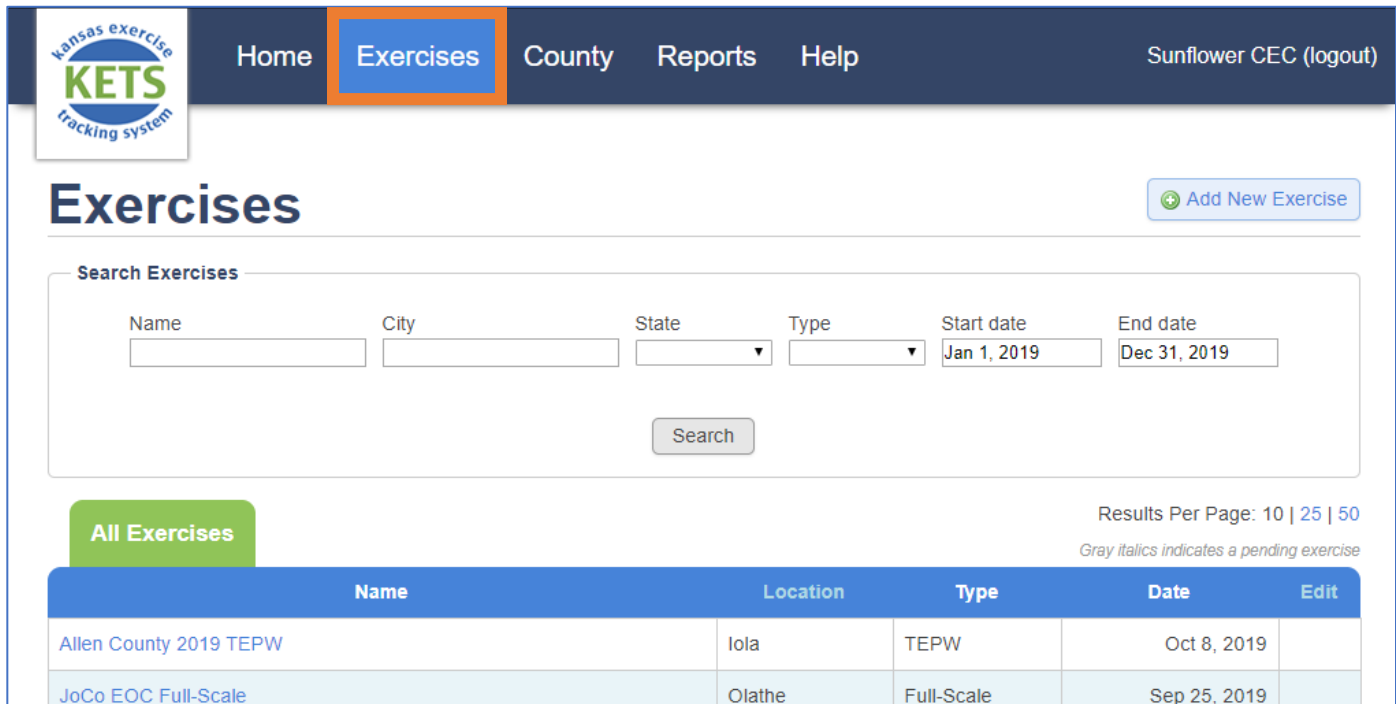


Step 3: Upload Sign-in Sheet & Assign Participants

Upload the Sign-in Sheet

Note: Only an exercise's **Point of Contact** can upload the exercise Sign-in Sheet.

