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.

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

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

4. Click **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.)*
   o Check the total number of participants for the exercise matches the sign-in sheet; if needed, update the number of participants.
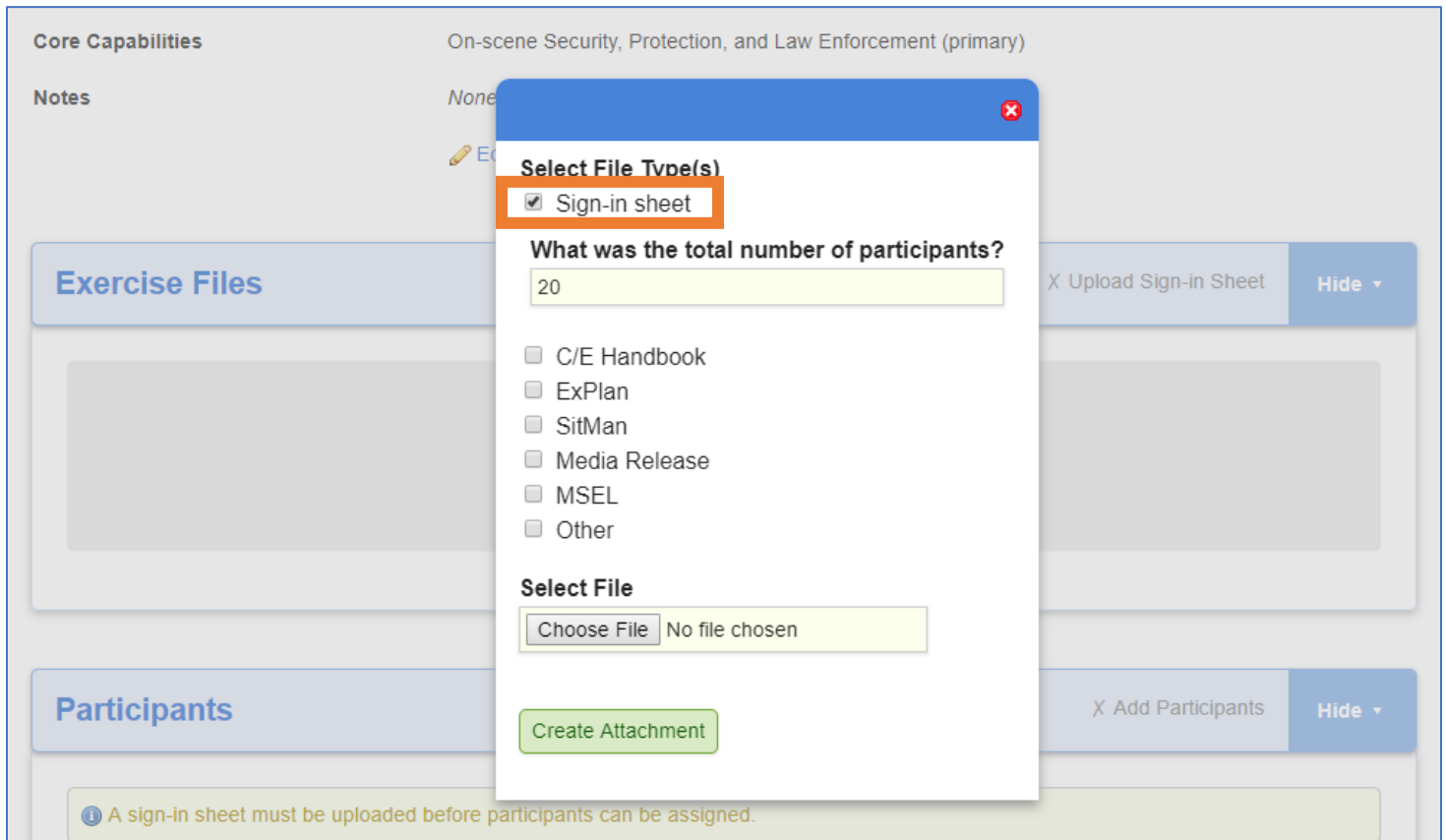
6. Click **Choose File** or **Browse**…, depending on the browser.

