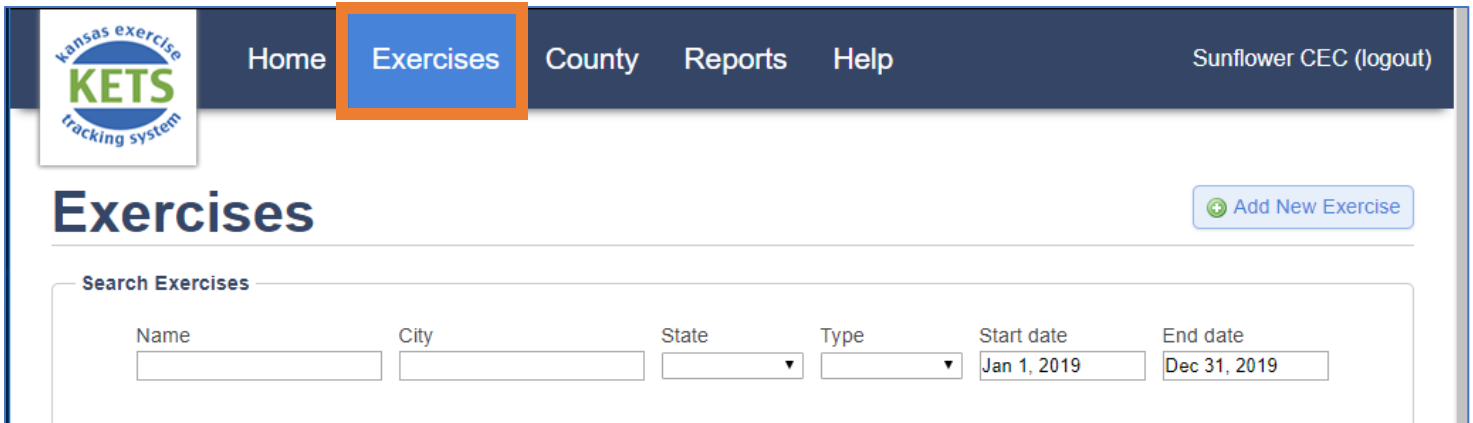


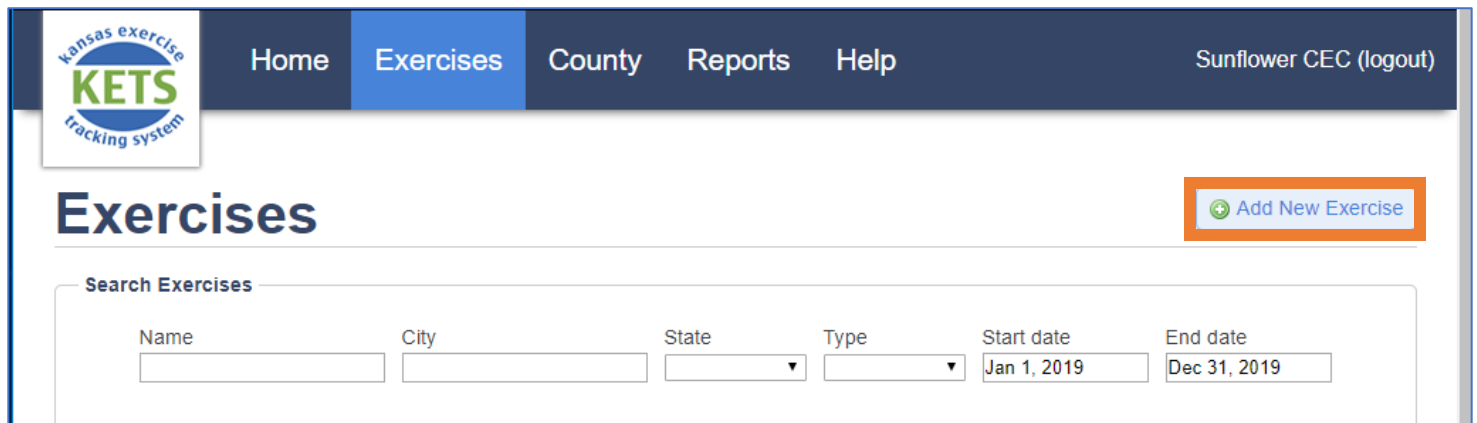
# Step 1: Add New Exercise

1. Click **Exercises** in the header menu.




The screenshot shows the top navigation bar of the KETS tracking system. The logo on the left reads "kansas exercise tracking system KETS". The navigation menu includes "Home", "Exercises", "County", "Reports", and "Help". The "Exercises" item is highlighted with an orange border. On the right side