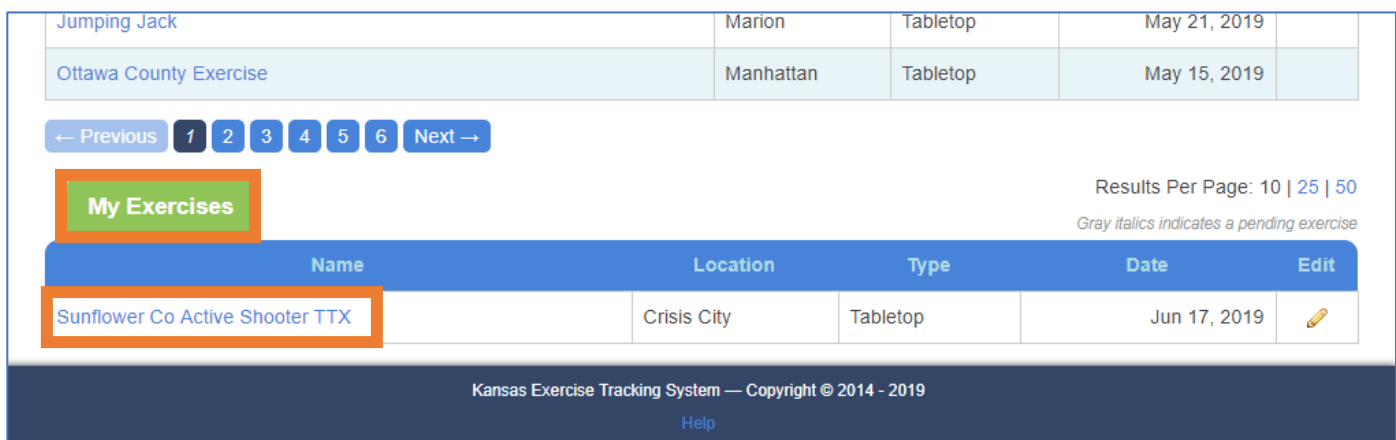
1. Click on **Exercises** in the header menu.



The screenshot shows the KETS Exercises page. The header menu has 'Exercises' highlighted. Below the header, there is a search bar with fields for Name, City, State, Type, Start date, and End date. A table of exercises is displayed below the search bar. The table has columns for Name, Location, Type, Date, and Edit. The first two rows are visible: 'Allen County 2019 TEPW' and 'JoCo EOC Full-Scale'.

| Name | Location | Type | Date | Edit |
|------------------------|----------|------------|--------------|------|
| Allen County 2019 TEPW | Iola | TEPW | Oct 8, 2019 | |
| JoCo EOC Full-Scale | Olathe | Full-Scale | Sep 25, 2019 | |

2. Scroll down to the **My Exercises** list. Click the name of the exercise that needs the sign-in sheet uploaded.



The screenshot shows the KETS My Exercises page. The 'My Exercises' menu item is highlighted. Below the header, there is a table of exercises. The table has columns for Name, Location, Type, Date, and Edit. The first two rows are visible: 'Jumping Jack' and 'Ottawa County Exercise'. The 'Sunflower Co Active Shooter TTX' row is highlighted.

| Name | Location | Type | Date | Edit |
|---------------------------------|-------------|----------|--------------|------|
| Jumping Jack | Marion | Tabletop | May 21, 2019 | |
| Ottawa County Exercise | Manhattan | Tabletop | May 15, 2019 | |
| Sunflower Co Active Shooter TTX | Crisis City | Tabletop | Jun 17, 2019 | |

