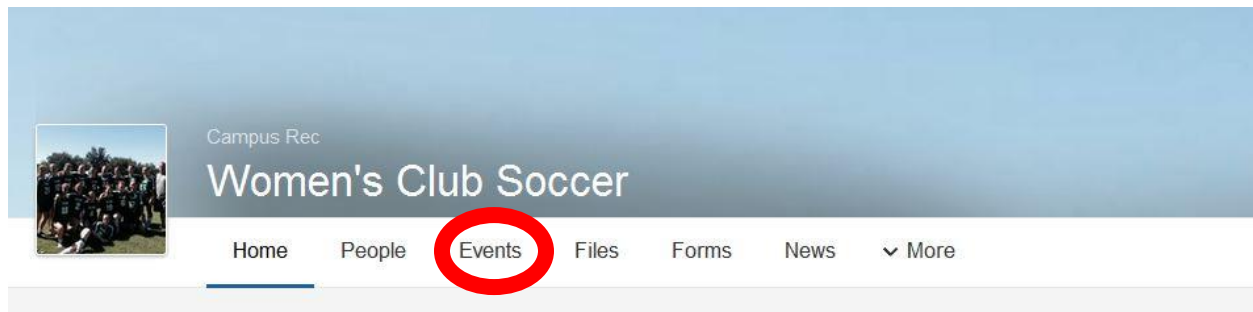
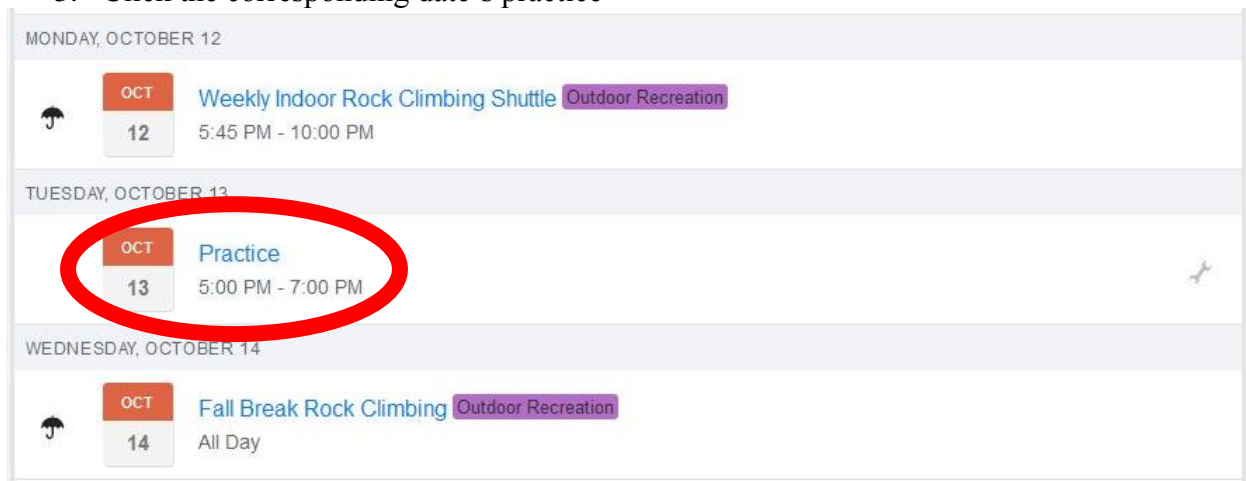


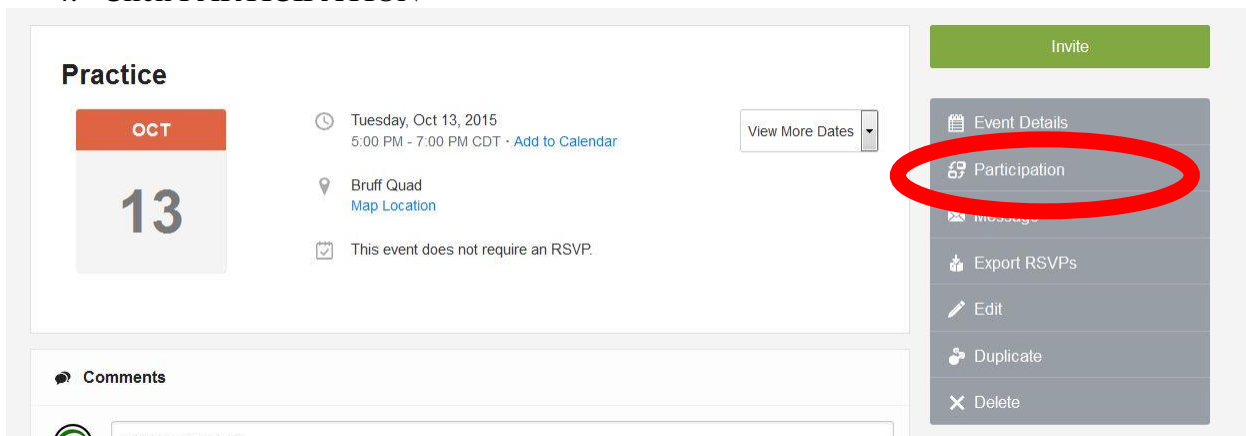
1. Navigate to your club team's OrgSync home page
2. Click EVENTS



3. Click the corresponding date's practice



4. Click PARTICIPATION



5. Click ADD PARTICIPANTS

Practice

Tuesday, Oct 13, 2015

Search Name All Statuses Sort

Actions:

No participants have been added for this event.

Actions:

Add Participants

Turn On Card Swipe

- Event Details
- Participation
- Message
- Export RSVPs
- Attendance Grid
- Upload Data
- Export Participation




6. Add each participant individually
 - a. Search in your club sport's portal
 - b. Search all club sports portals
 - c. Search in the entire Tulane University community

Step 1: Choose Participants

a Women **b** All Portals in Campus Rec **c** Full Community

Members Lists Selected (0)

Search by Name

Alexa Jansen  Alexandra Jones  Alexandra V Schoen 

7. Set the appropriate amount of time and confirm that status is ATTENDED
8. Click Save

Step 2: Assign credit and status

Participation Credit: 2 : 0 Hours

Set Status: **Attended**

Save Cancel