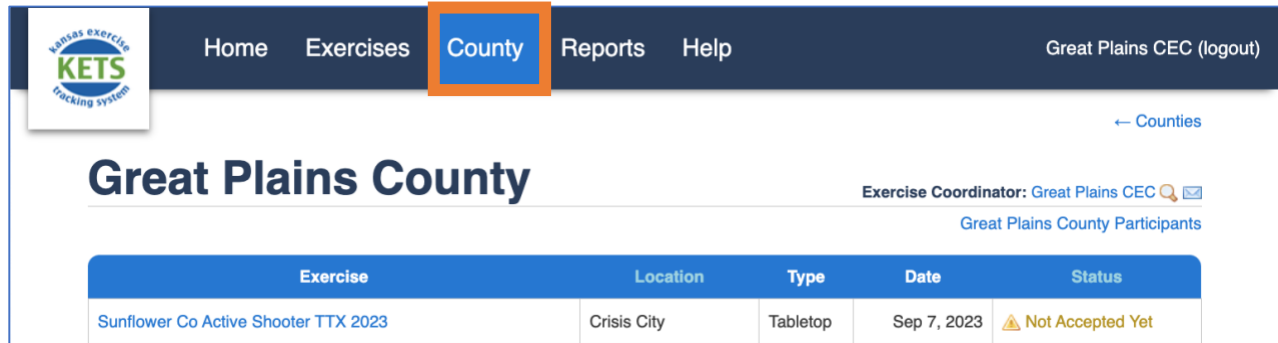


Step 4: Accept Exercise for County and/or Individual Credit

Once the Point of Contact adds a county to an exercise, the county's **County Exercise Coordinator** is responsible for **rejecting or accepting the exercise as County and Individual Credit or Individual Credit Only**.

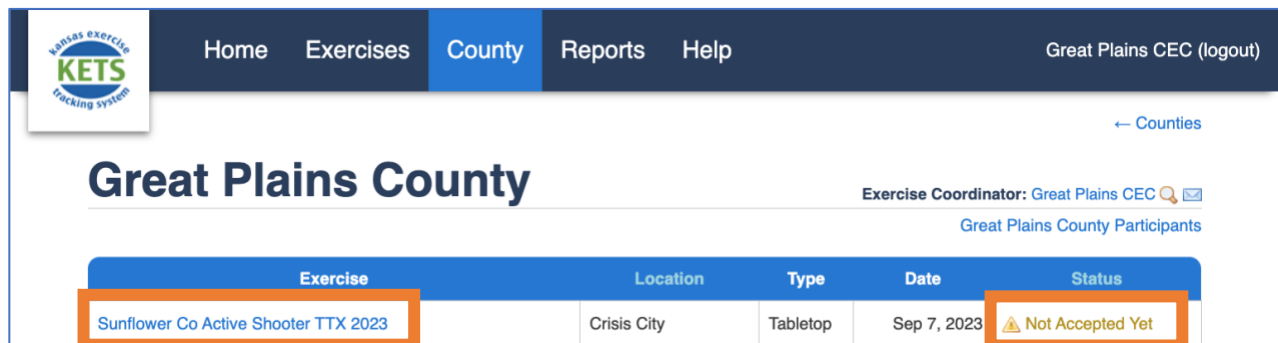
1. Click **County** in the header menu.



The screenshot shows the KETS tracking system interface. The header menu includes 'Home', 'Exercises', 'County' (highlighted with an orange box), 'Reports', and 'Help'. The user is logged in as 'Great Plains CEC (logout)'. The main content area displays 'Great Plains County' and 'Exercise Coordinator: Great Plains CEC'. Below this is a table with the following data:

Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX 2023	Crisis City	Tabletop	Sep 7, 2023	⚠️ Not Accepted Yet