7. Find and select the file to upload. Click **Open**.
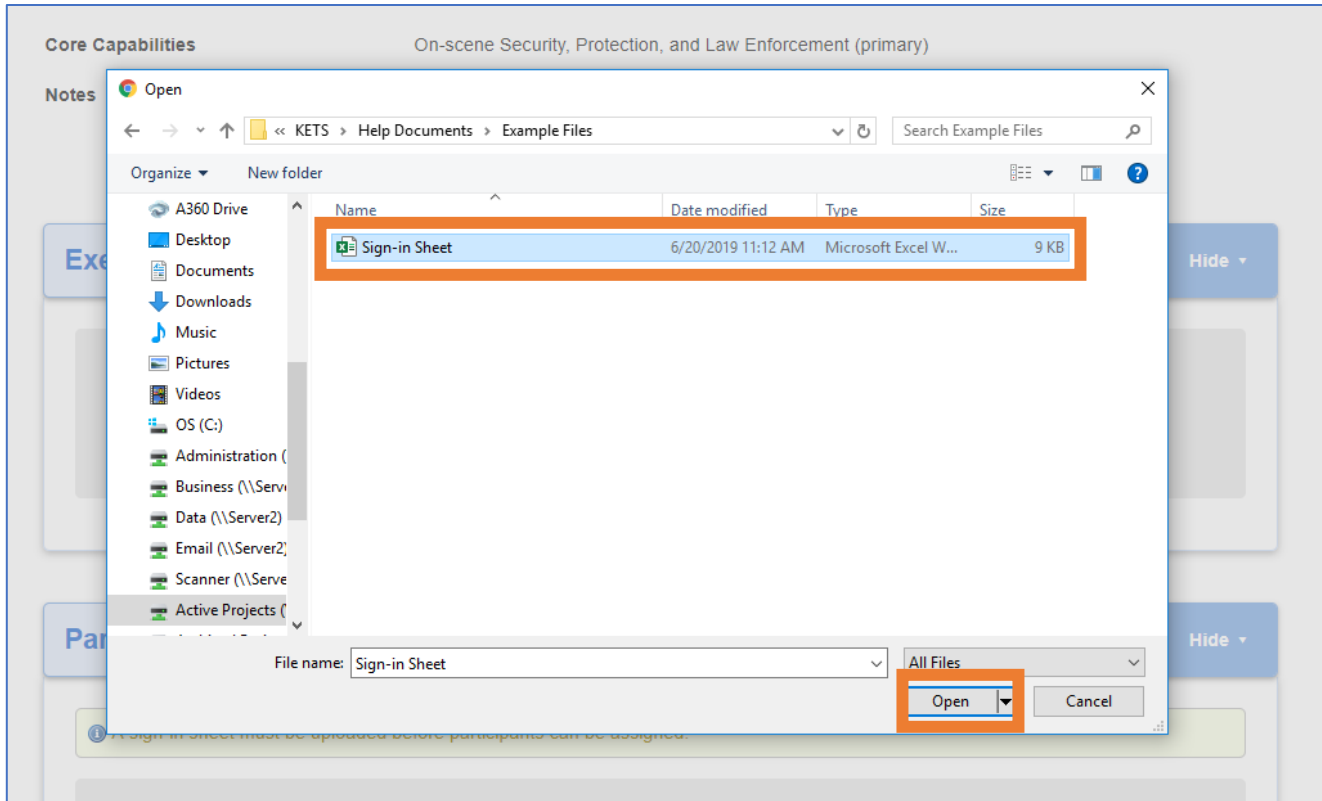
8. The file name will appear next to the Choose File or Browse button. Click **Create Attachment**.

