## Register a Participant from the Person Homepage

A person can also be registered in services from the Person Homepage. The Service Participant Registration pop-up allows you to search for services and then register the current person in one or more of those services.

To access the pop-up, click the Register button in the Associated Services section of the Person Homepage, as seen below.
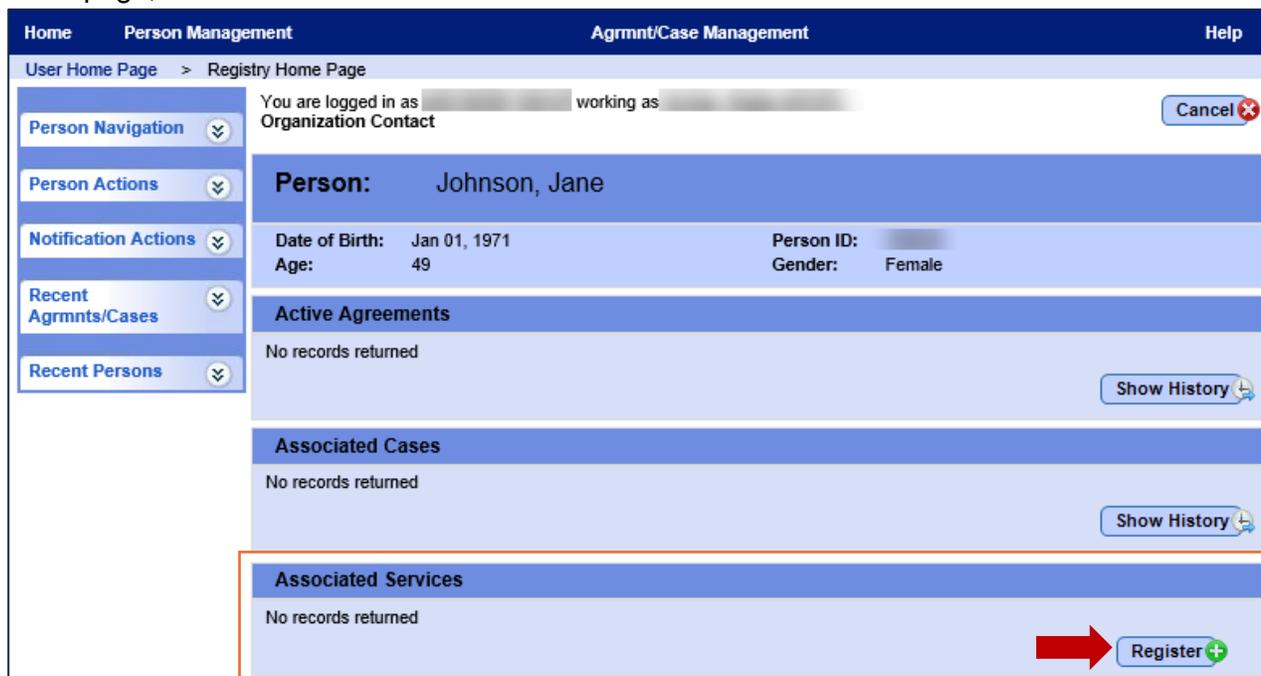

Service Participant Registration Popup

When you select Register, the pop-up will appear. The header of the pop-up will remind you of the name of the person you are working with and their Person ID.
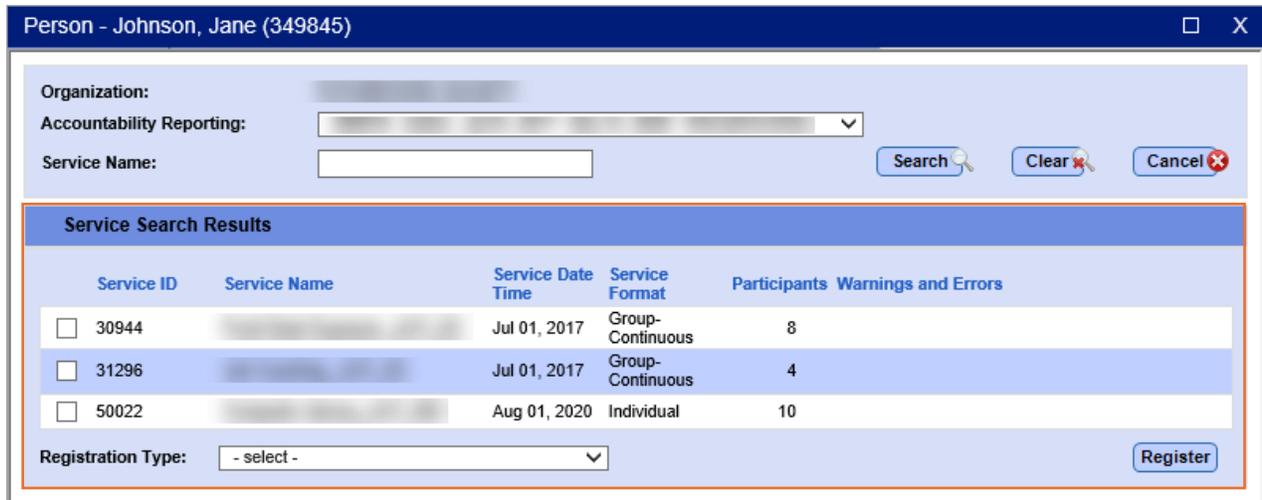
The Service Search section of the Service Participant Registration pop-up allows you to search for scheduled services provided by your organization. You can use the Accountability Reporting dropdown to filter the search results by selecting one funding agreement.