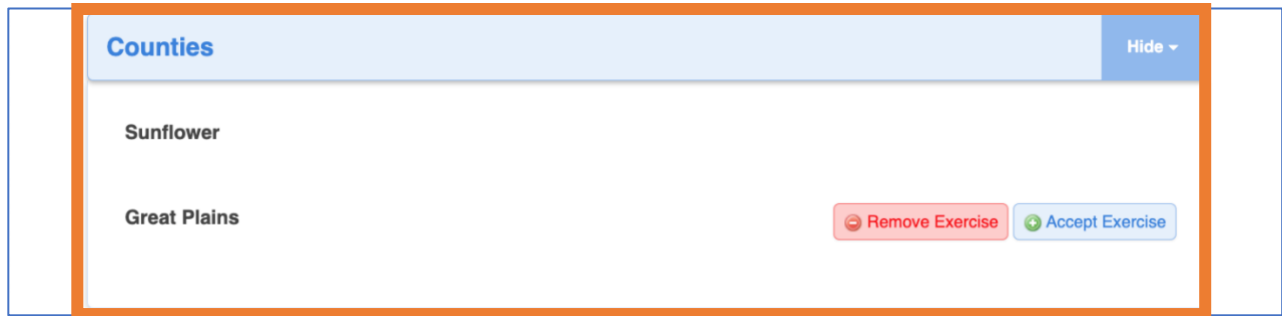
2. Click the name of the exercise that needs to be accepted (or rejected) for the county. The status column indicates if an exercise is "Not Accepted Yet".



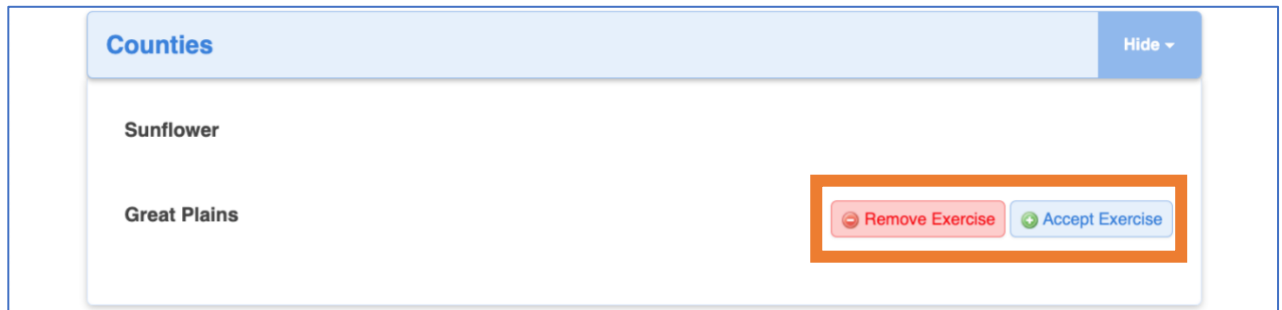
The screenshot shows the same KETS tracking system interface. The 'County' menu is highlighted. The table from the previous screenshot is shown again, but with the 'Sunflower Co Active Shooter TTX 2023' cell in the 'Exercise' column and the '⚠️ Not Accepted Yet' cell in the 'Status' column highlighted with orange boxes.

Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX 2023	Crisis City	Tabletop	Sep 7, 2023	⚠️ Not Accepted Yet

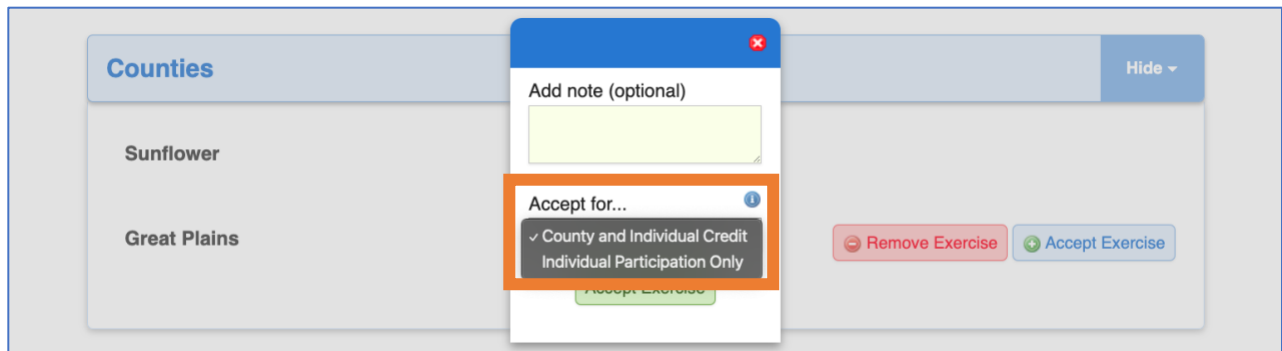
3. On the **Exercise Summary** page, scroll down to the **Counties** box.