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

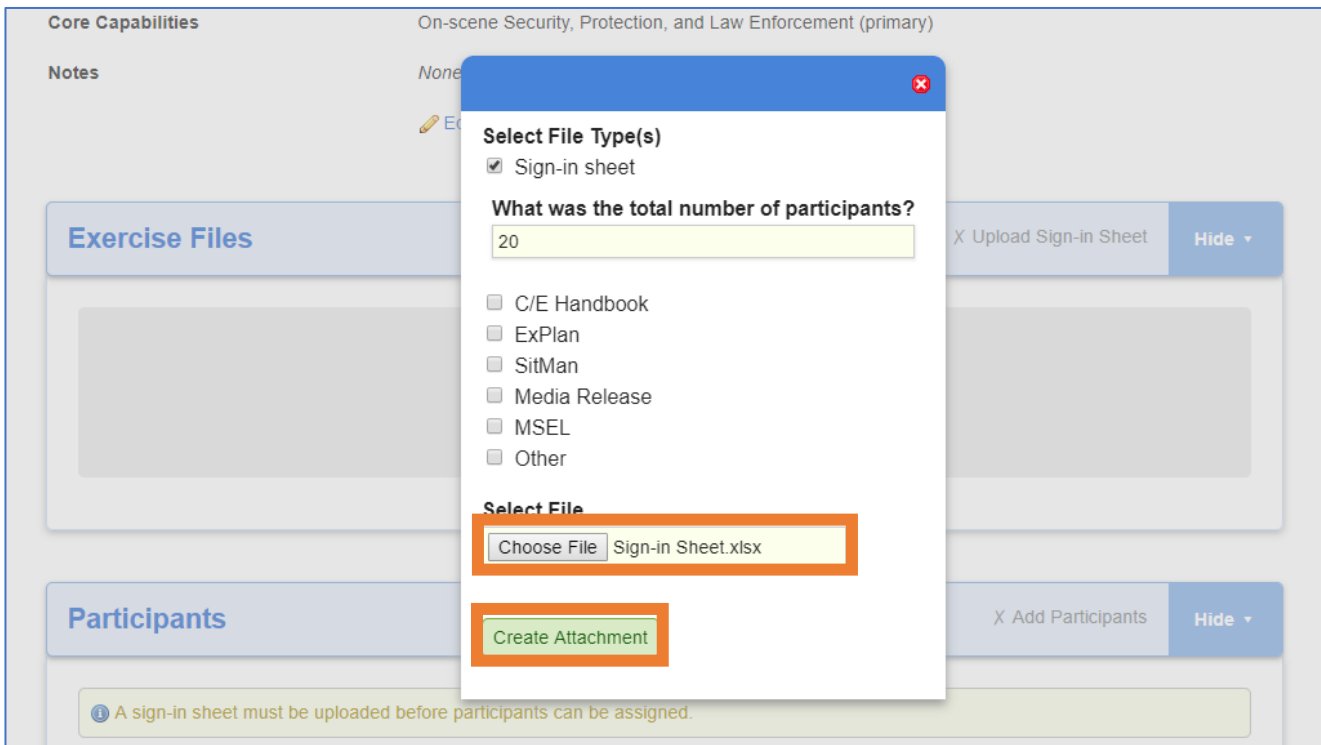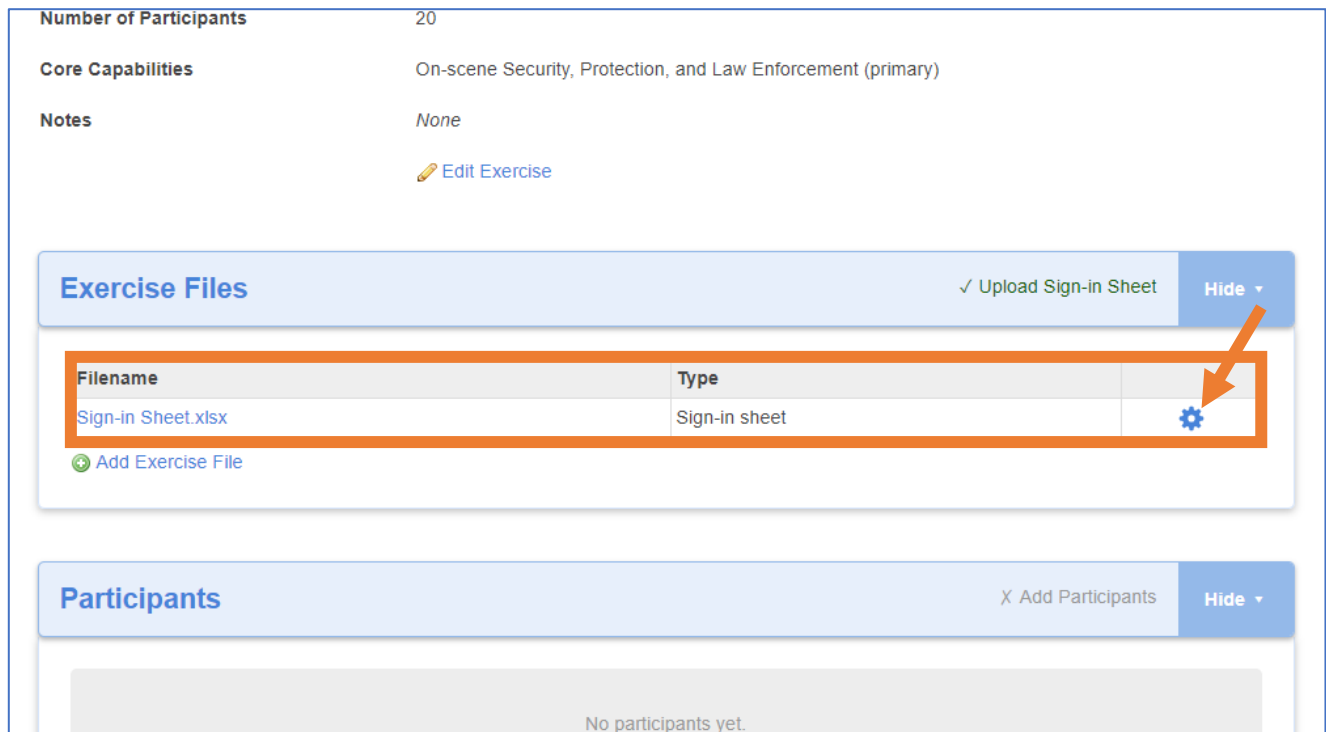1. **Counties must be added,** and a **sign-in sheet must be uploaded** before participants can be assigned to an exercise for both the Host County and the Participating Counties. *Note: Only EMPG-funded personnel from counties added to the exercise can be added as participants for the Host County.*