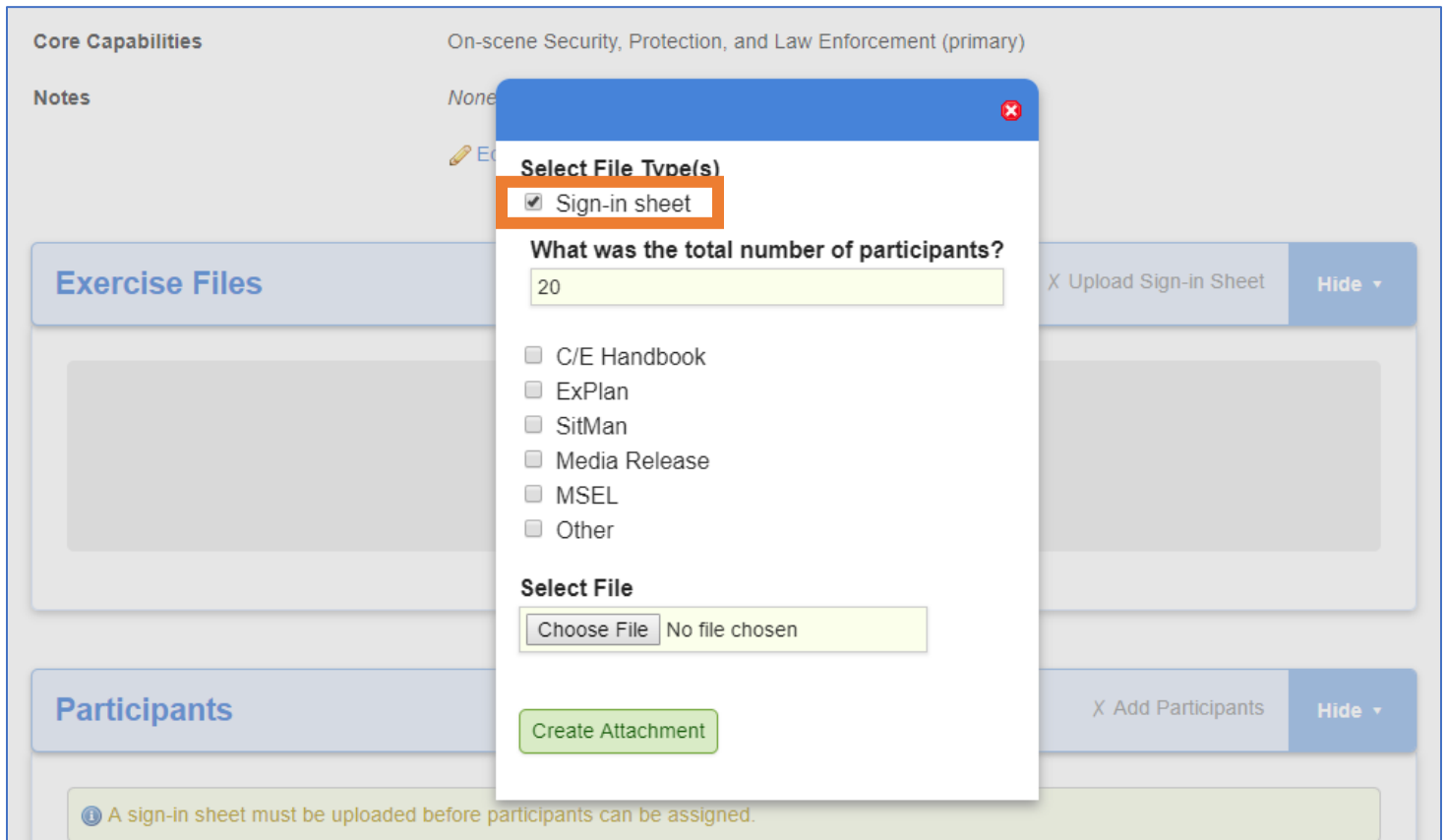
3. On the Exercise Summary page, find the **Exercise Files** box.

The screenshot shows the KETS (Kansas Exercise Tracking System) interface. At the top left is the KETS logo. The navigation menu includes Home, Exercises, County, Reports, and Help. The user is logged in as Sunflower CEC. The main heading is "Sunflower Co Active Shooter TTX". Below this, a table lists exercise details: 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)), and Notes (None). An "Edit Exercise" link is provided. A section titled "Exercise Files" is highlighted with an orange border; it contains the text "No exercise files." and a button labeled "Add Exercise File". Below this is a "Participants" section, also highlighted with an orange border, containing the text "No exercise files." and a button labeled "Add Participants".

4. Click **Add Exercise File**.

This is a close-up view of the "Exercise Files" section. It shows the header "Exercise Files" with a close button (X) and a "Hide" dropdown. The main content area displays "No exercise files." and a button labeled "Add Exercise File". This button is highlighted with an orange border, indicating it is the target for the next step.

5. Select the file type **Sign-in sheet**. (Note: If the sign-in sheet file also includes multiple file types, check all that apply.)
 - o Check the total number of participants for the exercise matches the sign-in sheet; if needed, update the number of participants.