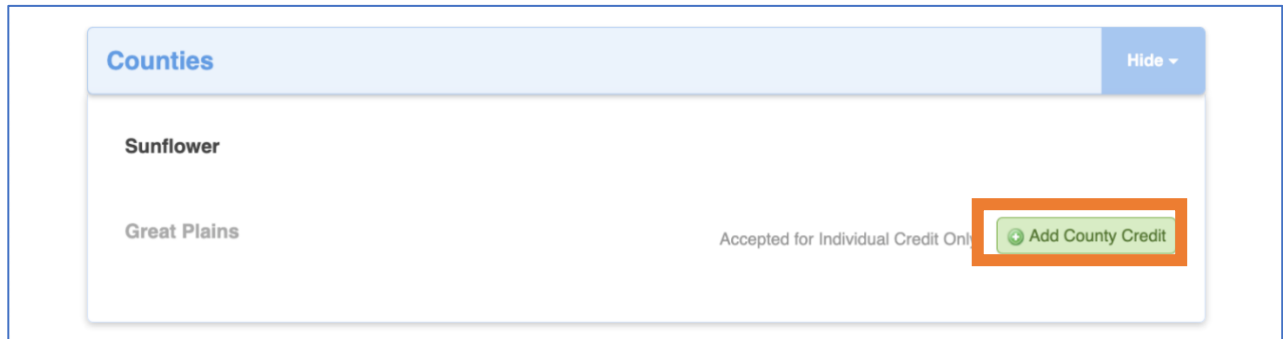
4. If no personnel from the county participated in the exercise, click **Reject Exercise**. Otherwise, click **Accept Exercise**.



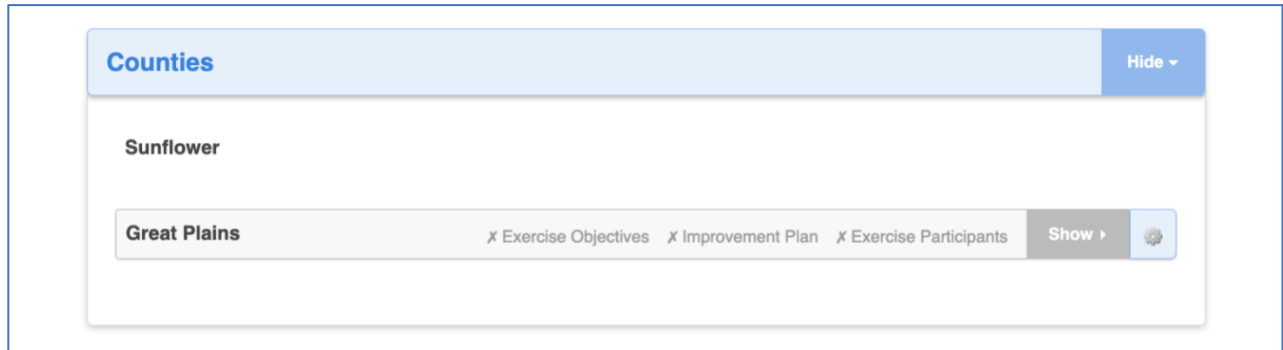
5. After clicking **Accept Exercise**, select whether to accept the exercise for **County and Individual Credit** or **Individual Credit Only** from the drop-down.



6. If accepted for **Individual Participation Only**, no further steps are needed. If it is later decided to add county credit, click **Add County Credit** then continue the steps in KETS help document *Step 5: Upload County Documentation*.



This screenshot shows a web interface with a header bar labeled "Counties" and a "Hide" button. Below the header, there are two rows of county information. The first row is for "Sunflower". The second row is for "Great Plains" and includes the text "Accepted for Individual Credit Only". To the right of this text is a green button with a plus icon and the text "Add County Credit", which is highlighted with an orange rectangular border.



This screenshot shows the same web interface as above. The "Great Plains" row is now expanded into a horizontal menu. The menu items are "Great Plains", "x Exercise Objectives", "x Improvement Plan", and "x Exercise Participants". To the right of these items is a grey button labeled "Show" with a right-pointing arrow and a small globe icon.