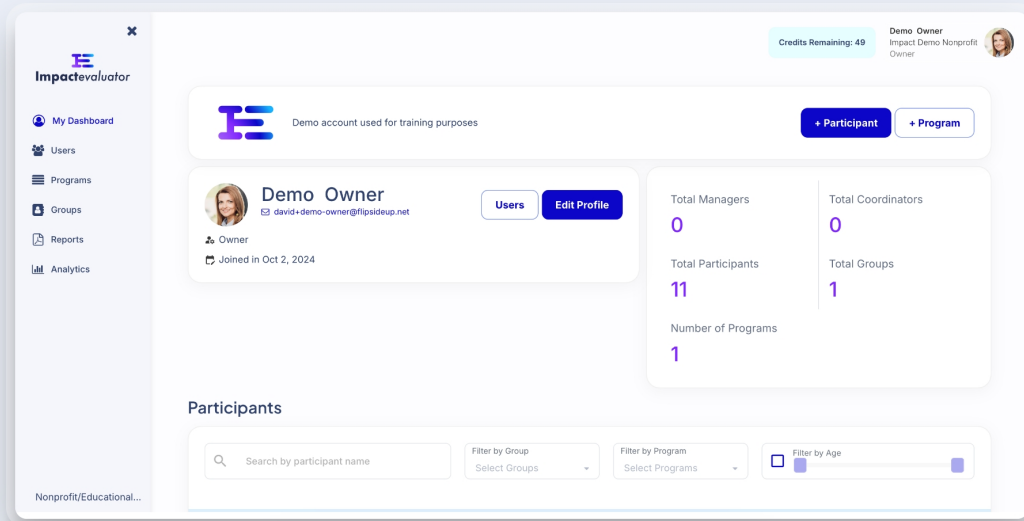


# Adding existing participants to a Program

1

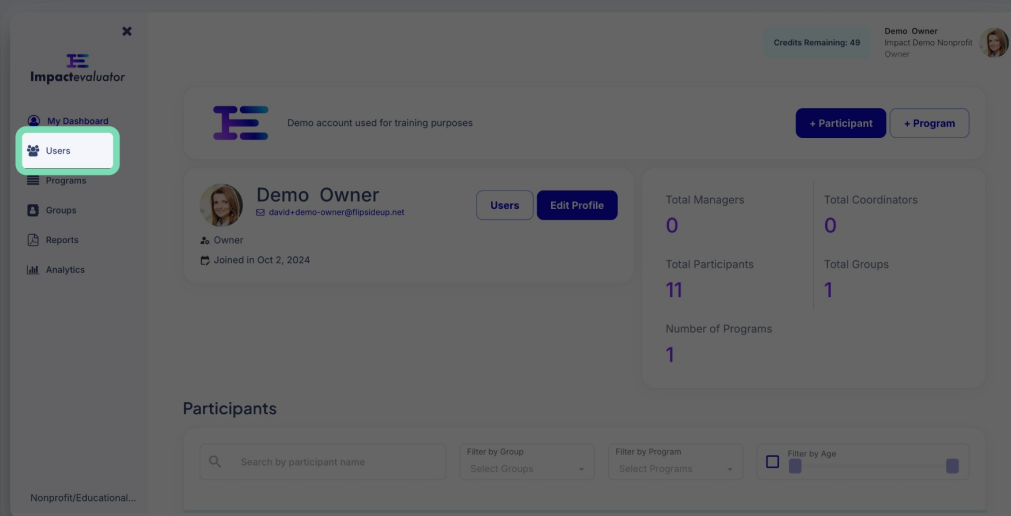
Hello, and welcome to this tutorial! Today, I'll show you how to add existing users to a program in Impact Evaluator, either as a single participant or multiple users all at once.



Hello, and welcome to this tutorial! Today, I'll show you how to add existing users to a program in Impact Evaluator, either as a single participant or multiple users all at once.

2

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



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3

This will bring you to the Participants tab, where you'll see a list of all the participants in your system.

The screenshot shows the Impactevaluator interface with the 'Participants' tab selected. The top navigation bar includes 'Participants', 'Coordinators', 'Managers', and 'Administrators'. Below the navigation, there are buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. A search bar is labeled 'Search by Participant Name'. Below the search bar, there are filters for 'Filter by Group' (Choose a Group), 'Filter by Program' (Choose Program), and 'Filter by Age'. The main content is a table with the following data:

<input type="checkbox"/>	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	CB Chris Brown	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	DW David Wilson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	ED Emily Davis	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JA James Anderson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JS Jane Smith	Demo Group 1	Build a Boat			●	🗑️

This will bring you to the Participants tab, where you'll see a list of all the participants in your system.