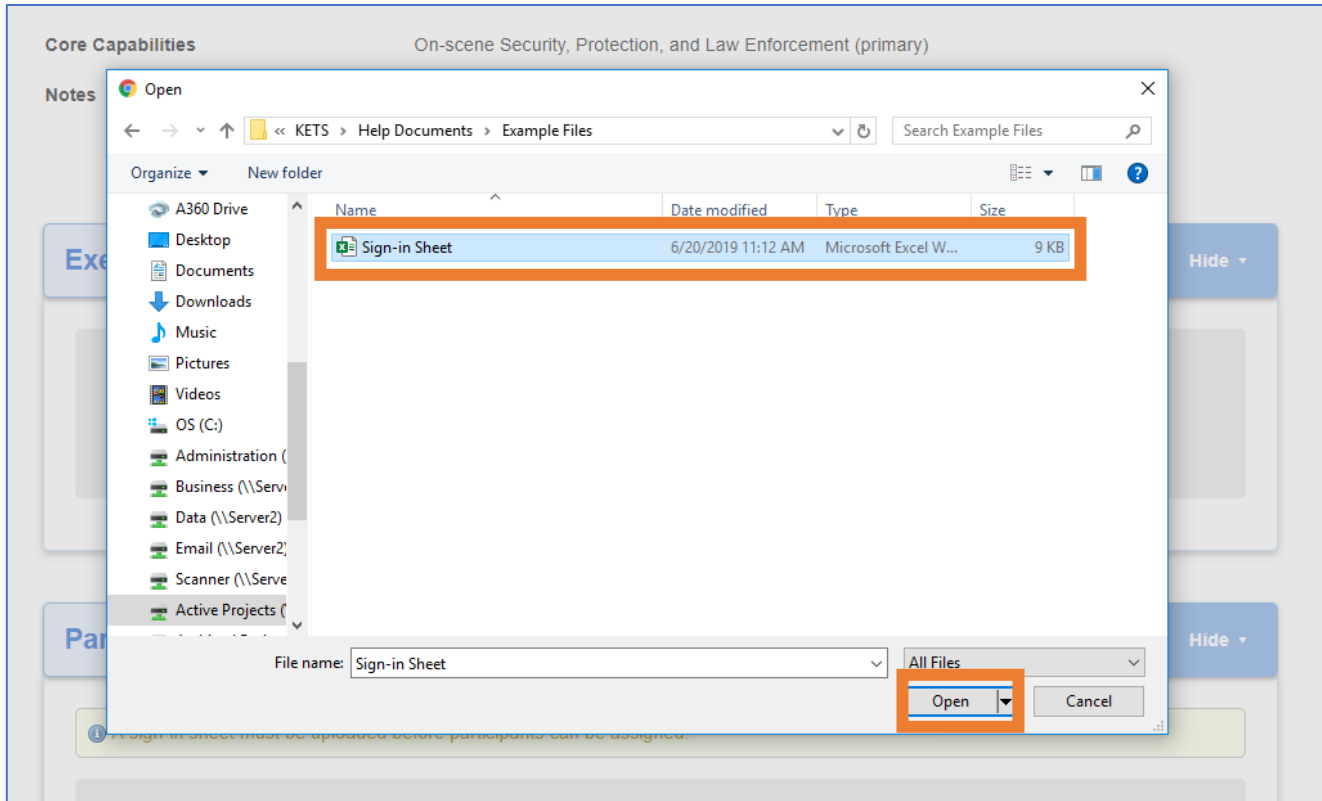
6. Click **Choose File** or **Browse...**, depending on the browser.

