


Step 2: Add Counties to the Exercise

1. To add counties to an exercise, you must be the exercise's **Point of Contact**.
2. On the Exercises page, click on the name of the exercise you need to add counties to.
3. Click the Assign Counties button 



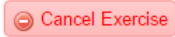
Sunflower County Active Shooter TTX

Pending Request

Location Crisis City Hosted By Sunflower County	Number of Participants 15	Point of Contact Sunflower CEC
State Kansas	Start Date 12-9-2016	Note N/A
Type Tabletop Exercise	End Date 12-9-2016	

Core Capabilities:
On-scene Security and Protection (primary)

Assigned Counties:
Sunflower (host county)

4. Select the counties to add to the exercise the click the Add/Remove Counties button.

5. At the top of the page you will see the message “Successfully updated exercise!”

**Counties that are not EMPG-funded for the year the exercise took place cannot be selected.*

Southeast

- Allen
- Bourbon
- Chautauqua
- Cherokee
- Crawford
- Elk
- Greenwood
- Labette
- Montgomery
- Neosho
- Wilson
- Woodson

Southwest

- Clark
- Finney
- Ford
- Grant
- Gray
- Greeley
- Hamilton
- Haskell
- Hodgeman
- Kearny
- Lane
- Meade
- Morton
- Scott
- Seward
- Stanton
- Stevens
- Wichita

Test Region

- Flint Hills
- Great Plains
- Sunflower

Add/Remove Counties