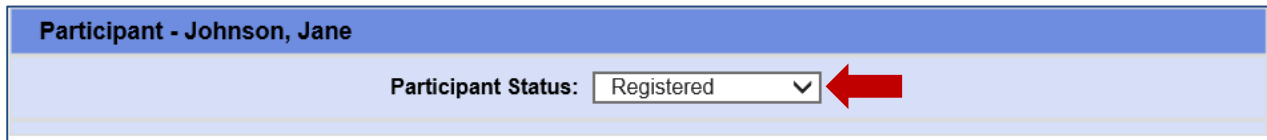

How to Update Participant Status or Complete a Participant

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.



The screenshot shows a user interface for a participant named Jane Johnson. The title bar reads "Participant - Johnson, Jane". Below it, the "Participant Status:" is set to "Registered" in a dropdown menu. A red arrow points to the dropdown arrow, indicating that it can be clicked to change the status.

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.