







## Step 4: Accept the Exercise for Your County

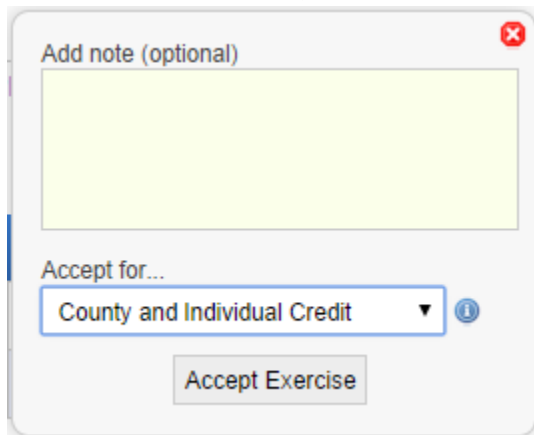
*Accepting an exercise is a required step toward receiving county credit for the exercise. A county also may choose to reject an exercise. For example, a real-world emergency may prevent you from attending an exercise that was already assigned to your county.*

1. An exercise must be requested, an Administrator must open the exercise, and the Point of Contact must add counties in order for the exercise to show up in your county's Available Exercise list.
2. Click on County in the top menu bar.
3. Find the **Available Exercises** list.
4. To accept an exercise, click the  green plus button. To reject an exercise, click the  red minus button. If you see  in the Accept column, the exercise has not yet happened and you must wait until after the exercise has happened to accept the exercise.

Step 1: Available Exercises View Exercises from Other Years: 2015 ▼

Exercise	Location	Type	Start Date	End Date	Accept	Reject
Sunflower County Wildfire Exercise	Crisis City	Functional Exercise	8-14-2015	8-14-2015		

5. After clicking  to accept, you need to select what type of credit you are accepting the exercise for: **County and Individual Credit OR Individual Participation Only**.



If **Individual Participation Only** is selected, the exercise will not count for the county and credit will only be available for individual participants. It will not appear in your county's Accepted Exercises.

6. Once an exercise is accepted (unless it is Individual Participation Only), it will move into the Accepted Exercises category on your County page.