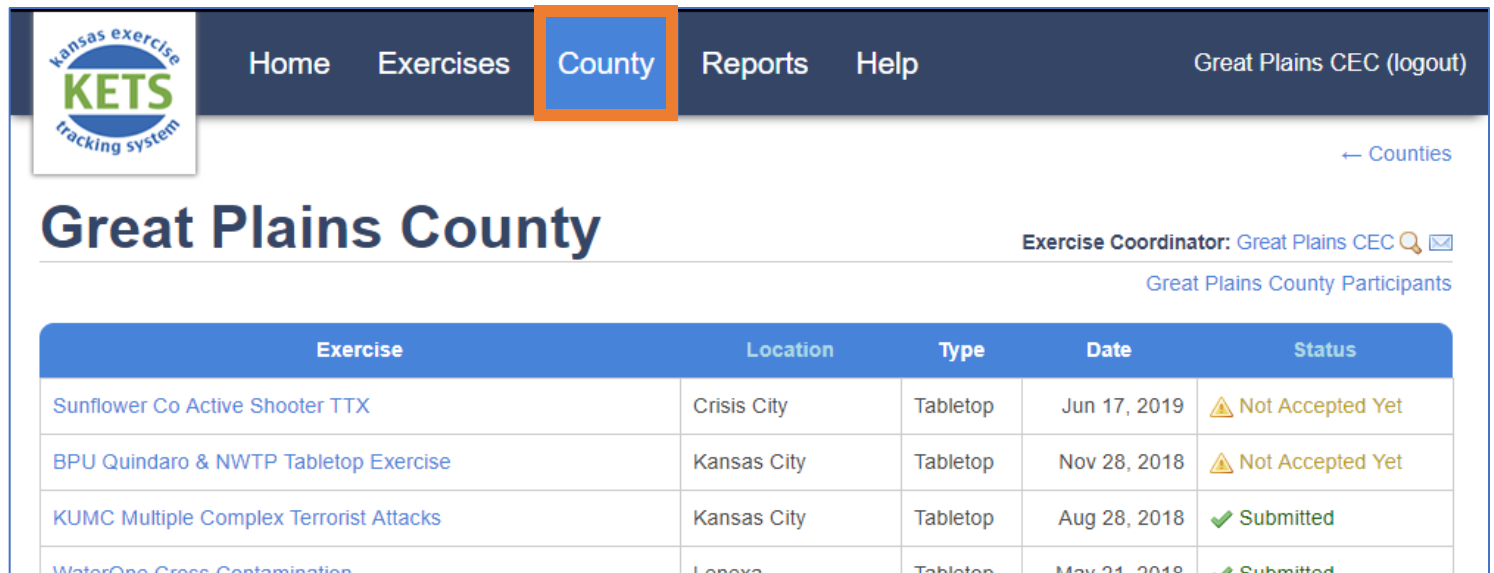


Step 4: Accept Exercise for County and/or Individual Credit

Once the Point of Contact adds a county to an exercise, the county's **County Exercise Coordinator** is responsible for **rejecting or accepting the exercise as County and Individual Credit or Individual Credit Only**.

