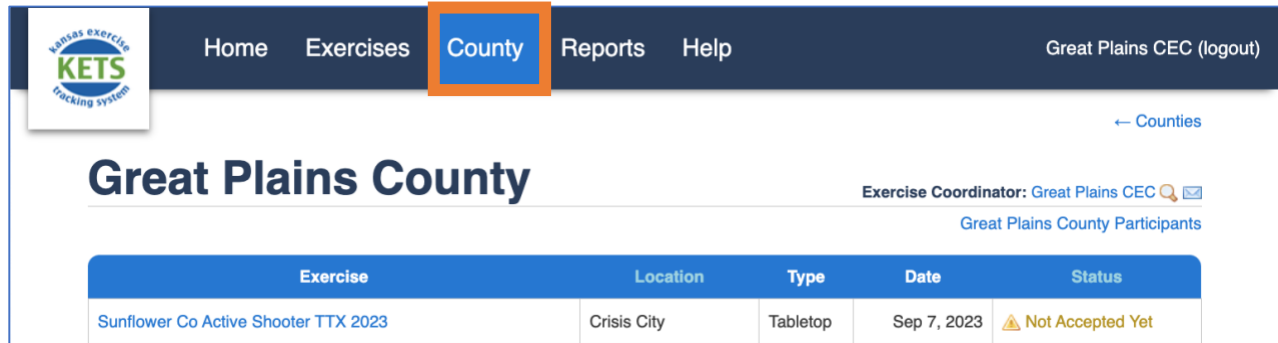# Step 4: Accept Exercise for County and/or Individual Credit

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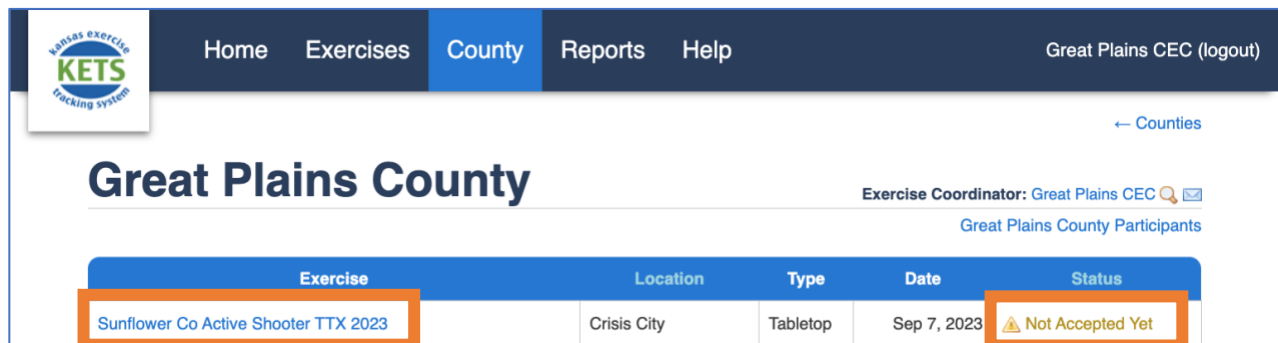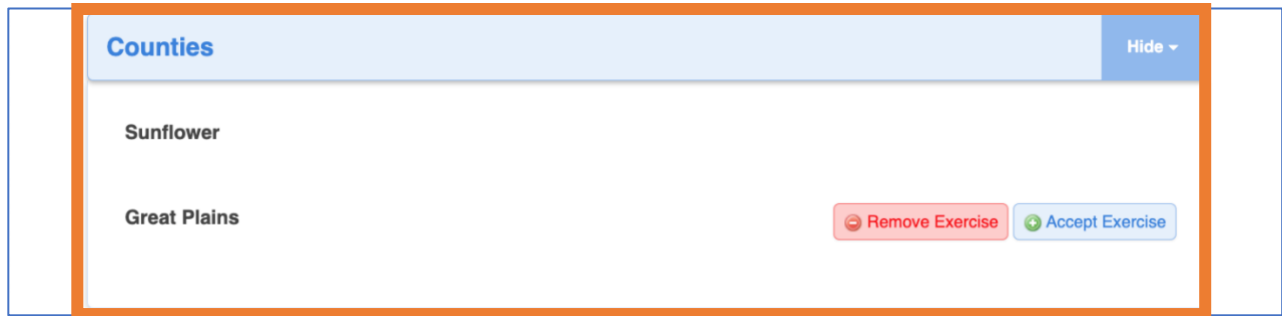
1. Click **County** in the header menu.

