Manage a Roster

Objective: Manage waitlists and your roster for a session including updating attendance and marking the session complete

Find a Roster

1. Log in using your assigned Admin ID and password
2. Hover over the **ILT** tab and click **Manage Events & Sessions**
3. Search for the Event your Session is for
4. Click the **View Sessions** icon for the event
5. Find your session
6. Click the **View Roster** icon for this session

Add Users to the Roster

1. Find the roster
2. Click the **Add Users** link
3. Search for the User(s) you want to add. You can search for Users using their Last Name, First Name, ID, User Name and Manager's Last Name.
4. Once you find the desired User(s), click the **plus sign** next to their name
5. Click **Done** to add the User(s) to your pending roster
6. Click the **Add Pending Users to Roster** button. Leave **Send Emails** checked.

Manage a Waitlist

The waitlist settings have been defined at the event level and there is no need to adjust them.

Withdraw a User

1. From the Roster, click on the **Remove Users** icon for one user
2. <u>Do not check</u> the boxes: Do Not Charge Withdrawal Penalty and Do not Send Withdrawal Email
3. Select a **reason for withdrawal** and click the **Submit** button
4. The user should be now removed from your roster. Click the checkbox for **Show Withdrawn/Removed Users** to see this user

Mark a Roster complete

7. From the Roster, Click the **Attendance and Scoring** sub-tab.

8. Check the attendance box for the User(s) you want to mark complete. No scores are necessary
9. Ensure **Pass** is checked
10. Select the **Submit Roster** button to submit the roster