

Step 1: Request the Exercise

1. Go to the Exercises tab at the top of the page.

The screenshot shows the KETS Exercises page. At the top left is the KETS logo. The navigation bar includes 'Home', 'Exercises', 'County', 'Reports', and 'Help'. The user is logged in as 'Sunflower CEC'. The main heading is 'Exercises' with a '+ Request New Exercise' button. Below is a search bar with fields for Name, City, State, Type, and Date (with an example '8-12-2015'). There are two sections: 'All Exercises' and 'My Exercises'. The 'All Exercises' table lists various exercises with columns for Name, Location, Exercise Type, Start Date, End Date, and Edit. The 'My Exercises' table shows a single exercise for Sunflower County Wildfire TTX.

Name	Location	Exercise Type	Start Date	End Date	Edit
Wilson County 2017 TEPW	Fredonia	TEPW	11-16-2017	11-16-2017	
Wilson County Armed Intruder 2017 Drill	Fredonia	Drill	4-7-2017	4-7-2017	
Wilson County 2016 TEPW	Fredonia	TEPW	11-17-2016	11-17-2016	
Wilson County Infectious Disease Containment and Quarantine	Fredonia	Tabletop Exercise	4-7-2016	4-7-2016	
Allen County EOP/ESF	Iola	Workshop	1-12-2016	1-12-2016	
Wilson County 2015 TEPW	Fredonia	TEPW	11-19-2015	11-19-2015	
Jalbird Active Shooter Thomas County November 2015	Colby	Full-Scale Exercise	11-11-2015	11-11-2015	
Allen County TEPW	Iola	TEPW	10-13-2015	10-13-2015	
Sunflower County Wildfire TTX	Crisis City	Tabletop Exercise	9-1-2015	9-1-2015	
State TEPW TEST	Topeka	TEPW	8-20-2015	8-20-2015	

2. Click the button in the top right-hand corner.
3. Enter the exercise date.
 - Use the drop down calendar or type the date in manually using correct format (i.e., 07-01-2014). 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.
4. Search for existing exercises.
 - Exercises will appear here that have dates close to the one you are creating. Check to make sure that the exercise you are creating has not already been requested. Click Next.
 - The All Exercises section on the main Exercises page displays all of the exercises that have been entered into KETS statewide. You can search for existing exercises using the Search Exercises bar.

5. Enter the remaining exercise information.
Click Next.

- Make sure the name of the exercise is **unique** and descriptive so that it will be distinguishable from other similar exercises (including the city or the type of exercise helps). For example, use “Sunflower County Active Shooter TTX” as the exercise name versus “Active Shooter.”
- You will automatically be listed as the Point of Contact (POC) for any exercise you add.
- After selecting the Exercise Type, you will need to select the Primary Core Capability for the exercise. Additional Core Capabilities can be added by clicking [Add Additional Capabilities](#) (TEPW exercises do not need to complete this step; TEPWs always have the Primary Core Capability set to “Planning”.)

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

- Exercise Name***: Text input field containing "Sunflower County Active Shooter TTX".
- Location***: Radio button options for "City" (selected) and "Out-of-State".
- City***: Text input field containing "Crisis City".
- Start Date***: Text input field containing "12-09-2016".
- End Date***: Text input field containing "12-09-2016".
- Exercise Type***: Dropdown menu with "Tabletop Exercise" selected.
- Primary Core Capability***: Dropdown menu with "On-scene Security and Protection" selected. Below it is a link "Add Additional Capabilities".
- Number of Participants**: Text input field containing "15".
- Point of Contact***: Text input field containing "Sunflower CEC".
- Host County***: Text input field containing "Sunflower".
- Note**: A large text area for additional information, with a "500 characters remaining" indicator.
- Buttons**: "Previous" and "Next" buttons at the bottom.

6. Review & Submit.

- Double check all entered information before clicking the Save button.

7. After clicking Save, you will be brought back to the home page and see the message “Successfully requested exercise!” at the top of the page.

- You can check that your exercise was successfully requested by checking your “My Exercise” tab. The exercise will be in grey italics until an Administrator reviews the request and opens the exercise.
- You will receive an email notification when your exercise request has been reviewed and the exercise is opened by an Administrator.