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 ▾

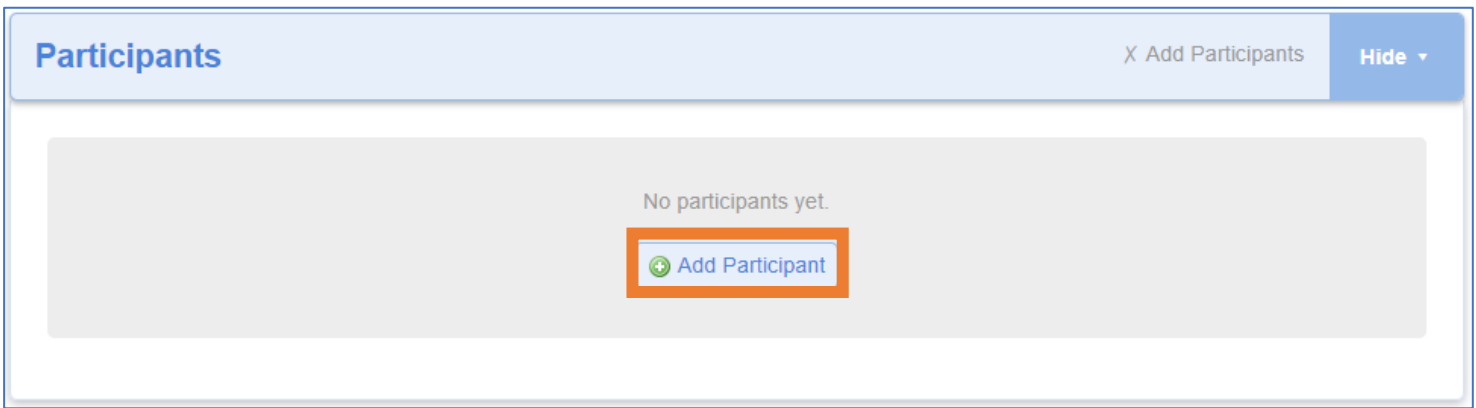No participants yet.