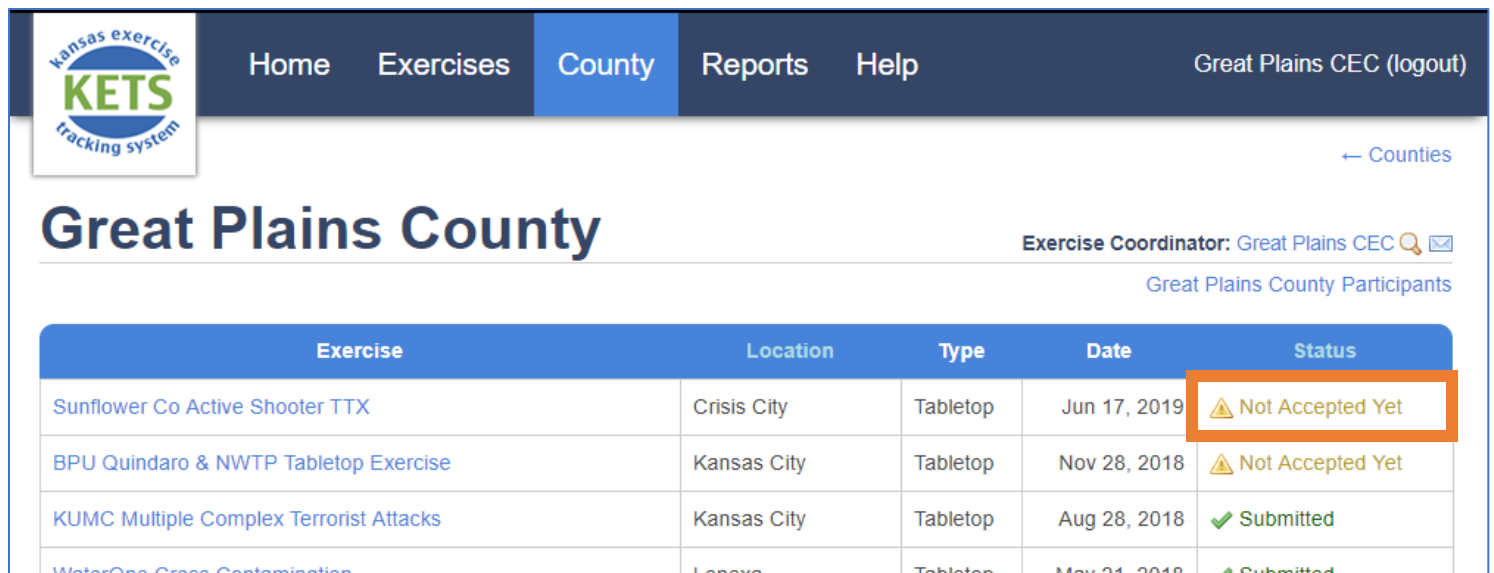
1. Click **County** in the header menu.



The screenshot shows the KETS tracking system interface. The header menu includes 'Home', 'Exercises', 'County' (highlighted with an orange box), 'Reports', and 'Help'. The user is logged in as 'Great Plains CEC'. The page title is 'Great Plains County'. Below the title, there is a search icon and a link to 'Counties'. The 'Exercise Coordinator' is listed as 'Great Plains CEC'. A table lists exercises with columns for Exercise, Location, Type, Date, and Status. The status column shows 'Not Accepted Yet' for the first two exercises and 'Submitted' for the last two.

Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX	Crisis City	Tabletop	Jun 17, 2019	⚠️ Not Accepted Yet
BPU Quindaro & NWTP Tabletop Exercise	Kansas City	Tabletop	Nov 28, 2018	⚠️ Not Accepted Yet
KUMC Multiple Complex Terrorist Attacks	Kansas City	Tabletop	Aug 28, 2018	✅ Submitted
WaterOne Cross Contamination	Lenexa	Tabletop	May 21, 2018	✅ Submitted


2. Click the name of the exercise that needs to be accepted (or rejected) for the county. The status column indicates if an exercise is "Not Accepted Yet".



The screenshot shows the KETS tracking system interface. The header menu includes 'Home', 'Exercises', 'County' (highlighted with an orange box), 'Reports', and 'Help'. The user is logged in as 'Great Plains CEC'. The page title is 'Great Plains County'. Below the title, there is a search icon and a link to 'Counties'. The 'Exercise Coordinator' is listed as 'Great Plains CEC'. A table lists exercises with columns for Exercise, Location, Type, Date, and Status. The status column shows 'Not Accepted Yet' for the first two exercises and 'Submitted' for the last two. The 'Not Accepted Yet' status for the first exercise is highlighted with an orange box.