Select File

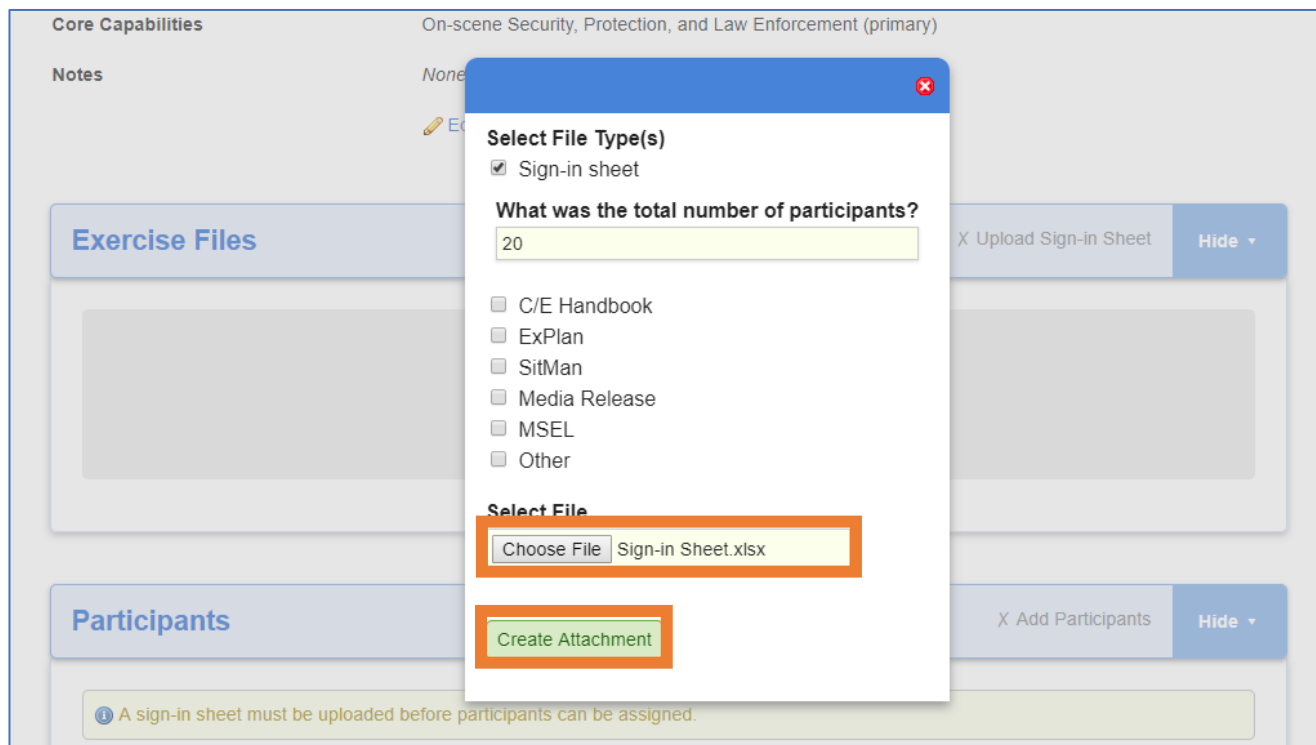
No file chosen

Select File

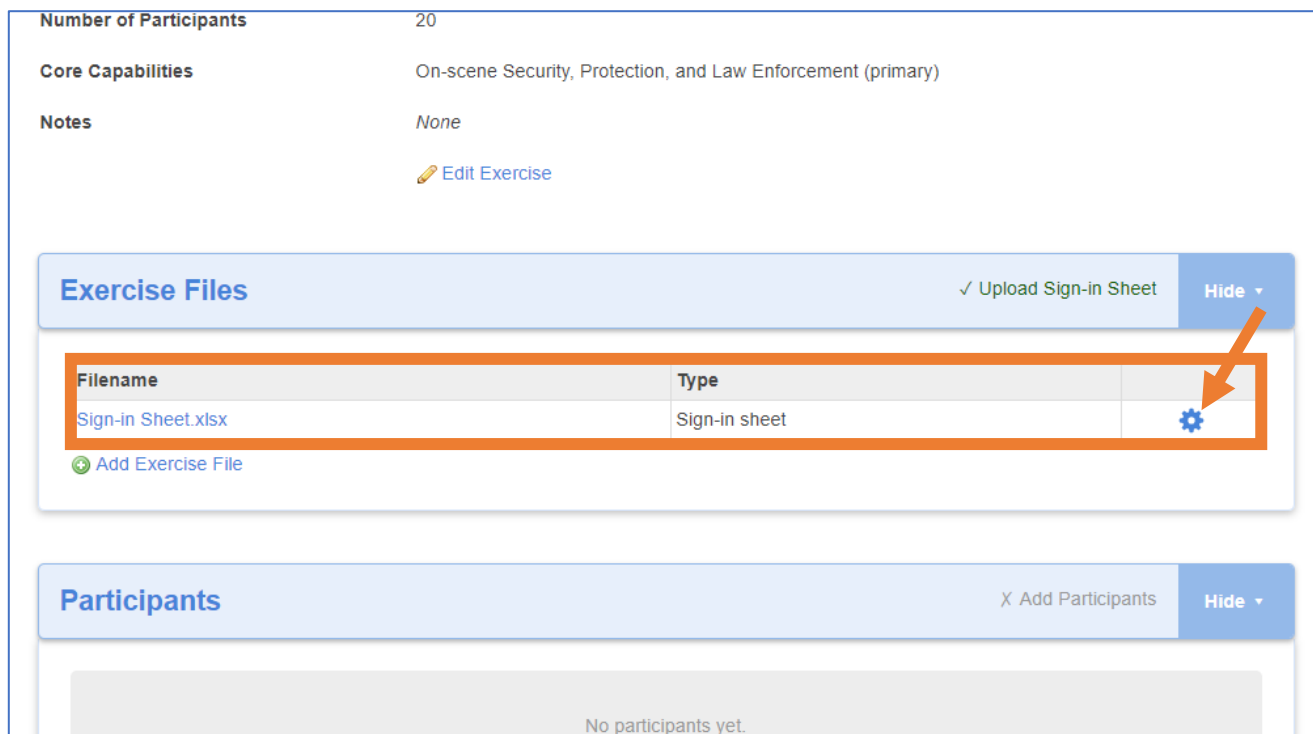
7. Find and select the file to upload. Click **Open**.