There is also an optional text box to filter search results by entering the full or partial text of a service name.
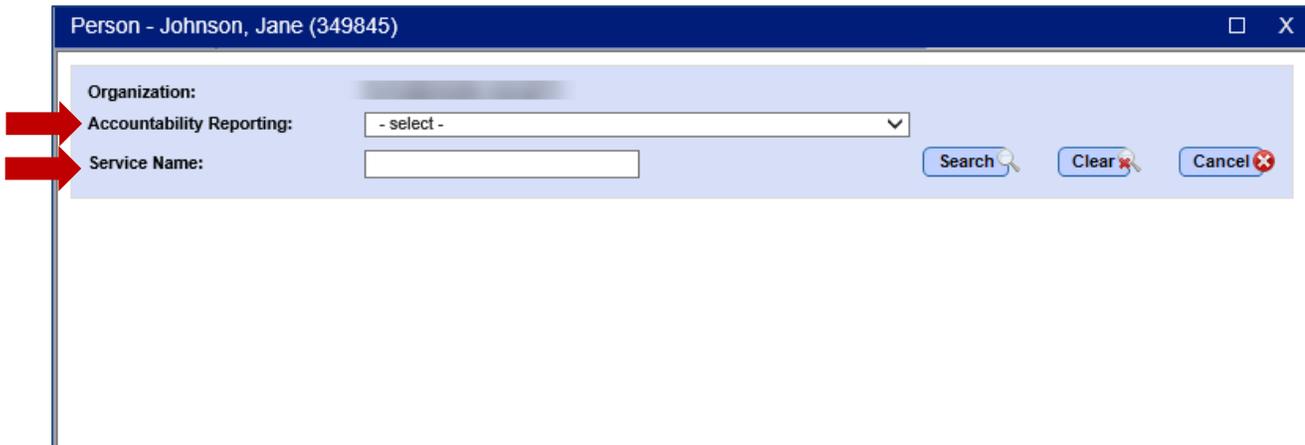
Clicking the Search button will initiate the Services Search.

If services are found that match the search criteria, they will be displayed in the Search Results section of the screen.

The Service Search Results will display the results of the search or, if no matches are found, the message "No services found" will display.

The list will display 30 rows per page, sorted by the Service Name and Service Date/Time. You can change the sort order by clicking on any of the column headings.

The information displayed will include:

- **Service ID** – The unique identifier for the service. A tooltip on this field will display the funding agreement ID and Service Type.
- **Service Name**
- **Service Date Time (if applicable)**

- **Service Format**
- **Participants** – A system-generated count of participants currently registered in the service (includes Completed, Pre-Registered, Registered, and Wait List)
- **Warnings/Errors** – If the person does not meet the registration requirements for the service, a message will be displayed to indicate what is missing.
- **Registration Type** – A required dropdown that allows you to indicate whether, if this service is selected, to register the participant or register the participant and copy any available intake information.

A selection checkbox will appear for each service where the current person meets the service registration participant requirements and no other errors are present.

> If they do not meet one or more requirements for your funding program (e.g. the program requires the participant to have a SIN recorded in LaMPSS, but the current participant does not have a SIN entered) the checkbox will not be available.

Once you have selected one or more services, click the Register button to register the person in those services and, if selected, copy any available intake information.
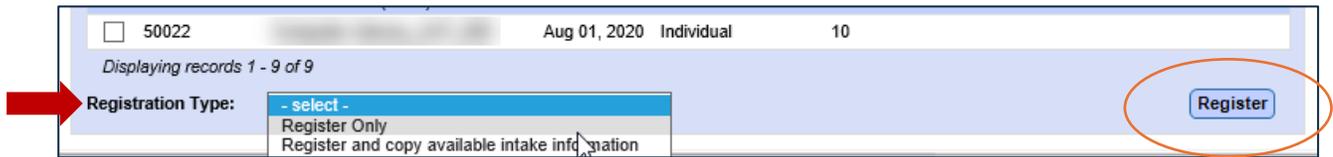
A confirmation message will appear when the person is successfully added.

Click OK, and you will be returned to the Person Homepage, where you will now see the newly registered services in the Associated Services section.

Service Participant Registration Popup Warnings and Errors

Depending on the requirements of the service and the information available for the participant, there are several warning and error messages you may encounter, depending on the situation. These messages will display in the Service Search Results section.

You may see error messages for any of the circumstances outlined below. You will be unable to continue with the registration in the service:

- If the program for the selected service requires a Case ID and the person does not have an active case.

- If the program for the selected service requires a SIN and the person does not have a SIN entered in LaMPSS.

- If the person is already registered in the Group (Fixed) service or is already registered in an Individual / Group (Continuous) service and still has a status of Registered.

- If the person is already registered in the Group (Fixed) service and is on the wait list.

- If the current service is funded by the government under an accountable agreement and the person you want to add has not yet been shared with the government.

- If the maximum number of participants has already been reached for a Group (Fixed) service.

There are also a couple of warning messages that may be displayed. Unlike an error message, you can continue by clicking OK. You will receive a warning message if the person is already registered in the Individual / Group (Continuous) service, as well as if the end date of the service is in the past.

It is only a warning, not an error, because participants can be registered more than once