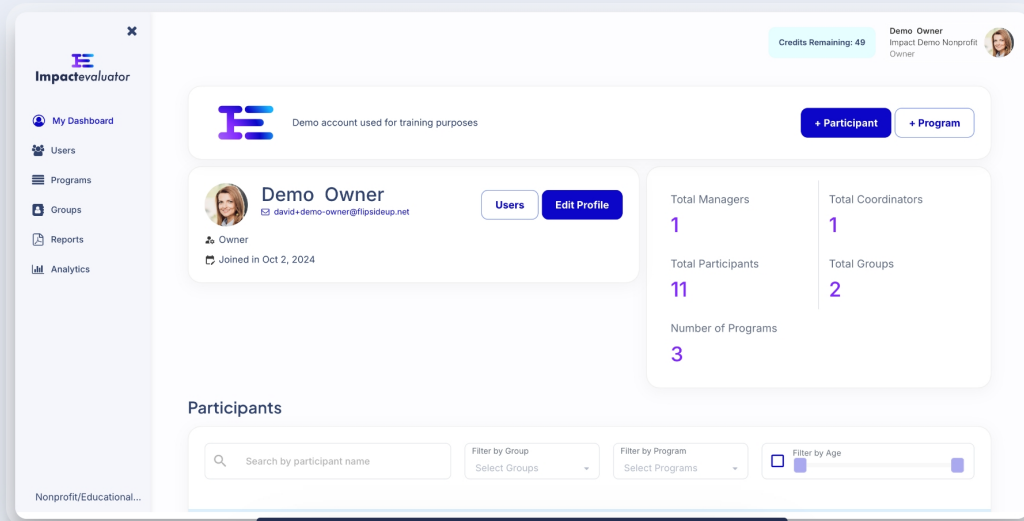


# Adding a single participant

1

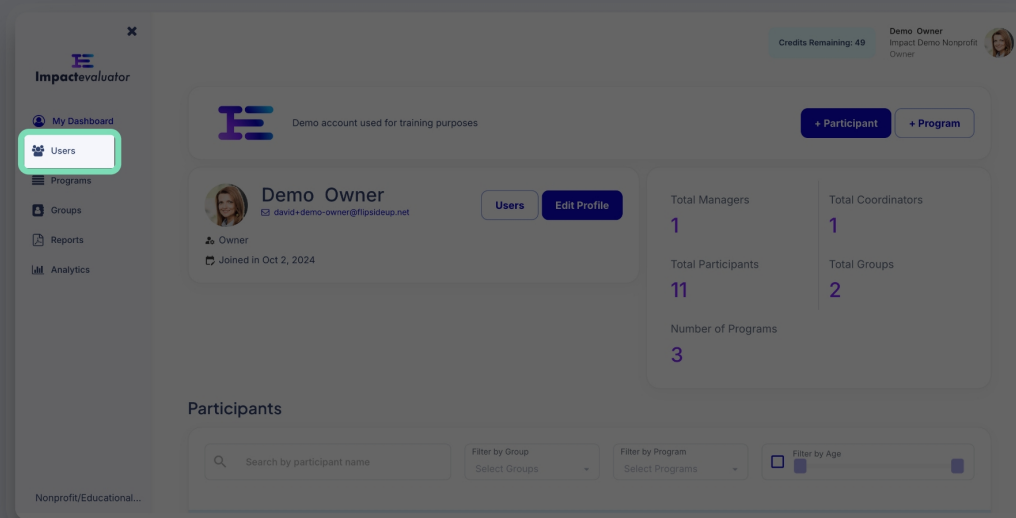
In this tutorial, I'll show you how to invite a single participant to Impact Evaluator. While we have another video that shows you how to add multiple participants at once, this tutorial will focus on adding just one participant.