of the header, it says "Sunflower CEC (logout)". Below the header, the page title is "Exercises". To the right of the title is a button labeled "Add New Exercise" with a plus icon. Below the title is a search section titled "Search Exercises" with input fields for Name, City, State, Type, Start date (pre-filled with "Jan 1, 2019"), and End date (pre-filled with "Dec 31, 2019").

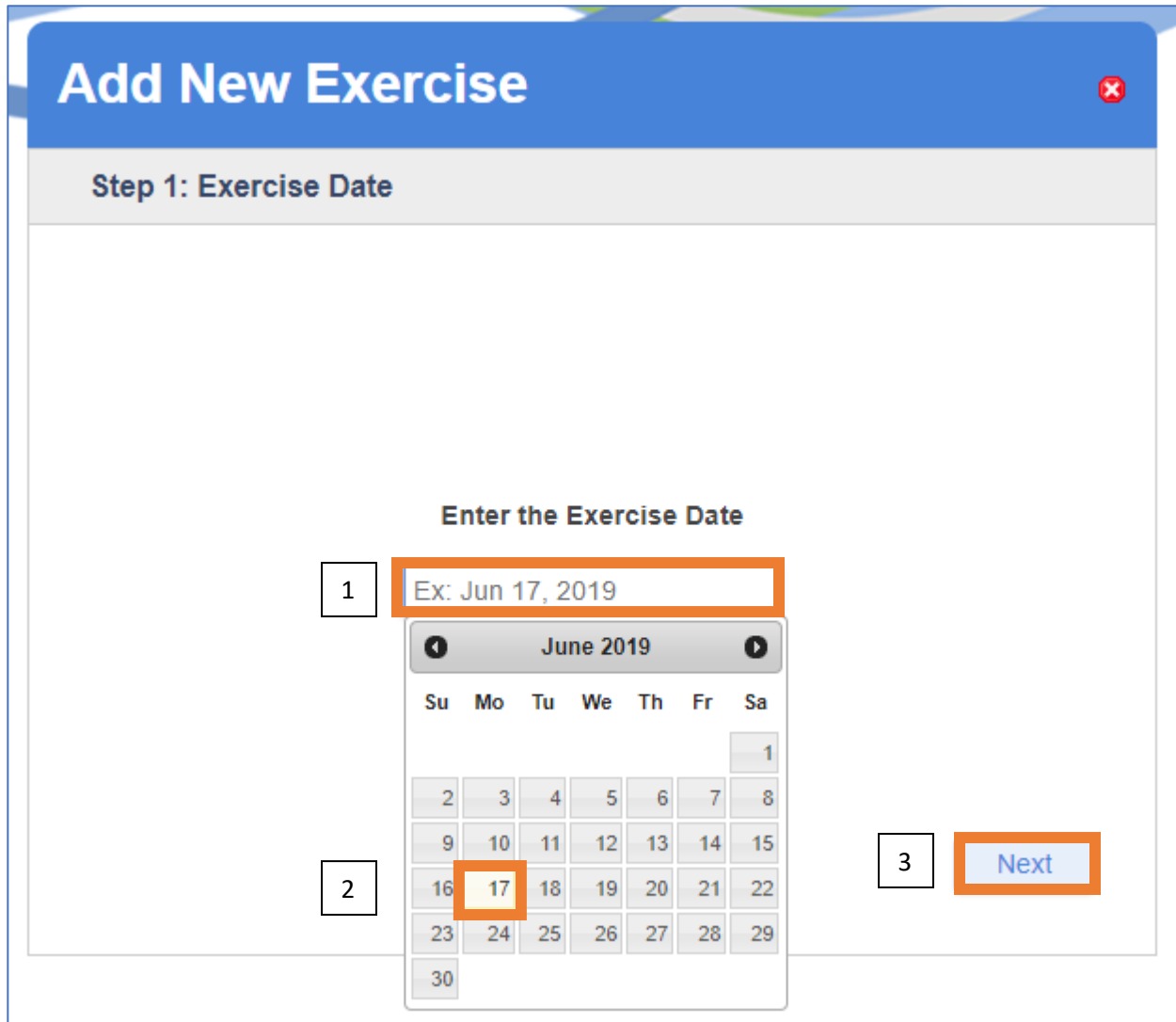
2. Click **Add New Exercise**.




