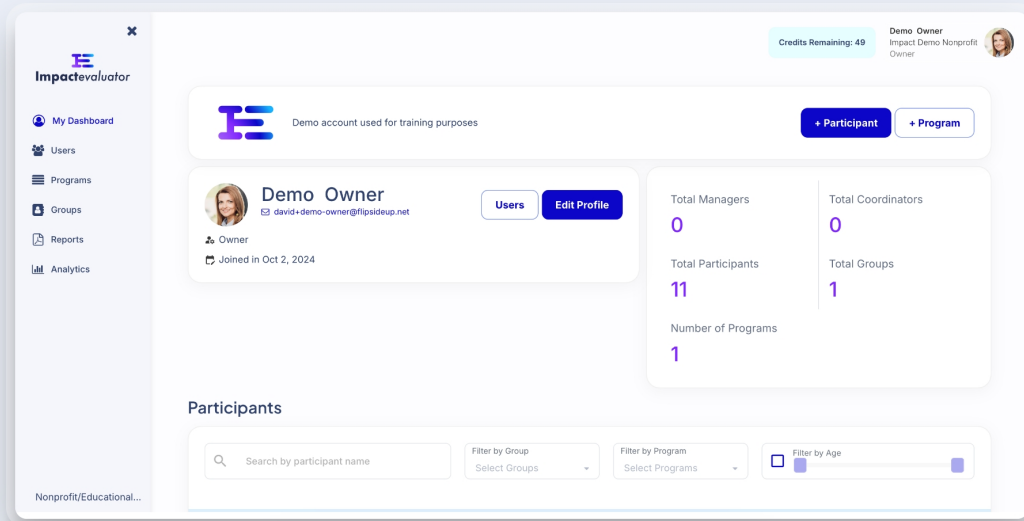# Adding existing participants to a Program

**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.
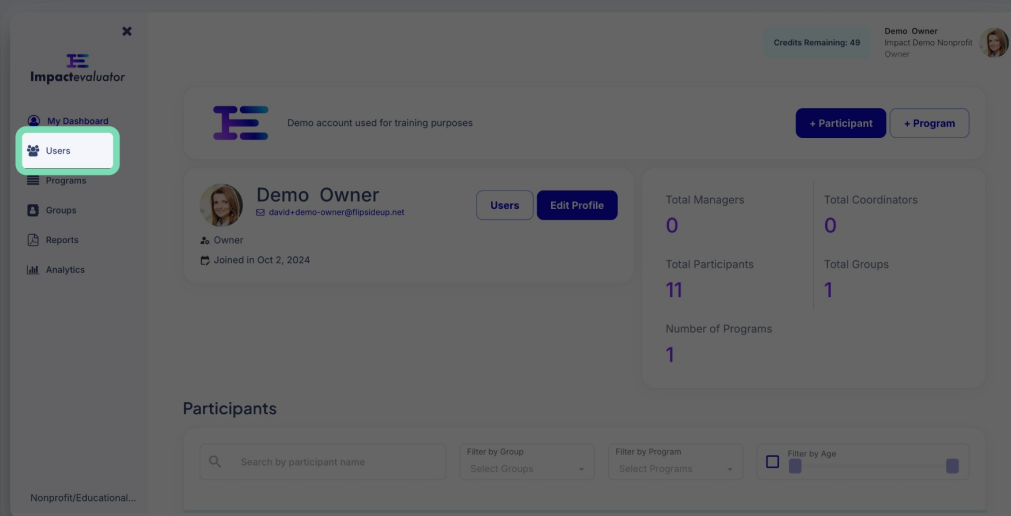


First, click on 'Users' in the left menu.

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



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.



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



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.



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.



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.



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.
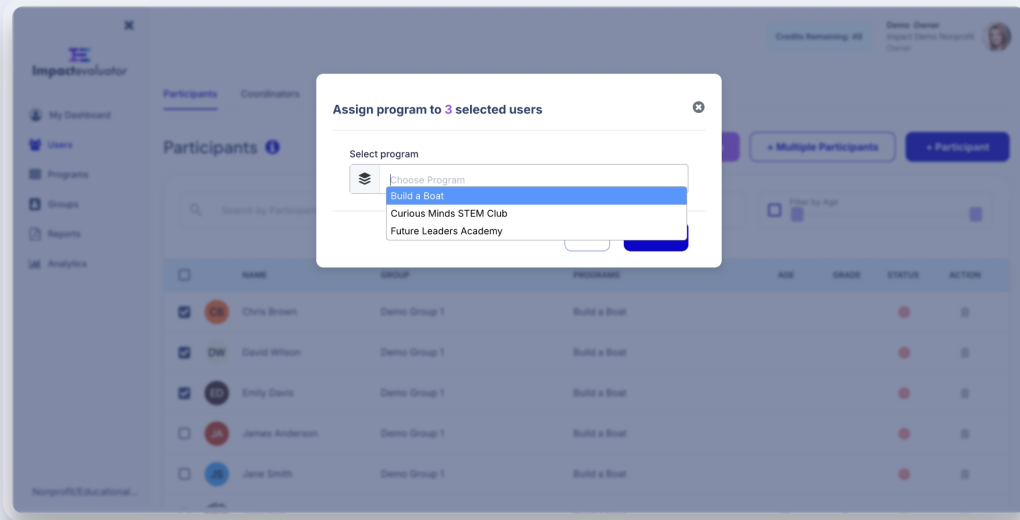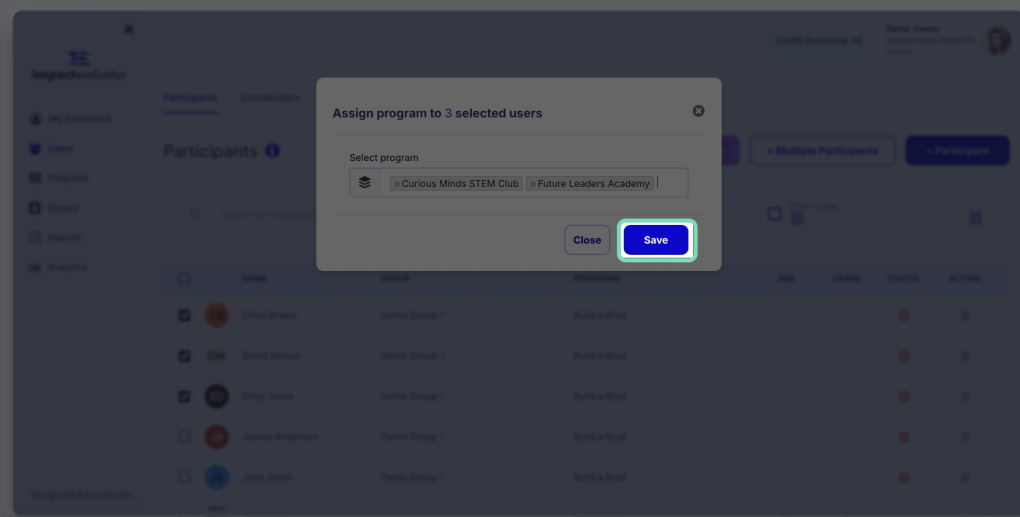


In the popup, choose the program or programs you want to add the selected participants to.

**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.



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.



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.