4

To add participants to a program, you can either select all participants by clicking the main checkbox at the top.

The screenshot shows the same Impactevaluator interface as in the previous image, but with the main checkbox at the top left of the table highlighted with a green box. The table data is identical to the previous image:

<input type="checkbox"/>	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	CB Chris Brown	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	DW David Wilson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	ED Emily Davis	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JA James Anderson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JS Jane Smith	Demo Group 1	Build a Boat			●	🗑️

To add participants to a program, you can either select all participants by clicking the main checkbox at the top.

5

This will check all the boxes

The screenshot shows the 'Participants' page in the Impactevaluator interface. At the top, it indicates '11 selected' and provides buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. Below this is a search bar and filter options for Group, Program, and Age. A table lists 11 participants, all of whom have their checkboxes in the 'ACTION' column selected. A green box highlights the first three rows of the table.

NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input checked="" type="checkbox"/> CB Chris Brown	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> DW David Wilson	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ED Emily Davis	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> JA James Anderson	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> JS Jane Smith	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> John Doe	Demo Group 1	Build a Boat	14	8	●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> JD John Doe	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> LM Laura Martinez	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>

This will check all the boxes

6

or choose specific participants by clicking on the checkbox next to each one. For this demo, we'll select three participants to add to a program.

The screenshot shows the 'Participants' page in the Impactevaluator interface. At the top, it indicates '3 selected' and provides buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. Below this is a search bar and filter options for Group, Program, and Age. A table lists 11 participants, with only the first three having their checkboxes in the 'ACTION' column selected. A green box highlights these three rows.

NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input checked="" type="checkbox"/> CB Chris Brown	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> DW David Wilson	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> ED Emily Davis	Demo Group 1	Build a Boat			●	<input checked="" type="checkbox"/>
<input type="checkbox"/> JA James Anderson	Demo Group 1	Build a Boat			●	<input type="checkbox"/>
<input type="checkbox"/> JS Jane Smith	Demo Group 1	Build a Boat			●	<input type="checkbox"/>
<input type="checkbox"/> John Doe	Demo Group 1	Build a Boat	14	8	●	<input type="checkbox"/>
<input type="checkbox"/> JD John Doe	Demo Group 1	Build a Boat			●	<input type="checkbox"/>

or choose specific participants by clicking on the checkbox next to each one. For this demo, we'll select three participants to add to a program.

7

Now that you've selected your participants, click the '+ Users to Program' button.

The screenshot shows the 'Participants' page in the Impactevaluator interface. At the top, there are tabs for 'Participants', 'Coordinators', 'Managers', and 'Administrators'. Below the tabs, there are buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. The '+ Users to Program' button is highlighted with a red box. Below the buttons, there is a search bar and filter options. A table lists participants with columns for NAME, GROUP, PROGRAMS, AGE, GRADE, STATUS, and ACTION. Three participants are selected with checkboxes: Chris Brown, David Wilson, and Emily Davis.

	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input checked="" type="checkbox"/>	Chris Brown	Demo Group 1	Build a Boat				
<input checked="" type="checkbox"/>	David Wilson	Demo Group 1	Build a Boat				
<input checked="" type="checkbox"/>	Emily Davis	Demo Group 1	Build a Boat				
<input type="checkbox"/>	James Anderson	Demo Group 1	Build a Boat				
<input type="checkbox"/>	Jane Smith	Demo Group 1	Build a Boat				
<input type="checkbox"/>	John Doe		Build a Boat	14	8		
<input type="checkbox"/>	John Doe	Demo Group 1	Build a Boat				

Now that you've selected your participants, click the '+ Users to Program' button.

