

Step 3: Upload Sign-in Sheet & Assign Participants

Upload the Sign in Sheet

1. The **Point of Contact** has the responsibility to upload a **sign-in sheet**. Go to the exercise's summary page and scroll down to the File Upload section.

File Uploads - Upload sign-in sheets and other applicable documents (e.g. MSEL)

What type of file do you want to upload?

(Sign-in Sheet, MSEL, other)

or

(AAR, IP, Calendar)

Uploaded Exercise Documents:

File	Type	Download	Delete
No documents have been uploaded			

2. Select . Select Sign-in sheet as the File Type. If the document you are uploading contains multiple File Types, select *all* applicable File Types. You do not need to upload the same document multiple times. (For TEPWs, Sign-in sheet will be the only File Type listed.)

File Uploads - Upload sign-in sheets and other applicable documents (e.g. MSEL)

Do not upload AARs or IPs here!

Choose File Types (mark all that apply):

Sign-in sheet

What was the total number of participants?

Controller / Evaluator (C/E) Handbook

Exercise Plan (EXPlan)

Situation Manual (SitMan)

Media Release

Master Scenario Events List (MSEL)

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Uploaded Exercise Documents:

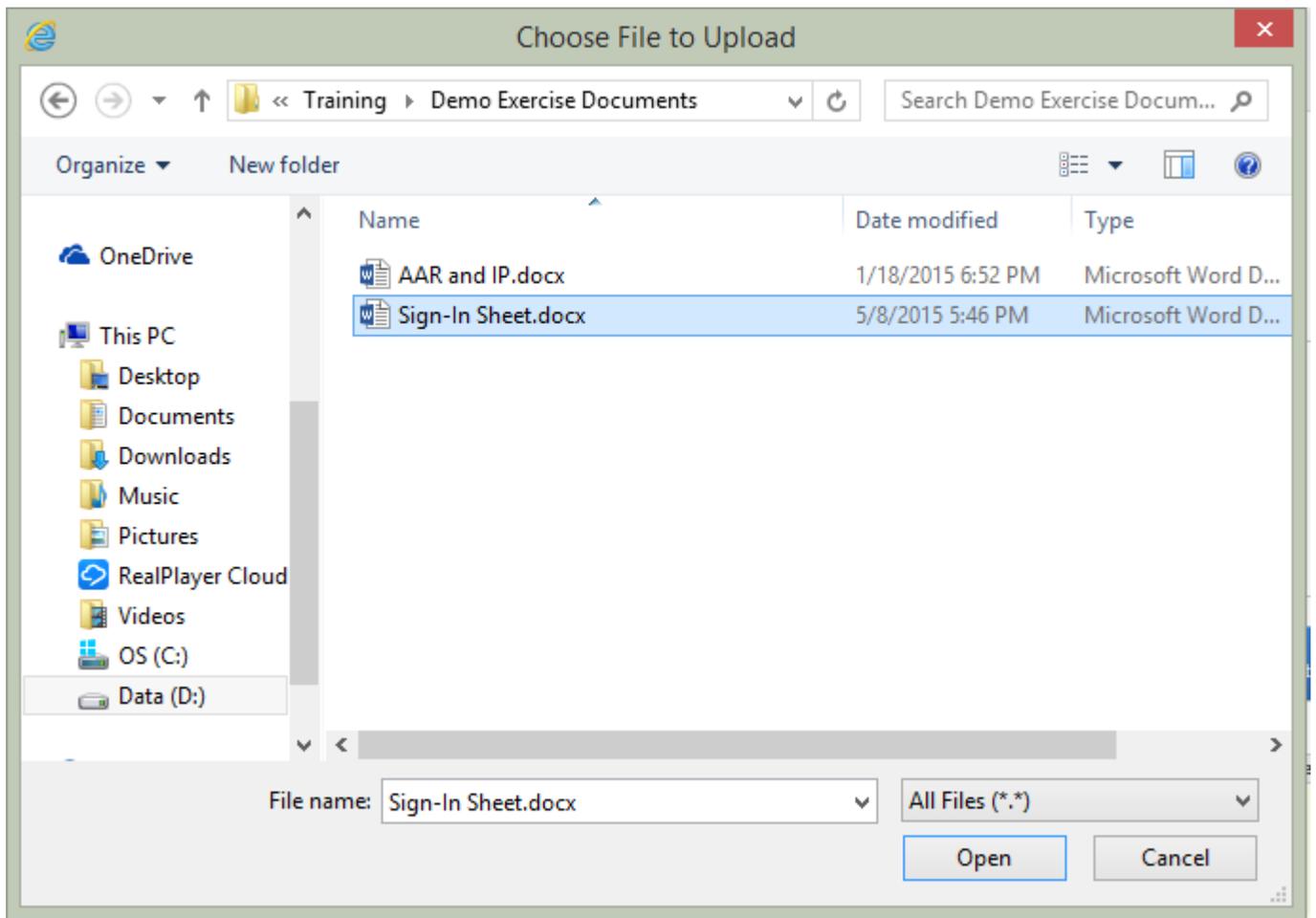
File	Type	Download	Delete
No documents have been uploaded			

