

Changing a Participant's Group Role

1. Go to "participants" page
2. Search for the participant (ie-Maners, Joshua)
3. Open the participant's record
4. Look under the "groups" subtab
5. Click the group in which you need to change the participant's role
6. Click "edit"
7. Next to "Group Role", use the drop-down list to select the desired group role (ie-"Hand in Hand Inclusion")
8. Click "save"
9. Click "close"
10. Repeat as needed