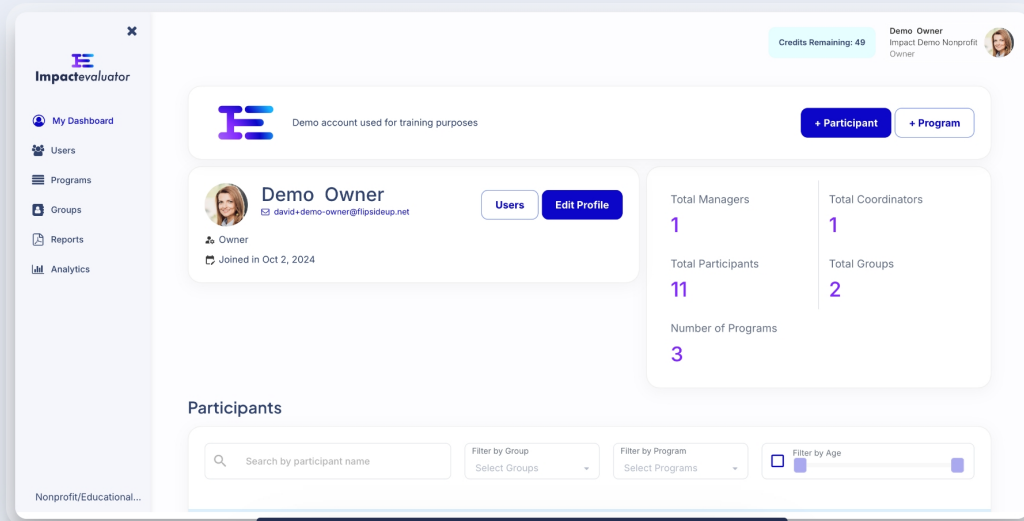# Adding a single participant

1 In this tutorial, I'll show you how to invite a single participant to Impact Evaluator. While we have another video that shows you how to add multiple participants at once, this tutorial will focus on adding just one participant.

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2 First, click on 'Users' in the left menu.
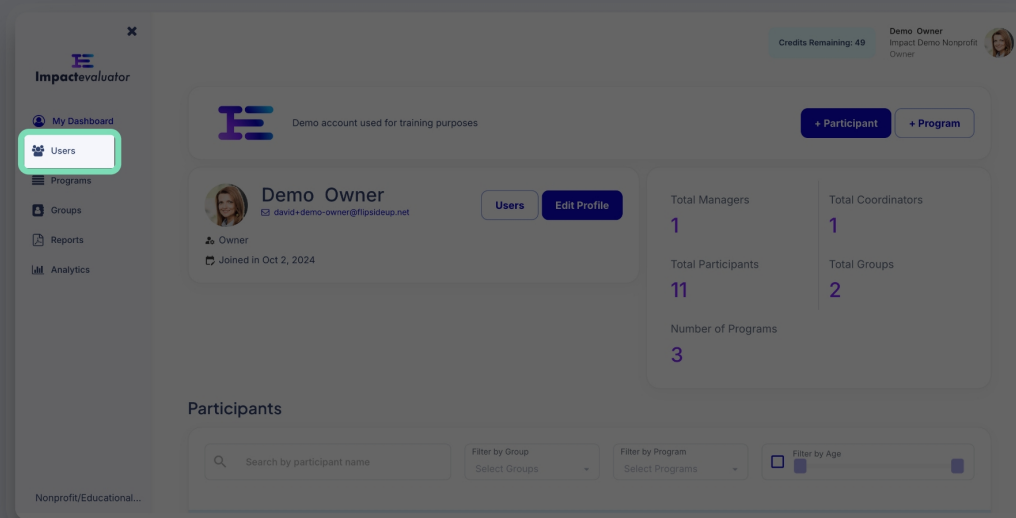
First, click on 'Users' in the left menu.

3 By default, the Participants tab will be displayed, showing all the participants currently in the system.

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4 To add a single participant, click the +Participant button.

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5 A popup will appear where you can fill in their details.

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6 You don't need to complete every field when inviting a participant. Just fill in their name, email, and assign them to a program.

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7 If you've already created a group, you can add them to the group as well. Other fields can be completed by the participant later, but try to fill in as much detail as possible.

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8 Once you've filled in the required details, click 'Save' to send the invitation.

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9 The participant will receive an email with instructions to register and complete any missing information.

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10 Once they've done so, they'll be ready to participate in the program and complete evaluations when required to do so.

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11 And that's how you add a single participant to Impact Evaluator. Remember to assign them to the relevant program or programs so they can get started right away. Thanks for watching.