8. The file name will appear next to the Choose File or Browse button. Click **Create Attachment**.



9. The file will appear in the **Exercise Files** box.
To edit or delete an uploaded file from the exercise, click the **blue gear icon**.



Assign Participants to the Exercise

1. **Counties must be added** and a **sign-in sheet must be uploaded** before participants can be assigned to an exercise. *Note: Only EMPG-funded personnel from counties added to the exercise can be added as participants.*
2. On the **Exercise Summary** page, scroll down to the **Participants** box.

The screenshot shows the 'Exercise Files' section at the top with a table containing one file: 'Sign-in Sheet.xlsx' of type 'Sign-in sheet'. Below this is the 'Participants' section, which is highlighted with an orange border. It contains the text 'No participants yet.' and an 'Add Participant' button. Below the 'Participants' section is the 'Counties' section, which shows 'Great Plains' as a county.

| Filename | Type | |
|--------------------|---------------|--|
| Sign-in Sheet.xlsx | Sign-in sheet | |

[+ Add Exercise File](#)

Participants ✓ Add Participants Hide ▾

No participants yet.

[+ Add Participant](#)

Counties ✓ Add Counties Hide ▾

Great Plains

3. Click **Add Participant**.

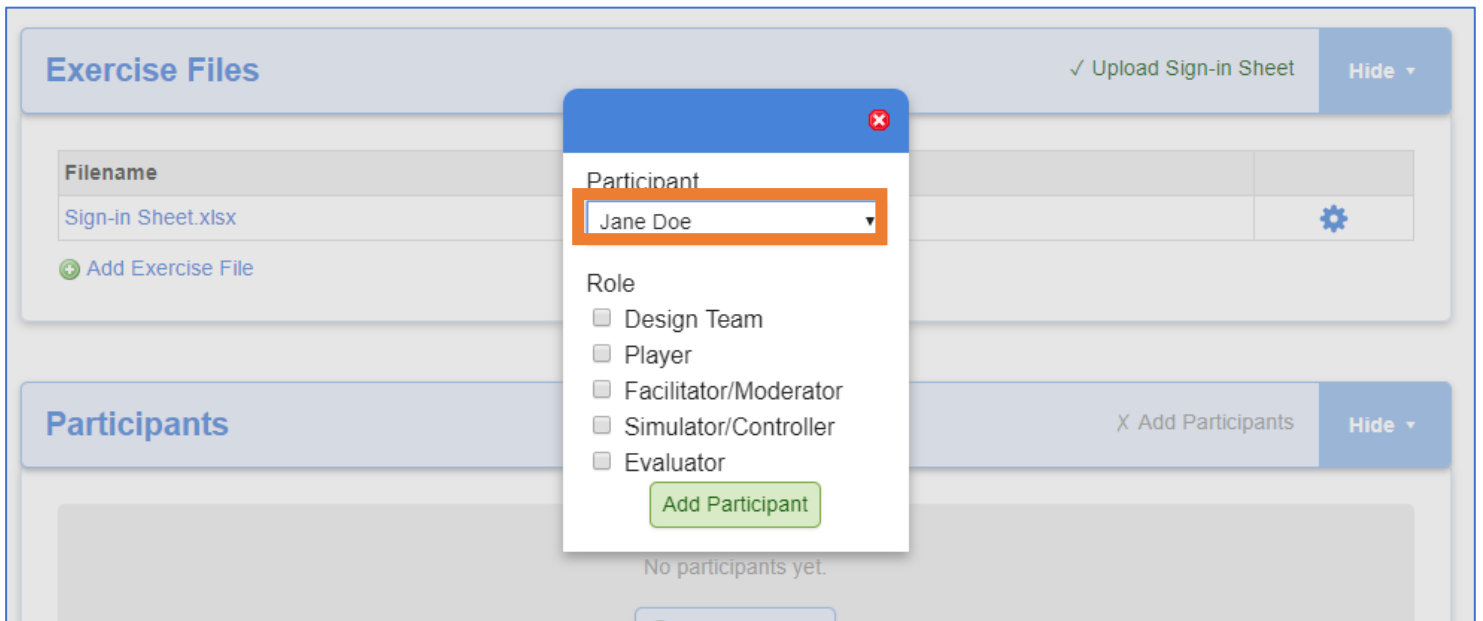
This screenshot is identical to the previous one, but the 'Add Participant' button in the 'Participants' section is highlighted with an orange rectangular box.