Exercise	Location	Type	Date	Status
Sunflower Co Active Shooter TTX	Crisis City	Tabletop	Jun 17, 2019	⚠️ Not Accepted Yet
BPU Quindaro & NWTP Tabletop Exercise	Kansas City	Tabletop	Nov 28, 2018	⚠️ Not Accepted Yet
KUMC Multiple Complex Terrorist Attacks	Kansas City	Tabletop	Aug 28, 2018	✅ Submitted
WaterOne Cross Contamination	Lenexa	Tabletop	May 21, 2018	✅ Submitted

3. On the **Exercise Summary** page, scroll down to the **Counties** box.



Home Exercises County Reports Help Great Plains CEC (logout)

Sunflower Co Active Shooter TTX

Type Tabletop
Date Jun 17, 2019
Location Crisis City
Hosted By Sunflower County
Point of Contact Sunflower CEC
Number of Participants 20
Core Capabilities On-scene Security, Protection, and Law Enforcement (primary)
Notes None

Exercise Files Hide ▾

▾

Participants

Hide ▾

Name	County	Role	Assigned
Jane Doe	Sunflower	Player	Jun 20, 2019 1:40 PM

[+ Add Participant](#)

Counties

Hide ▾

Great Plains	- Reject Exercise + Accept Exercise
Sunflower	

Comments

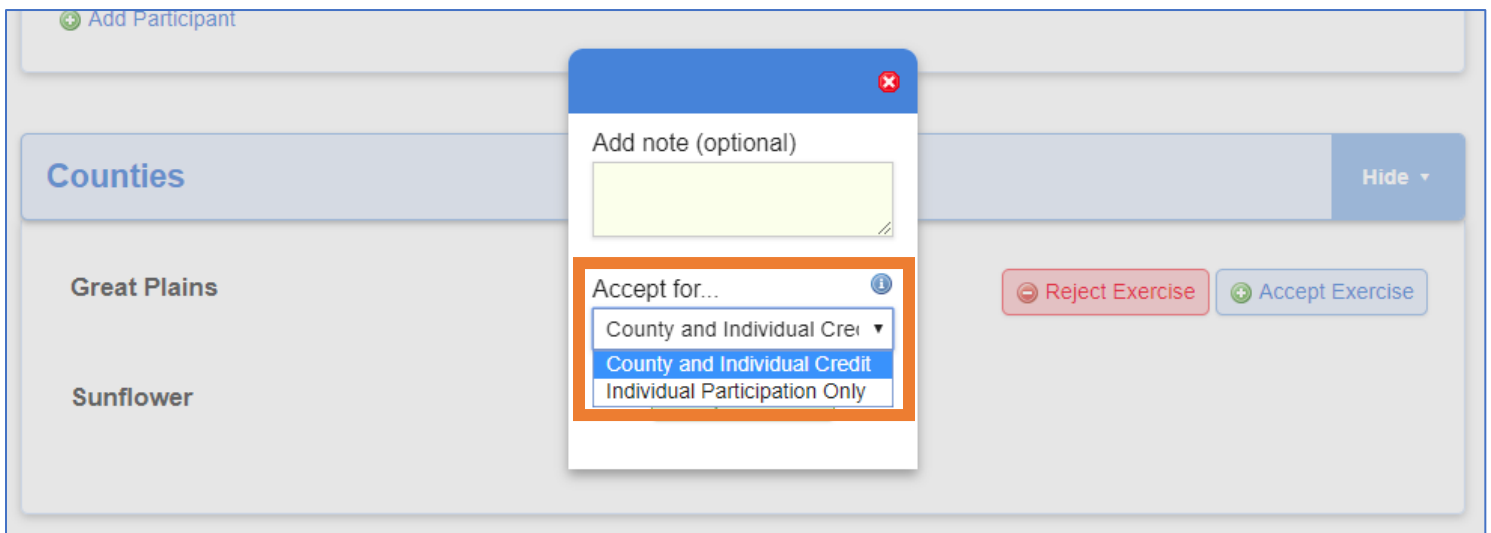
Hide ▾

4. If no personnel from the county participated in the exercise, click **Reject Exercise**. Otherwise, click **Accept Exercise**.



