

2010 AB Honor Roll Data Entry Instructions

Spring 2010 Semester Deadline is July 19, 2010 at midnight



1. Log into the Participant Database and click on the Participant Opportunities icon.
2. Under the current year heading, click on the appropriate A/B Honor Roll link (Spring or Fall). For example, the current reporting semester is Spring 2010. This will pull up a page similar to the one below:

The screenshot shows the 'The First Tee Participants Admin Site' interface. At the top, it says 'Home > Participant Opportunities > Event: A/B Honor Roll Spring 2010 > Participant Edit'. The user is logged in as 'Chapter Admin Test (Chapter Participant Admin)'. The date is 4/15/2010 4:14:02 pm E.S.T. There are links for Email, Learning Center, Help, and Logoff. A 'Change Event/Year' dropdown is set to 'A/B Honor Roll Spring 2010'. Below this, there are fields for 'Current Event/Year', 'Current Year', 'Start Date/Time', 'End Date/Time', and 'Desc.'. A table titled 'Participants for 2010' has columns for 'Participant', 'Chapter', 'Status(es)', and 'Action', but it is empty with the text 'No Participant Entered Yet...'. To the right is a box titled 'Add Participant to this Opportunity' with a 'Select First Letter of Last Name:' label and a grid of letters from A to Z.

3. **In order to mark participants as A/B Honor Roll recipients**, click on the first letter of their last name within the “Add Participant to this Opportunity” box. This will bring up a list of all of the participants whose name begins with the selected letter.
4. Once the list is visible, click on the name of the desired participant to highlight it. Then click on “Add Participant” to add them to the opportunity.

This close-up shows the 'Add Participant to this Opportunity' box. The 'Select First Letter of Last Name:' label is above a grid of letters. The letter 'R' is highlighted. Below the grid, a list of names is shown: 'Record, Test', 'Record, Test2', 'Record 10, Miss. Test', 'Record 11, Test', 'Record 12, Test', 'Record 15, Test', and 'Record 2, Test'. An 'Add Participant' button is located at the bottom of the list.

5. Once the participant has been added to the opportunity, their name will appear in the list on the left hand side of the page. To remove a record that was added incorrectly, with the name highlighted, simply click on the “Remove” link in the Action column.

Participants for 2010 Sort by: [Participant](#) [Export Participants](#)

Participant	Chapter	Status(es)	Action
Record, Test	TES		Remove
Total Count: 1			