Participants ✗ Add Participants Hide ▾

No participants yet.

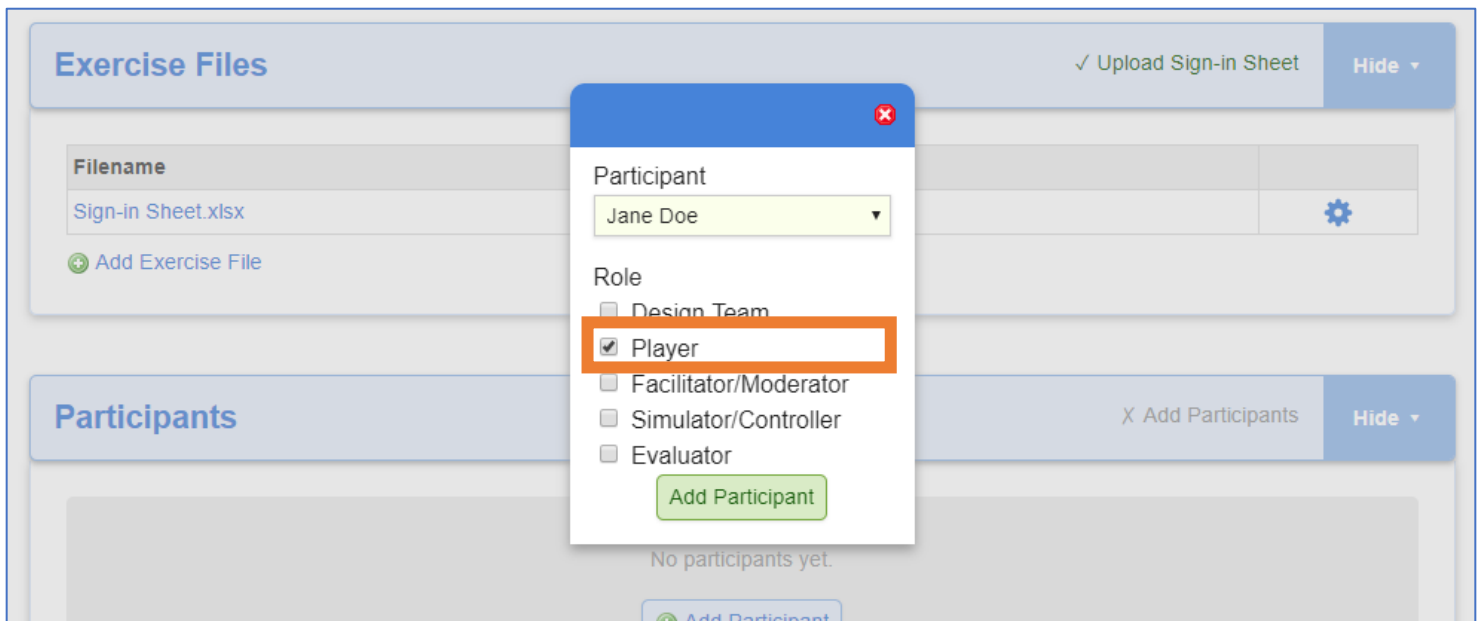
[+ Add Participant](#)

