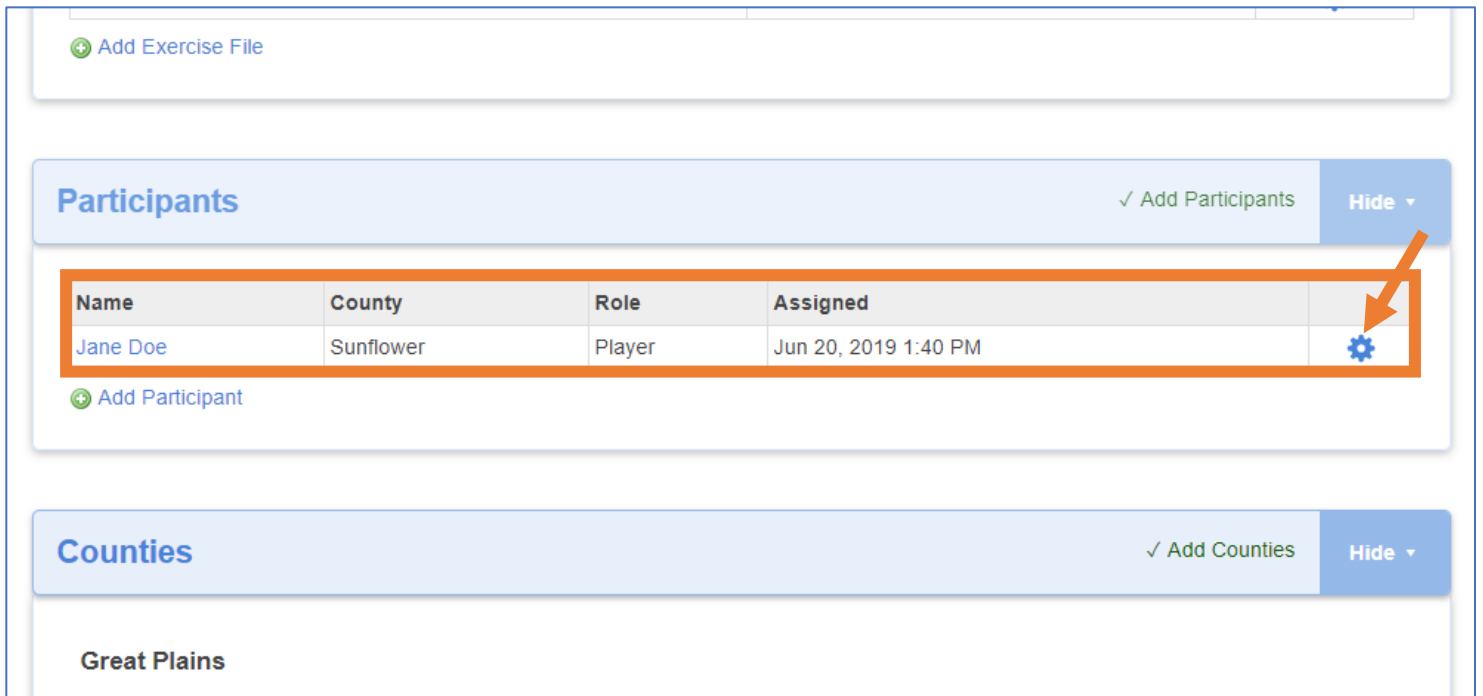
- Exercise Files:** A section with a table containing a file named "Sign-in Sheet.xlsx" and an "Add Exercise File" button.
- Participants:** A section with an "Add Participants" button and a "Hide" dropdown.
- Footer:** A message "No participants yet." and an "Add Participant" button.

7. Click **Add Participant**.



8. The participant will appear in the **Participants box**.

To edit or delete a participant from the exercise, click the **blue gear icon**.



9. For Participating Counties: **Exercise Objectives** and **Improvement Plans must be submitted** before participants can be assigned to an exercise (see *Step 5 Upload Your County's Documentation for instructions*).

10. On the **Exercise Summary** page, scroll down to the **Counties** box and click on your county's dropdown.

Participants


Hide ▾

Name	County	Role	Assigned
Jenni Cravens	Cheyenne	Player	Sep 12, 2023 2:21 PM

[+ Add Participant](#)

Counties

Hide ▾

Ellsworth ✓ Exercise Objectives ✓ Improvement Plan X Exercise Participants Show ▾ 

Elk

Cheyenne


Comments

Hide ▾




11. Select a text box under **Participant Name**.

[+ Add Participant](#)

Counties Hide ▾

Ellsworth ✓ Exercise Objectives ✓ Improvement Plan X Exercise Participants Hide ▾ 

County Exercise Details

Participant Name	Role	Organization/Agency	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add Participant](#) « Back to Improvement Plans Submit Participants

Files

No exercise files.

[+ Add County File](#)

Elk

Cheyenne

Comments Hide ▾

12. Input a Participant's Full Name.

[+ Add Participant](#)

Counties

Hide ▾

Ellsworth

✓ Exercise Objectives ✓ Improvement Plan ✕ Exercise Participants

Hide ▾

County Exercise Details

Participant Name	Role	Organization/Agency	
John Doe			

[+ Add Participant](#)

« Back to Improvement Plans

Submit Participants

Files

No exercise files.

[+ Add County File](#)

Elk

Cheyenne

Comments

Hide ▾

13. Select the text box directly to the right of the previous text box and input that participant's **role(s)** in this exercise.

[+ Add Participant](#)

Counties Hide ▾

Ellsworth ✓ Exercise Objectives ✓ Improvement Plan ✕ Exercise Participants Hide ▾

County Exercise Details -----

Participant Name	Role	Organization/Agency	
John Doe	Player		

[+ Add Participant](#) « Back to Improvement Plans Submit Participants

Files -----

No exercise files.

