

Finding and Assigning Students to PDOs or Other Activities

1. After creating your Activity, (see “Creating your own Activity” tutorial), click on the **Activity Ref.** from the results

No.	IOC	Type	Activity Ref.	Activity Name	Activity Focus	Activity Sub Focus	Location	Activity Level	Event Region	Event housing Location	Start Date	End Date	Status
1	JSA	Orientation	10-00761	San Diego PDO SH 2011	Sending	Sending Pre-Departure		L – local	Los Angeles Region		08 Jan 2011		Closed

2. Scroll down to the bottom of the page to the section titled “Assigned Persons”
3. To add student participants: click Participant and click **Assign Persons To This Activity**

Assigned Persons **Assign Persons To This Activity** Attendance Update Send E-mail Activity Detail Report

Participant Hosted Participant Host Family **Staff and Volunteer**

Max Result
50 Record(s) found: 0
no data

Enter the Following Fields:

4. **Program Code:** Click on the magnifying glass
 - a. **Year**
 - b. **Cycle:** (NH or SH)
5. Click **OK**
6. **Service Stage:** Participant
7. **Service Status:** Open
8. **Main Organization:** Click on magnifying glass and enter Area Team or Unaffiliated Chapter
9. Click **Search**
10. Check off chosen students or click top box to select all
11. Click **Assign Selection**

Activities: Assign Participant

Search [USA]

Your IOC <input type="text" value="USA"/>	Program Code <input type="text" value="NH11"/>	Partner IOC <input type="text" value="All"/>	Responsible Org. <input type="text" value="AFS"/>
Service Type <input type="text" value="Participant"/>	Service Stage <input type="text" value="Preparation"/>	Service Status <input type="text" value="Open"/>	Owner <input type="text" value="AI"/>
Selection Status <input type="text" value="All"/>	Selector Stage <input type="text"/>	Placement Status <input type="text" value="All"/>	Placement Progress <input type="text"/>
Service Ref. <input type="text"/>	Person Ref. <input type="text"/>	Main Organization <input type="text" value="San Diego Area Team"/>	State <input type="text"/>
English First Name <input type="text"/>	English Last Name <input type="text"/>	English Maiden Name <input type="text"/>	Zip Code <input type="text"/>
Native First Name <input type="text"/>	Native Last Name <input type="text"/>	Native Maiden Name <input type="text"/>	Zip Code <input type="text"/>
Max Result <input type="text" value="50"/>	<input type="button" value="Search"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>		

Records Found: 9

Host IOC	Legal First Name	Last Name	Gender	Service Ref.	Service Stage	Status	Program Code	Selection Stage	Main Organization	
<input type="checkbox"/>	CHN	Anthony	Livingston	Male	MYRQ2925	Preparation	Open	IPisNH11	Partner Guaranteed	San Diego Area Team
<input type="checkbox"/>	ESP	Tara	Bosstick	Female	11-01994	Preparation	Open	YPscNH11	Host Family Assigned	San Diego Area Team
<input type="checkbox"/>	GER	Kiera	Kussman	Female	11-00158	Preparation	Open	YPscNH11	Host Family Assigned	San Diego Area Team
<input type="checkbox"/>	ITA	Sofia	Zapari	Female	11-02524	Preparation	Open	IPhsNH11	Host Family Assigned	San Diego Area Team
<input type="checkbox"/>	JPN	Safiya	Quinley	Female	11-03864	Preparation	Open	SMypNH11	Host Family Assigned	San Diego Area Team
<input type="checkbox"/>	JPN	Valeria	Benitez-Lopez	Female	11-03910	Preparation	Open	SMypNH11	Partner Guaranteed	San Diego Area Team
<input type="checkbox"/>	MAS	Alexa	Zapata	Female	10-15859	Preparation	Open	YPysNH11	Partner Guaranteed	San Diego Area Team
<input type="checkbox"/>	PAN	Alexander	Corey	Male	11-04279	Preparation	Open	SMcsNH11	Partner Guaranteed	San Diego Area Team
<input type="checkbox"/>	PAN	Hannah	Lacombe	Female	11-02380	Preparation	Open	SMscNH11	Partner Guaranteed	San Diego Area Team

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12. Do the same for Participant Hosted Participant Host Family Staff and Volunteer
 if needed, searching by English First and Last Name

Follow-up

For each student THAT ATTENDED click the "Edit" button to the far right

13. **Role at Activity:** Attendee
14. **Attended Date:** Enter date of Activity
15. Click

Assign For Participat

Role At Activity:	<input type="text" value="Attendee"/>	
Has Received ID Card:	<input type="text"/>	
Attended Date:	<input type="text" value="December 12, 2010"/>	<input type="button" value="Calendar"/>
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>		