8

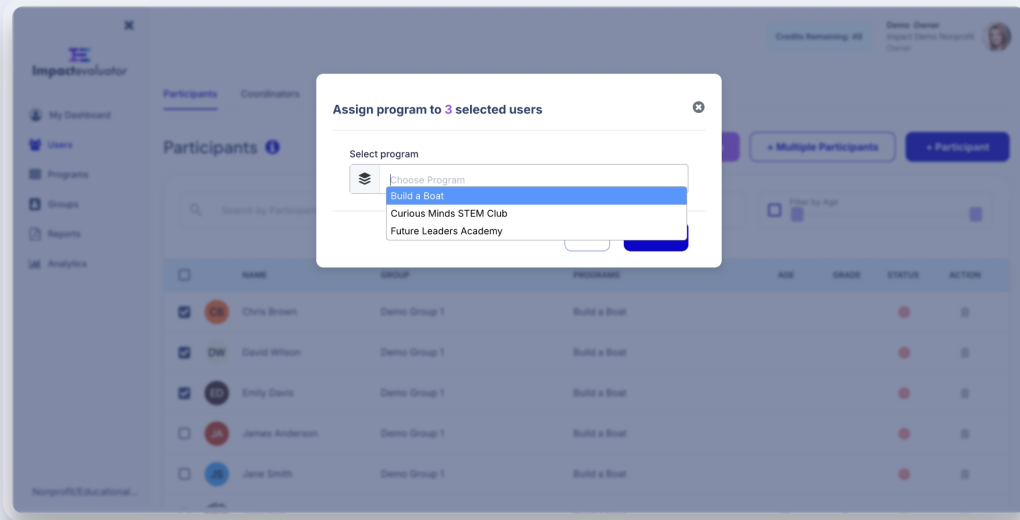
This will open a popup where you can assign these users to a single program or multiple programs.

The screenshot shows the 'Participants' page with a popup window open. The popup is titled 'Assign program to 3 selected users' and has a 'Select program' dropdown menu with 'Choose Program' selected. There are 'Close' and 'Save' buttons.

This will open a popup where you can assign these users to a single program or multiple programs.

9

In the popup, choose the program or programs you want to add the selected participants to.

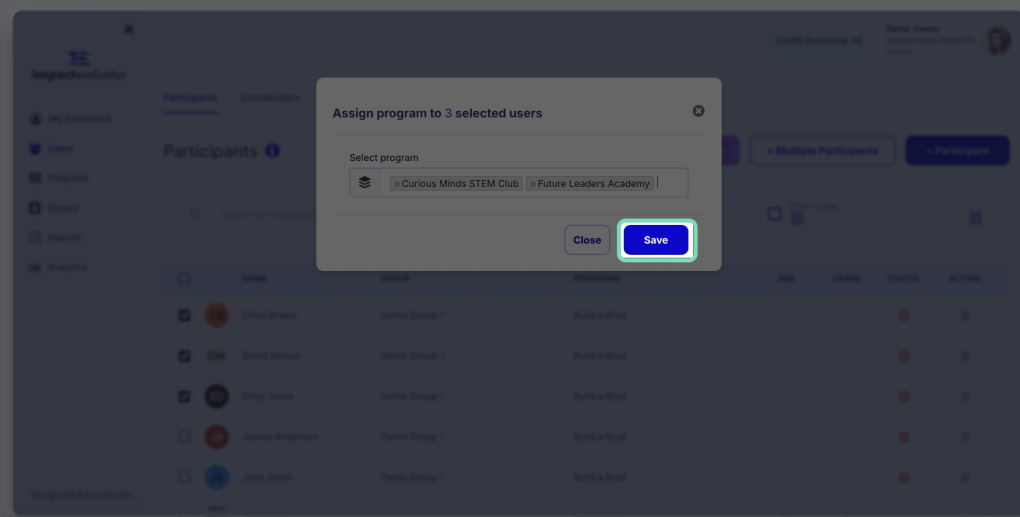


In the popup, choose the program or programs you want to add the selected participants to.



10

Once you've made your selection, click 'Save' to confirm.



Once you've made your selection, click 'Save' to confirm.



11

After clicking save, you'll see that the participants have been successfully assigned to the programs you selected.

The screenshot shows the 'Participants' page in the Impactevaluator interface. The page title is 'Participants' with a sub-header '0 selected'. There are buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. Below these 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 participants with columns: NAME, GROUP, PROGRAMS, AGE, GRADE, STATUS, and ACTION. The first three rows are highlighted with a green box:

NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
Chris Brown	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy			●	🗑️
David Wilson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy			●	🗑️
Emily Davis	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy			●	🗑️

After clicking save, you'll see that the participants have been successfully assigned to the programs you selected.

12

And that's it! You've now successfully added existing users to a program. Thanks for watching, and if you have any questions, feel free to reach out to our support team.

The screenshot shows the 'Participants' page in the Impactevaluator interface, displaying the full list of participants. The table is the same as in the previous screenshot, but now all rows are visible:

NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
Chris Brown	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy			●	🗑️
David Wilson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy			●	🗑️
Emily Davis	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy			●	🗑️
James Anderson	Demo Group 1	Build a Boat			●	🗑️
Jane Smith	Demo Group 1	Build a Boat			●	🗑️
John Doe		Build a Boat	14	8	●	🗑️

And that's it! You've now successfully added existing users to a program. Thanks for watching, and if you have any questions, feel free to reach out to our support team.