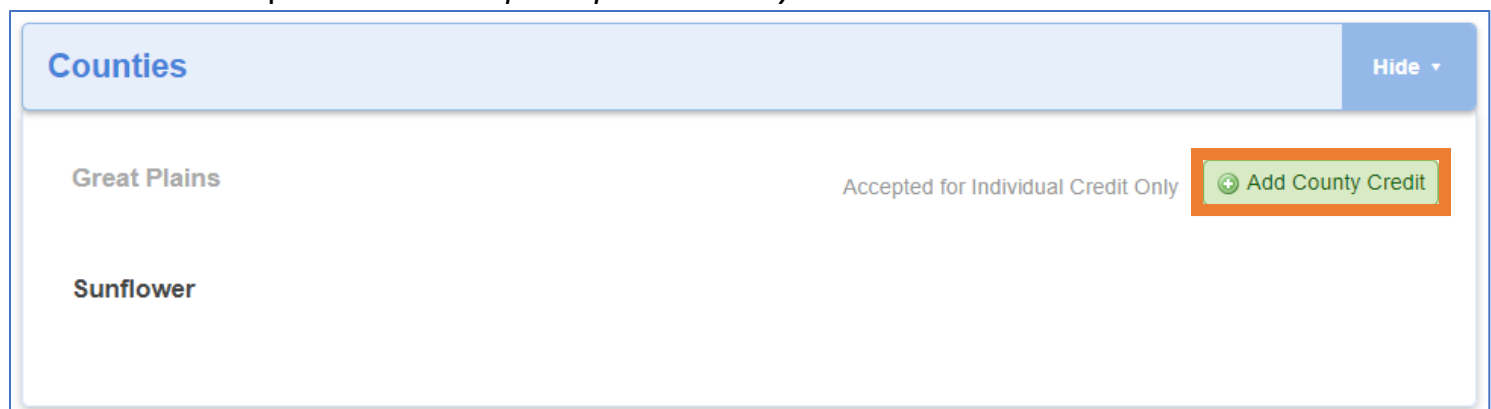
The screenshot shows a table with a header 'Counties' and a 'Hide' button. The table lists two counties: 'Great Plains' and 'Sunflower'. To the right of 'Great Plains', there are two buttons: 'Reject Exercise' (with a minus icon) and 'Accept Exercise' (with a plus icon). Both buttons are highlighted with an orange border.

5. After clicking **Accept Exercise**, select whether to accept the exercise for **County and Individual Credit** or **Individual Credit Only** from the drop-down.




The screenshot shows the same interface as above, but with a modal dialog box open over the 'Great Plains' row. The dialog has a title bar with a close button. It contains a text input field labeled 'Add note (optional)'. Below that is a dropdown menu titled 'Accept for...'. The dropdown menu is open, showing three options: 'County and Individual Credit', 'County and Individual Credit', and 'Individual Participation Only'. The second option, 'County and Individual Credit', is selected and highlighted in blue. The 'Accept Exercise' button from the background is visible through the dialog.

6. If accepted for **Individual Participation Only**, no further steps are needed. If it is later decided to add county credit, click **Add County Credit** then continue the steps in KETS help document *Step 5: Upload County Documentation*.



The screenshot shows the 'Counties' interface. The 'Great Plains' row now has the text 'Accepted for Individual Credit Only' next to it. To the right of this text, there is a button labeled 'Add County Credit' with a plus icon, which is highlighted with an orange border. The 'Sunflower' row remains unchanged.

7. If accepted for **County and Individual Credit**, continue to KETS help document *Step 5: Upload County Documentation*.

Counties		Hide ▾
Great Plains	X Upload AAR X Upload IP	Show ▶ 
Sunflower		