This screenshot is identical to the one above, but the "Add New Exercise" button in the top right corner is highlighted with an orange border. The rest of the page layout, including the header, navigation menu, and search fields, remains the same.

### 3. Enter the **Exercise Date**.

- Click in the box to **select a date from the drop-down calendar** or type the date in manually using the format MM-DD-YYYY. Click **Next**.
- If at any time you want to exit the wizard and cancel creating the new exercise, push the red circle icon  in the top right-hand corner of the wizard.



**Add New Exercise** 

**Step 1: Exercise Date**

**Enter the Exercise Date**

1

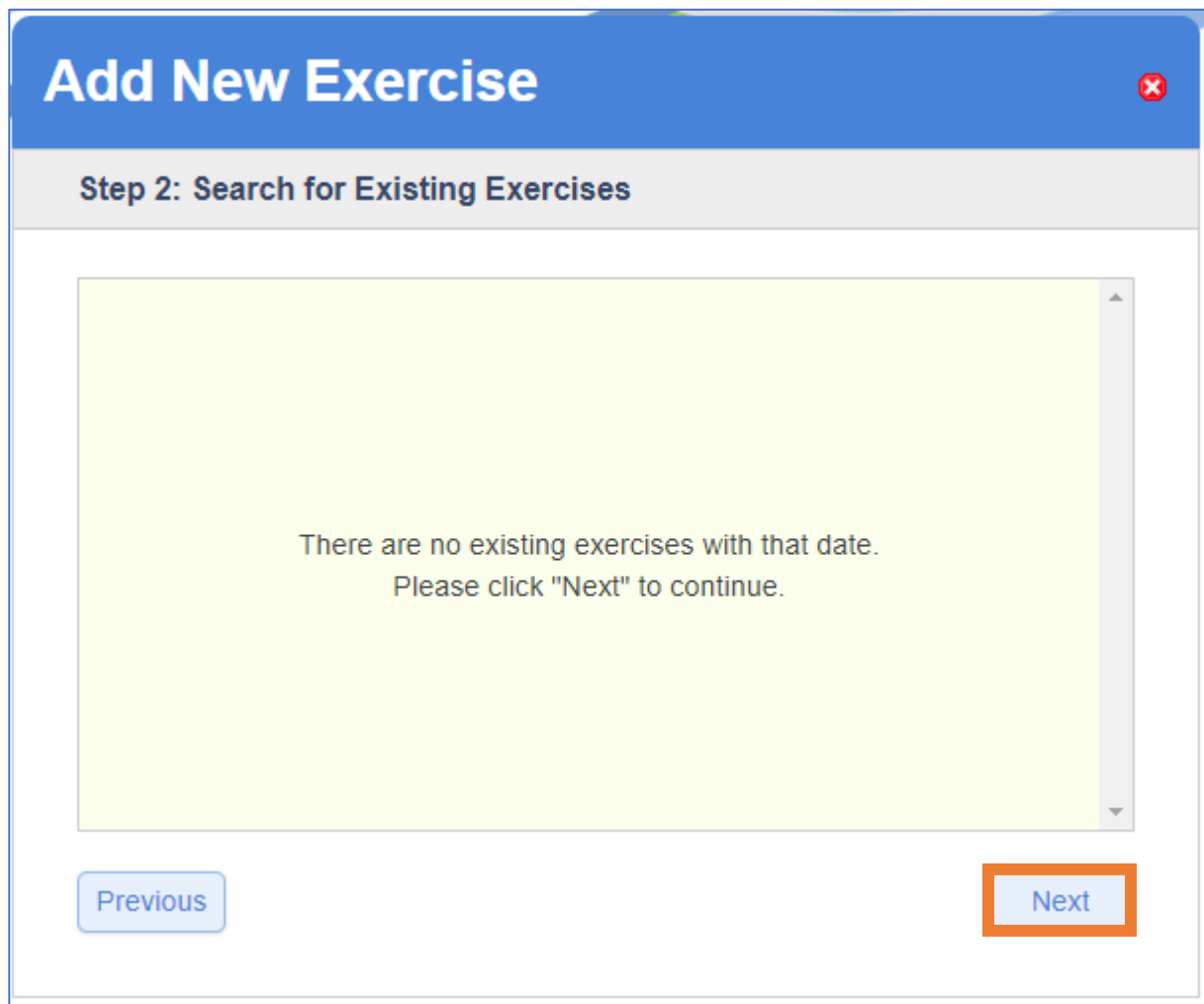
2 

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3

4. Search for Existing Exercises.

- o Exercises with dates close to the one being added will appear. **Check to make sure the exercise being added is not already in KETS.** Click Next.



**Add New Exercise** ✕

**Step 2: Search for Existing Exercises**

There are no existing exercises with that date.  
Please click "Next" to continue.

[Previous](#) [Next](#)

5. Enter Remaining Exercise Information. Click Next.
- Exercise Name should be unique and descriptive to distinguish from other similar exercises. For example, **“Sunflower County Active Shooter TTX”** versus ~~“Active Shooter”~~
  - User who is adding the exercise will be listed as the Point of Contact (POC)
  - After selecting Exercise Type, select the Primary Core Capability. Additional Core Capabilities can be added by clicking [Add Additional Capabilities](#)  
*(Note: TEPW exercises do not complete this step; TEPWs always have the Primary Core Capability set to “Planning”)*

The screenshot shows a web form titled "Add New Exercise" with a sub-header "Step 3: Enter Remaining Exercise Info". The form contains several fields and options:

- Location \***: Radio buttons for "City" (selected) and "Out-of-State".
- Exercise Name \***: Text input field containing "Sunflower Co Active Shooter TTX".
- City \***: Text input field containing "Crisis City".
