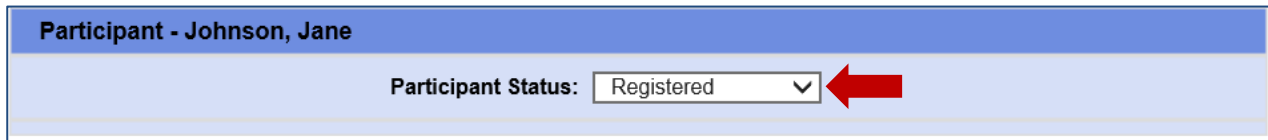## How to Update Participant Status or Complete a Participant

The Participant Status is captured in the top section of the Additional Participant Information screen.

When a participant is added to a service, the status may be Registered, Pre-Registered, or Wait List.

To change the status of a participant, choose a new value from the dropdown menu and Submit, then save the Service Participants screen.

From Wait List status, a participant can be moved into Registered.

From Registered status, a participant can be changed to No Show, Cancelled, Rescheduled, Did Not Complete, or Completed.

> ! A participant in an Individual service cannot be completed until all required data is provided in the Additional Participant Information (i.e. the information elements with checkmarks next to them).

Before a service can be completed, each participant in the service must have their status updated. As each participant completes (or reschedules, no shows, etc.) you should update the participant status.

> ! This is also important for reporting, as only participants with certain statuses will be reflected in the numbers on your Service Registration Activity Detail and Service Registration Activity Summary reports.