4. Select a **participant** from the drop-down list. *Note: The drop-down list only includes EMPG-funded personnel from the counties added to the exercise.*



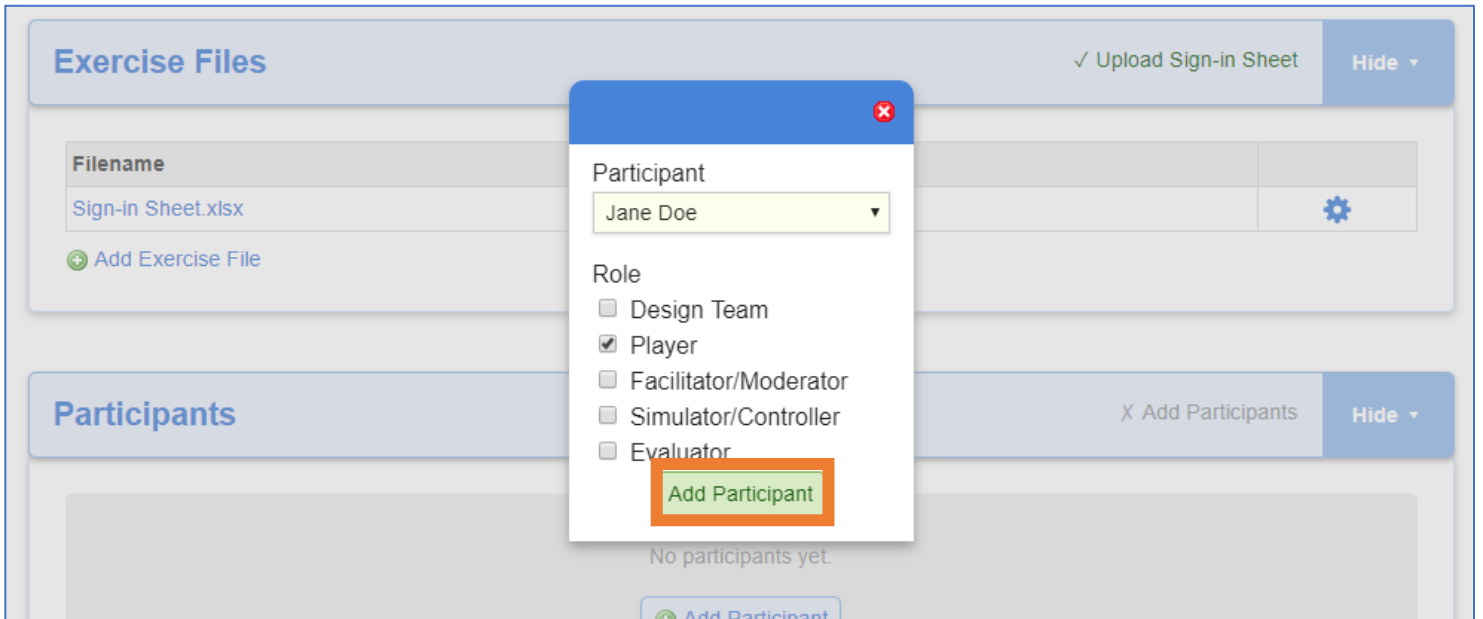
The screenshot shows the 'Exercise Files' and 'Participants' sections of a web application. A modal window is open for adding a participant. The 'Participant' dropdown menu is highlighted with an orange box and shows 'Jane Doe' selected. The 'Role' section has several unselected options: Design Team, Player, Facilitator/Moderator, Simulator/Controller, and Evaluator. An 'Add Participant' button is visible at the bottom of the modal.

5. Select the **role(s)** of the participant in the exercise.



The screenshot shows the 'Exercise Files' and 'Participants' sections of a web application. A modal window is open for adding a participant. The 'Participant' dropdown menu shows 'Jane Doe' selected. The 'Role' section has the 'Player' option selected with a checkmark, highlighted by an orange box. Other roles like Design Team, Facilitator/Moderator, Simulator/Controller, and Evaluator are unselected. An 'Add Participant' button is visible at the bottom of the modal.

6. Click **Add Participant**.



7. The participant will appear in the **Participants box**.

To edit or delete a participant from the exercise, click the **blue gear icon**.