- Start Date \***: Text input field containing "Jun 17, 2019".
- Number of Participants**: Text input field containing "20".
- End Date \***: Text input field containing "Jun 17, 2019".
- Point of Contact \***: Text input field containing "Sunflower CEC".
- Exercise Type \***: Dropdown menu with "Tabletop" selected.
- Host County \***: Text input field containing "Sunflower".
- Primary Core Capability \***: Dropdown menu with "On-scene Security, Protection, anc" selected.
- Add Additional Capabilities**: A link with a plus icon.
- Note**: A large text area with a "500 characters remaining" indicator.
- Navigation**: "Previous" and "Next" buttons. The "Next" button is highlighted with an orange border.

## 6. Review & Submit.

- Double check exercise information before clicking **Save**.
- To make changes, click **Previous** to return to the Enter Remaining Exercise Info form.

# Add New Exercise ✕


## Step 4: Review & Submit

<b>Exercise Name</b> Sunflower Co Active Shooter TTX	<b>Location</b> City
<b>Start Date</b> Jun 17, 2019	<b>City</b> Crisis City
<b>End Date</b> Jun 17, 2019	<b>Number of Participants</b> 20
<b>Exercise Type</b> Tabletop	<b>Point of Contact</b> Sunflower CEC
<b>Primary Core Capability</b> On-scene Security, Protection, and Law Enforcement	<b>Host County</b> Sunflower
<b>Note</b> <i>No value</i>	

[Previous](#) [Save](#)


7. After clicking Save, a green banner will show at the top with the message “Successfully created exercise!”. The system will direct to the exercise’s summary page.

Successfully created exercise! [\[hide\]](#)

Sunflower CEC (logout)[Home](#) [Exercises](#) [County](#) [Reports](#) [Help](#)

## Sunflower Co Active Shooter TTX

<b>Type</b>	Tabletop
<b>Date</b>	Jun 17, 2019
<b>Location</b>	Crisis City <small>Hosted By Sunflower County</small>
<b>Point of Contact</b>	<a href="#">Sunflower CEC</a>
<b>Number of Participants</b>	20
<b>Core Capabilities</b>	On-scene Security, Protection, and Law Enforcement (primary)
<b>Notes</b>	None

 [Edit Exercise](#)

**Exercise Files**X Upload Sign-in SheetHide ▾

No exercise files.  
  
[+ Add Exercise File](#)