

Step 2: Add Counties to the Exercise

*Note: Only an exercise's **Point of Contact** can add counties to the exercise.*

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

KETS tracking system

Home **Exercises** County Reports Help Sunflower CEC (logout)

Exercises

[+ Add New Exercise](#)

Search Exercises

Name City State Type Start date End date

Search

All Exercises Results Per Page: 10 | 25 | 50
Gray italics indicates a pending exercise

Name	Location	Type	Date	Edit
Allen County 2019 TEPW	<i>lola</i>	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 counties added.

Jumping Jack Marion Tabletop May 21, 2019

Ottawa County Exercise Manhattan Tabletop May 15, 2019

← Previous 1 2 3 4 5 6 Next →

My Exercises Results Per Page: 10 | 25 | 50
Gray italics indicates a pending exercise

Name	Location	Type	Date	Edit
Sunflower Co Active Shooter TTX	Crisis City	Tabletop	Jun 17, 2019	

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[Help](#)

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

KETS tracking system

Home Exercises County Reports Help Sunflower 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

Edit Exercise

Exercise Files X Upload Sign-in Sheet Hide ▾

No exercise files.

Add Exercise File

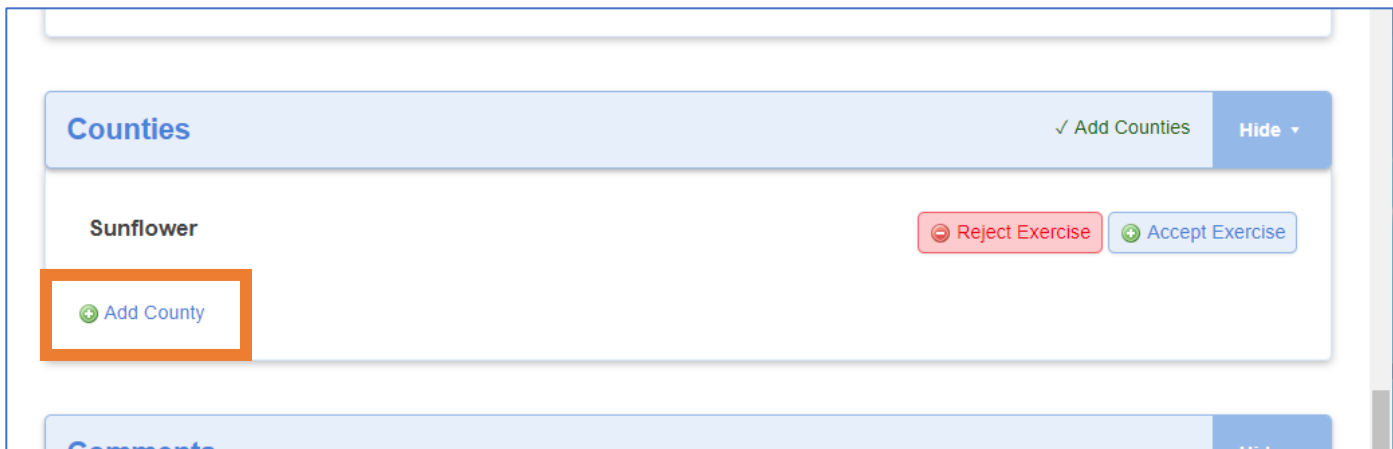
Participants X Add Participants Hide ▾

Counties ✓ Add Counties Hide ▾

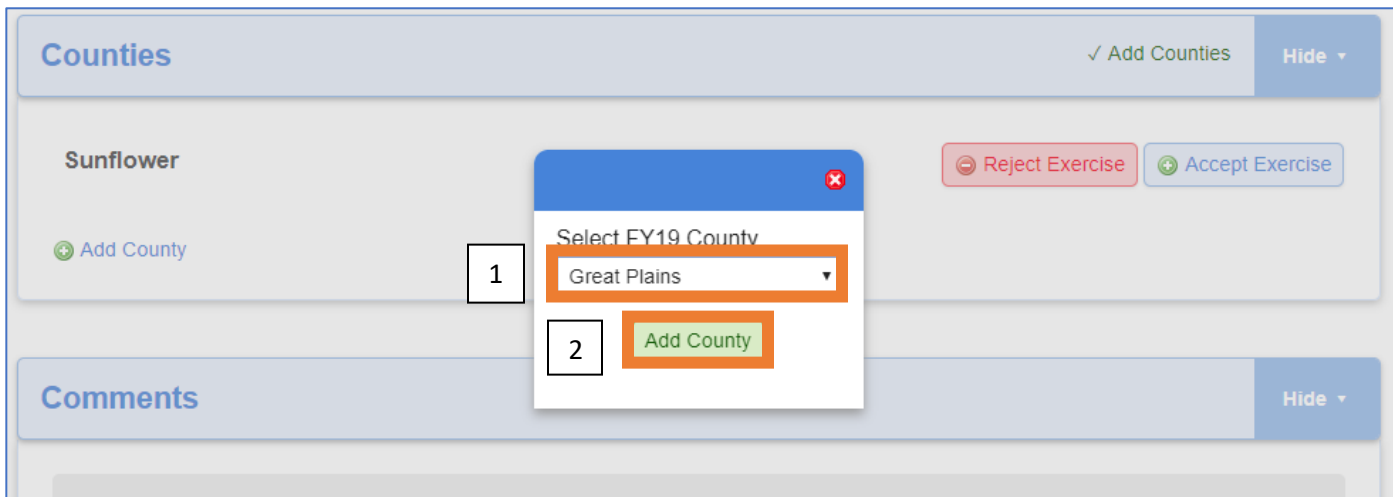
Sunflower Reject Exercise Accept Exercise

Add County

4. Click **Add County**.



5. Select the county to add from the drop down. Click **Add County**.



6. The added county will appear in the Counties box. The CEC for the added county will be notified.