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2

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



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3

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

The screenshot shows the Impactevaluator web application interface. The 'Participants' tab is selected and highlighted with a red box. The interface includes a sidebar with navigation options like 'My Dashboard', 'Users', 'Programs', 'Groups', 'Reports', and 'Analytics'. The main content area displays a table of participants with columns for Name, Group, Programs, Age, Grade, Status, and Action. The table lists five participants: Chris Brown, David Wilson, Emily Davis, James Anderson, and Jane Smith. Above the table, there are search and filter options, and buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'.

	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	Chris Brown	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	15	10	●	🗑️
<input type="checkbox"/>	David Wilson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	Emily Davis	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	James Anderson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	Jane Smith	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️

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

4

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

This screenshot is identical to the one above, but the '+ Participant' button is highlighted with a red box to indicate the action to be taken.

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

5

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

The screenshot shows the 'Create a Participant' popup form overlaid on the ImpactEvolver 'Participants' page. The form contains the following fields:

- Picture:** A circular area with a 'Click to upload picture' button.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email address:** A text input field.
- Grade:** A dropdown menu.
- Birth Year:** A dropdown menu.
- Gender:** A dropdown menu.
- Ethnicity:** A dropdown menu.
- Country:** A dropdown menu.
- State:** A dropdown menu.
- City:** A text input field.
- Groups:** A 'Choose Group' button.
- Programs:** A dropdown menu.

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

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.

This screenshot is identical to the one above, showing the 'Create a Participant' popup form in the ImpactEvolver interface. The form contains the following fields:

- Picture:** A circular area with a 'Click to upload picture' button.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email address:** A text input field.
- Grade:** A dropdown menu.
- Birth Year:** A dropdown menu.
- Gender:** A dropdown menu.
- Ethnicity:** A dropdown menu.
- Country:** A dropdown menu.
- State:** A dropdown menu.
- City:** A text input field.
- Groups:** A 'Choose Group' button.
- Programs:** A dropdown menu.

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

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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ImpactEvolver

8

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

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ImpactEvolver

9

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

<input type="checkbox"/>	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	CB Chris Brown	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	15	10	●	🗑️
<input type="checkbox"/>	DW David Wilson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	ED Emily Davis	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	JA James Anderson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	JS Jane Smith	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	John Doe	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	14	8	●	🗑️
<input type="checkbox"/>	JD John Doe	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	LM Laura Martinez	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	Madison Paige	Demo Group 1, Grade 10 Group	Curious Minds STEM Club	16	10	●	🗑️
<input type="checkbox"/>	MJ Michael Johnson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	14	8	●	🗑️

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



10

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

<input type="checkbox"/>	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	CB Chris Brown	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	15	10	●	🗑️
<input type="checkbox"/>	DW David Wilson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	ED Emily Davis	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	JA James Anderson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	JS Jane Smith	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	John Doe	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	14	8	●	🗑️
<input type="checkbox"/>	JD John Doe	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	LM Laura Martinez	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑️
<input type="checkbox"/>	Madison Paige	Demo Group 1, Grade 10 Group	Curious Minds STEM Club	16	10	●	🗑️
<input type="checkbox"/>	MJ Michael Johnson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	14	8	●	🗑️

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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.

The screenshot shows the 'Participants' page in the Impact Evaluator interface. The page has a sidebar on the left with navigation options: My Dashboard, Users, Programs, Groups, Reports, and Analytics. The main content area is titled 'Participants' and shows '0 selected'. There are four buttons: '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. Below these buttons are search and filter options: 'Search by Participant Name', 'Filter by Group (Choose a Group)', 'Filter by Program (Choose Program)', and 'Filter by Age'. A table lists five participants:

<input type="checkbox"/>	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	Chris Brown	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	15	10	<span style="color: red;">●</span>	
<input type="checkbox"/>	David Wilson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	<span style="color: red;">●</span>	
<input type="checkbox"/>	Emily Davis	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	<span style="color: red;">●</span>	
<input type="checkbox"/>	James Anderson	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	<span style="color: red;">●</span>	
<input type="checkbox"/>	Jane Smith	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	<span style="color: red;">●</span>	

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.