3. Click the blue **Next** button.
4. Click the Choose File or Browse button, depending on your browser.

Select a file: No file chosen

Select a file:

5. Find and select the file you want to upload. Click the Open button.



6. The file name will appear next to the Choose File or Browse button. Click Add File.

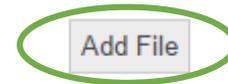
Select a file:

D:\Work\KETS\Training\ Browse...



Select a file:

Choose File Sign-In Sheet.docx



7. A message will show at the top of the page that says “File successfully uploaded!” The file will appear under Uploaded Documents in the File Uploads box.

Sunflower County Active Shooter TTX

Progress ✔ Assign Counties ✔ Upload Sign-in Sheet ✘ Assign Participants

Location Crisis City	Number of Participants 15	Point of Contact Sunflower CEC
State Kansas	Start Date 5-7-2015	Note N/A
Type Tabletop Exercise	End Date 5-7-2015	

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

Assigned Counties:
Flint Hills, Great Plains, Sunflower

[Assign Counties](#) [Edit exercise](#)

File Uploads - Upload sign-in sheets and other applicable documents (e.g. MSEL)

What type of file do you want to upload?

[Add Exercise File](#)
(Sign-in Sheet, MSEL, other)

or

[Add County-Specific File](#)
(AAR, IP, Calendar)

Uploaded Exercise Documents:

File	Type	Download	Delete
Sign-In Sheet.docx	Sign-in sheet		

Assign Participants to the Exercise

1. A **sign-in sheet** must be uploaded before participants can be assigned to the exercise.
2. Go to the exercise's summary page and scroll down to the Exercise Participants section.
3. At the bottom of the Exercise Participants box, click the blue [Assign Participants →](#) link.

Exercise Participants

Name	Roles	Edit Roles
No participants have been added		

[Assign Participants →](#)

4. If you are the Point of Contact, you will see the EMPG-funded personnel from **all** of the counties assigned to the exercise. If you are not the Point of Contact, you will see the EMPG-funded personnel from only your county.

Assign Participants

Flint Hills CEC Sunflower CEC Sunflower RC
 Great Plains CEC Test One

I hereby certify that the data contained within this report submission is true and accurate and adheres to EMPG grant guidance. I understand all EMPG project reports and records are subject to further review by KDEM and US DHS/FEMA, and that any false/inaccurate reports may lead to a possible payback of reimbursements and subsequent loss of current and future EMPG grant funding.

[Assign Participants](#)

5. Select the EMPG-funded personnel who participated in the exercise. Verify their names on the sign-in sheet before selecting them as a participant.
6. Check the box to agree to the terms, then click the Assign Participants button.
7. All participants selected will show up in the Exercise Participants box list.
8. Edit the participants' roles by clicking the pencil  in the Edit Roles column.

Exercise Participants

Name	Roles	Edit Roles
Flint Hills CEC	None	
Great Plains CEC	None	
Sunflower CEC	None	

[Assign Participants →](#)