[+ Add County File](#)

Elk


Cheyenne

Comments Hide ▾




14. Select the text box directly to the right of the previous text box and input that participant's **Organization/Agency** with which they are linked.

[+ Add Participant](#)

Counties Hide ▾

Ellsworth ✓ Exercise Objectives ✓ Improvement Plan X Exercise Participants Hide ▾ 

County Exercise Details

Participant Name	Role	Organization/Agency	
<input type="text" value="John Doe"/>	<input type="text" value="Player"/>	<input type="text" value="Ellsworth Fire Department"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add Participant](#) « Back to Improvement Plans Submit Participants

Files

No exercise files.

[+ Add County File](#)

Elk

Cheyenne

Comments Hide ▾

15. Repeat **Steps 11-14** for each participant from your county.

16. If there are more than three participants, click **Add Participant** for each additional participant and repeat **Steps 11-14**.

[+ Add Participant](#)

Counties Hide ▾

Ellsworth ✓ Exercise Objectives ✓ Improvement Plan ✗ Exercise Participants Hide ▾

County Exercise Details

Participant Name	Role	Organization/Agency	
John Doe	Player	Ellsworth Fire Department	-
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department	-
Peter Paul	Player	Ellsworth Fire Department	-

[+ Add Participant](#) « Back to Improvement Plans Submit Participants

Files

No exercise files.

[+ Add County File](#)

Elk

Cheyenne

Comments Hide ▾

[+ Add Participant](#)

Counties

Hide ▾

Ellsworth

[✓ Exercise Objectives](#) [✓ Improvement Plan](#) [X Exercise Participants](#)

Hide ▾



County Exercise Details

Participant Name	Role	Organization/Agency	
John Doe	Player	Ellsworth Fire Department	
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department	
Peter Paul	Player	Ellsworth Fire Department	

[+ Add Participant](#)

[← Back to Improvement Plans](#)

[Submit Participants](#)

Files

No exercise files.

[+ Add County File](#)

Elk

Cheyenne


Comments

Hide ▾





17. When all the participants from your county have been added, click **Submit Participants**.

[Add Participant](#)

Counties Hide

Ellsworth ✓ Exercise Objectives ✓ Improvement Plan X Exercise Participants Hide 

County Exercise Details

Participant Name	Role	Organization/Agency	
John Doe	Player	Ellsworth Fire Department	
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department	
Peter Paul	Player	Ellsworth Fire Department	
Leia Driver	Simulator/Controller	Ellsworth Police Department, City Council	

[Add Participant](#) « Back to Improvement Plans **Submit Participants**

Files

No exercise files.

[Add County File](#)

Elk

Cheyenne

Comments Hide

18. The participants will appear in the **Counties** box under **your county's name**.

Participants


Hide ▾

Name	County	Role	Assigned
Jenni Cravens	Cheyenne	Player	Sep 12, 2023 2:21 PM

[+ Add Participant](#)

Counties

Hide ▾

Ellsworth	✓ Exercise Objectives	✓ Improvement Plan	✓ Exercise Participants	Show ▾ 
EIk				
Cheyenne				

Comments

Hide ▾

Preparedness Priority

Training

Participants

Participant Name	Role	Organization/Agency
John Doe	Player	Ellsworth Fire Department
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department
Peter Paul	Player	Ellsworth Fire Department
Leia Driver	Simulator/Controller	Ellsworth Police Department, City Council

[« Unsubmit Details](#)

Files

No exercise files.

[+ Add County File](#)

[Submit Documentation](#)

EIk

Cheyenne

Comments

Hide ▾

19. To **edit** any of your listed participants, click **Unsubmit Details** and **OK**.

Preparedness Priority
Training

Participants

Participant Name	Role	Organization/Agency
John Doe	Player	Ellsworth Fire Department
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department
Peter Paul	Player	Ellsworth Fire Department
Leia Driver	Simulator/Controller	Ellsworth Police Department, City Council

[« Unsubmit Details](#)

Files

No exercise files.

[+ Add County File](#)

[Submit Documentation](#)

Participants

Participant Name	Role	Organization/Agency
John Doe	Player	Ellsworth Fire Department
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department
Peter Paul	Player	Ellsworth Fire Department
Leia Driver	Simulator/Controller	Ellsworth Police Department, City Council

[« Unsubmit Details](#)

Files

No exercise files.

[+ Add County File](#)

[Submit Documentation](#)

kets-staging.herokuapp.com

Are you sure you want to unsubmit?

[OK](#) [Cancel](#)

20. To edit a participant, select the desired text box. To remove a participant, click the red circle with the white minus sign.

Counties ✓ Add Counties Hide ▾

Add All County AAR File

Elk ✓ Exercise Objectives ✓ Improvement Plan X Exercise Participants Show ▸ ⚙️

Ellsworth ✓ Exercise Objectives ✓ Improvement Plan X Exercise Participants Hide ▾ ⚙️

County Exercise Details

Participant Name	Role	Organization/Agency	
John Doe	Player	Ellsworth Fire Department	⊖
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Department	⊖
Peter Paul	Player	Ellsworth Fire Department	⊖
Leia Driver	Simulator/Controller	Ellsworth Police Department, City Council	⊖

➕ Add Participant ⏪ Back to Improvement Plans Submit Participants

Files

No exercise files.

➕ Add County File

Cheyenne Accepted for Individual Credit Only ➕ Add County Credit 🔒 Lock Individual Credit

➕ Add County