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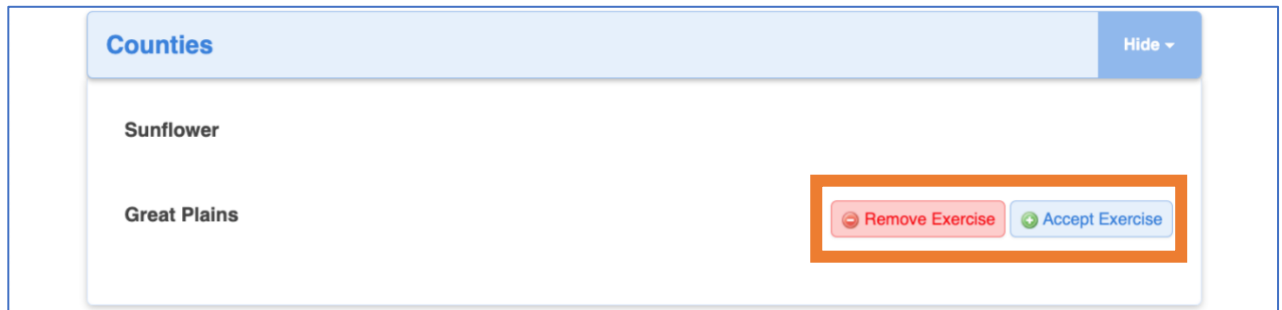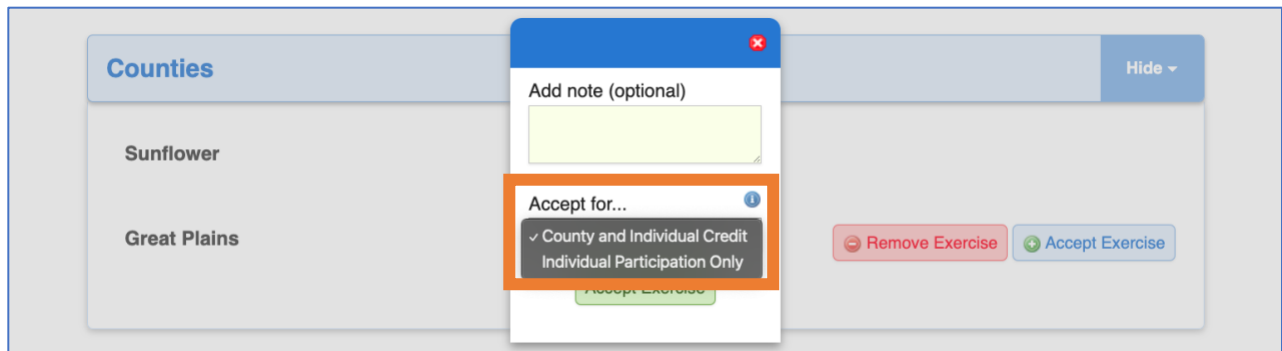
3. On the **Exercise Summary page**, scroll down to the **Counties box**.
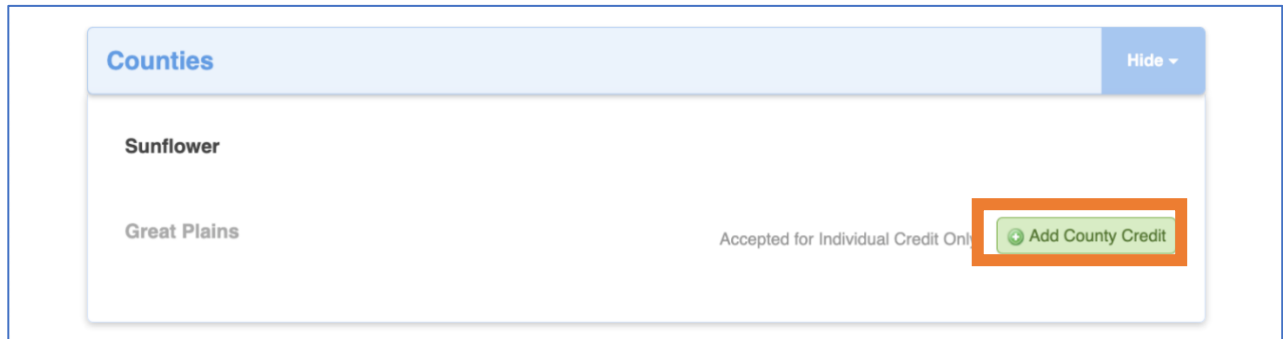

4. If no personnel from the county participated in the exercise, click **Reject Exercise**. Otherwise, click **Accept Exercise**.
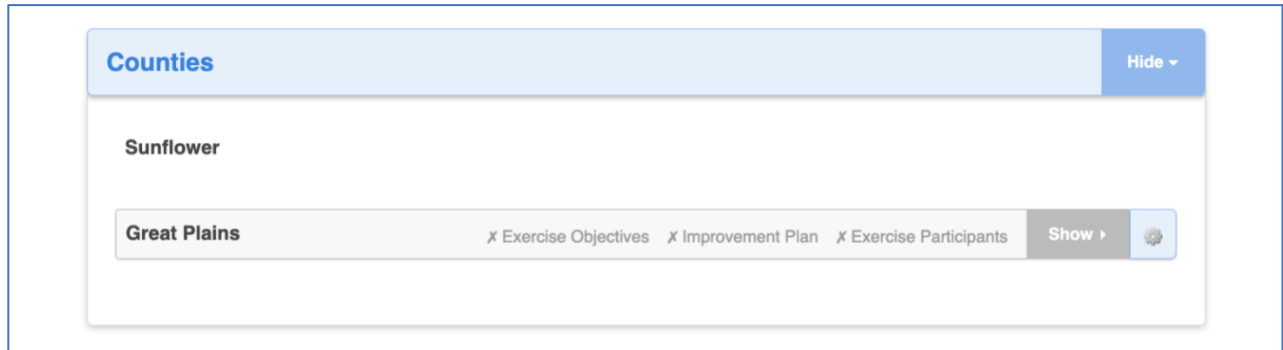

5. After clicking **Accept Exercise**, select whether to accept the exercise for **County and Individual Credit** or **Individual Credit Only** from the drop-down.

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*.