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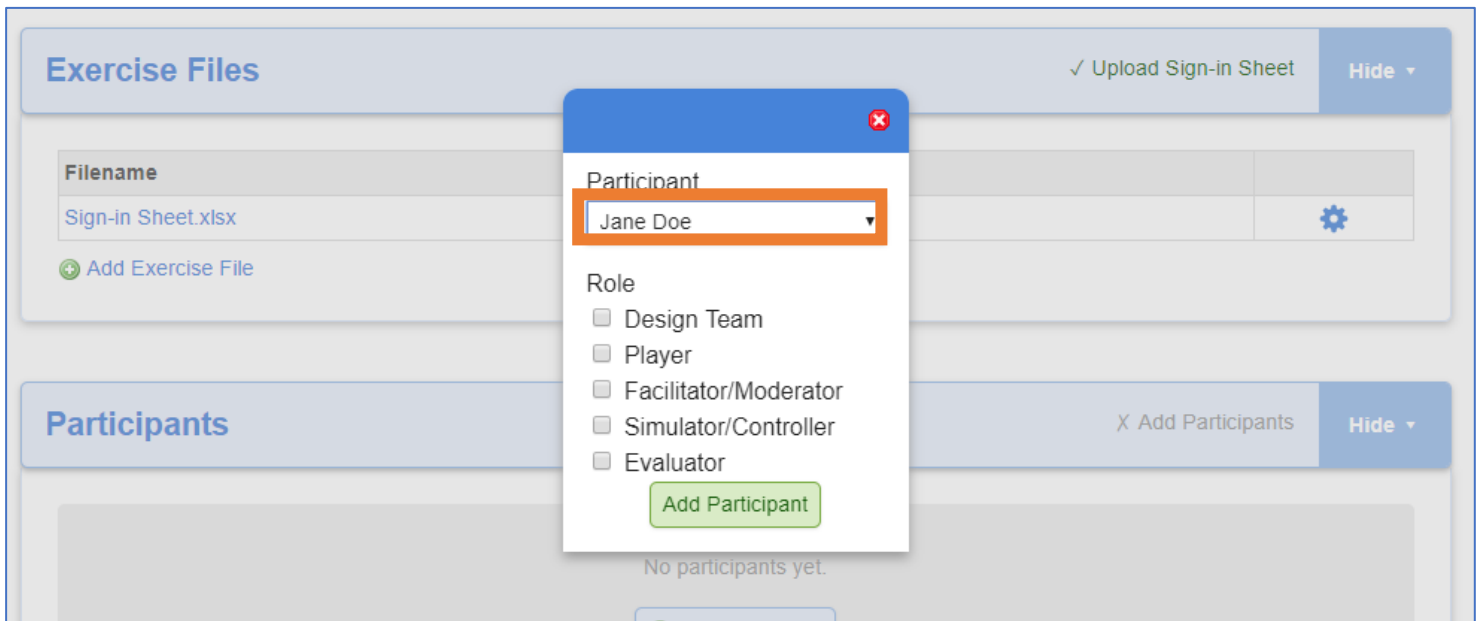
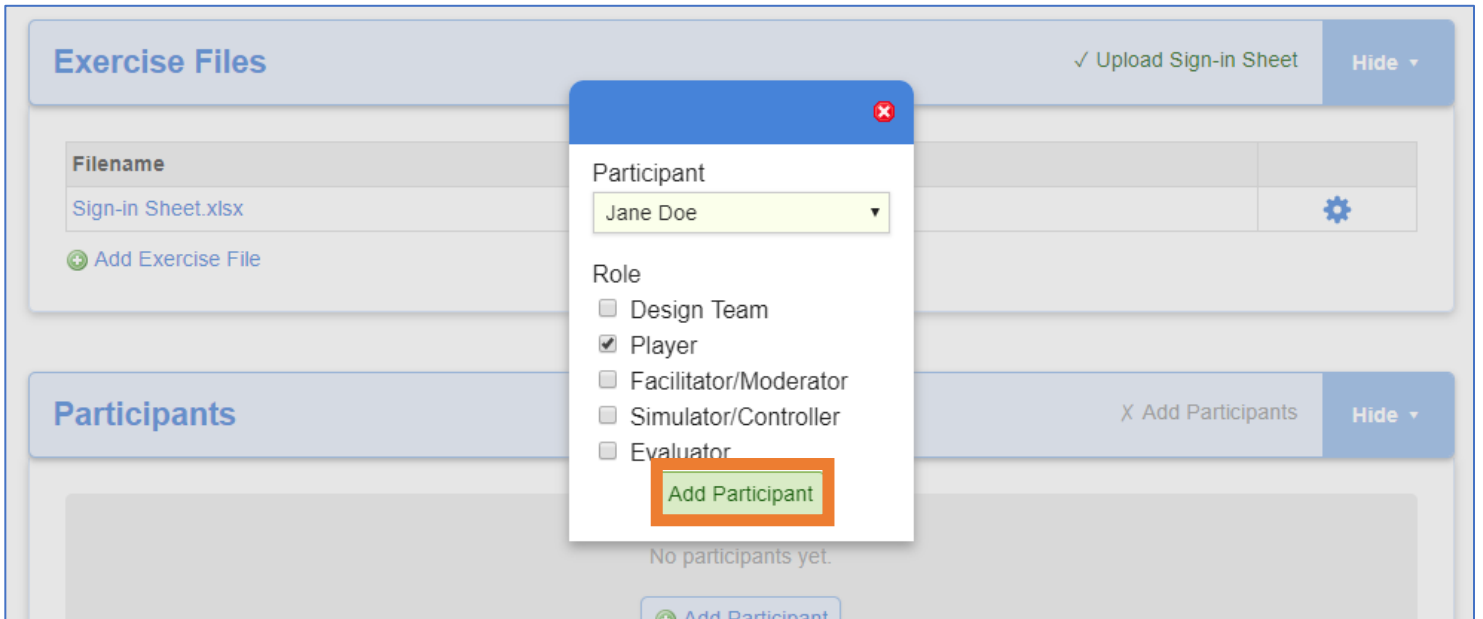6. Select the **role(s)** of the participant in the exercise.

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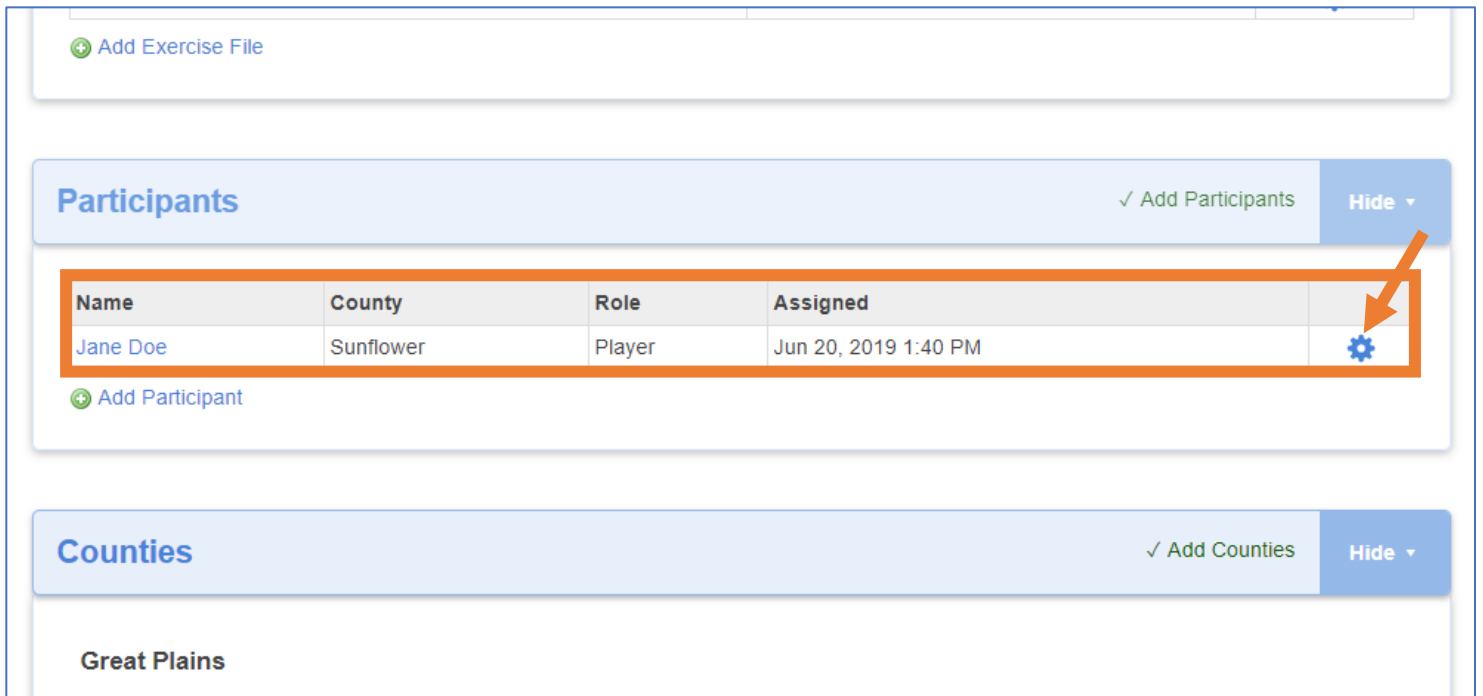
9.   For Participating Counties: **Exercise Objectives** and **Improvement Plans must be submitted** before participants can be assigned to an exercise (*see Step 5 Upload Your County's Documentation for instructions*).

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

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

12. Input a **Participant's Full Name.**

Counties   Hide ▾

Ellsworth   ✓ Exercise Objectives ✓ Improvement Plan   X 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   X 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.

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   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

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 ▸

Elk

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

Elk

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 Deparement
Steven Johnson	Design Team, Evaluator	Ellsworth Fire Deparement
Peter Paul	Player	Ellsworth Fire Department
Leia Driver		th Police Deparement, City Council

« Unsubmit Details

🌐 kets-staging.herokuapp.com

Are you sure you want to unsubmit?

OK   Cancel

Files

⊕ Add County File

📝 Submit Documentation

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