

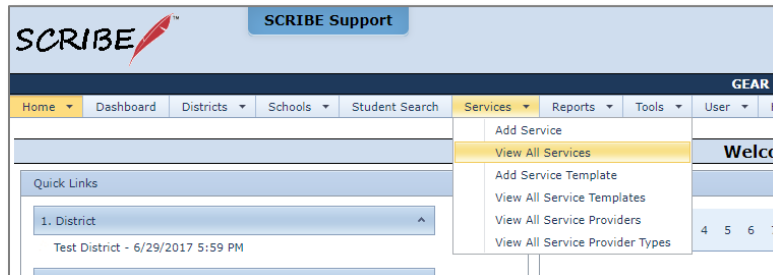
How to Add Service Participation Manually

Users can add Service Participation manually and through an import. This PDF covers adding service participation manually. See [How to Add Participation via Import](#) on the [SCRIBE Help Desk](#).

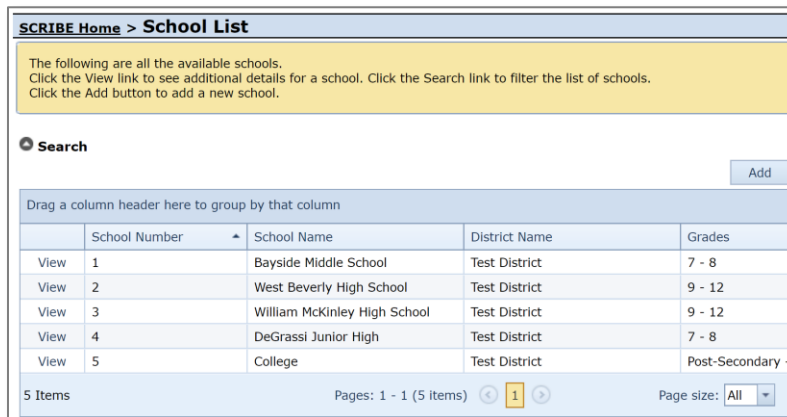
Before participation can be added for a service, the service must exist in SCRIBE. See [How to Create a Service Manually](#) and [How to Create a Service via Import](#) for more information on creating services.

Add Participation Manually

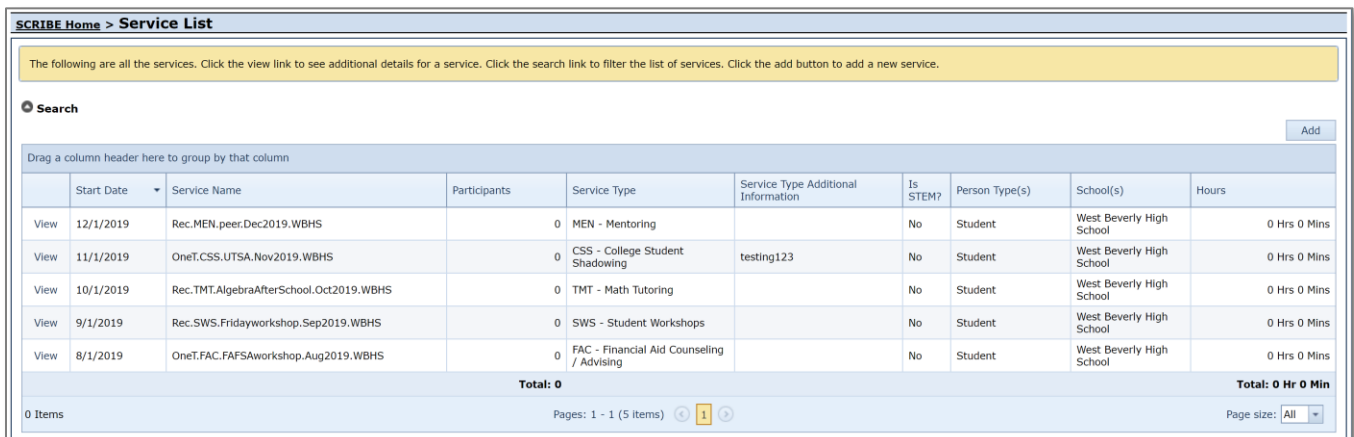
1. From the SCRIBE main menu, click **Services > View All Services**.



2. Click **View** next to the school where the service has been entered that you want to add participation to.



3. Click **View** next to the service to which you want to add participation.



How to Add Service Participation Manually

- If any participation has been added for this service already, it will be displayed. To add participation, click **Add**.

SCRIBE Home > Service List > Service Details

★ Service Name: Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS Start Date: 10/1/2019 End Date: 10/31/2019

Service Details Participation Service Summary Attachments

The following is the service participation for this service.

Click the Add button to add more participation for this service.

Click the Pencil icon to edit the service participation information. To delete service participation, check the checkboxes of the service participation you wish to delete and then click the Delete button.

You can edit multiple participation entries by selecting the participation entries you want to edit and clicking the Multi-Edit button.

Search

Add

Activity Report Multi-Edit Delete Selected

Drag a column header here to group by that column

Id	First Name	Middle Name	Last Name	Birthdate	Person Type	Grade Level	Date	Hours	
No data to display									

Total: 0 Hr 0 Min

0 Items Pages: 1 - 1 (0 items) 1 Page size: All

Activity Report Delete Selected

- Enter the **Date of Participation**, **Time of Participation** (optional), and **Hours** and/or **Minutes of Participation**.

Note: The Date of Participation must occur within the Service Start and End dates and must be in the past (you cannot add participation for a service that has not happened yet).

The maximum number of minutes allowed is 59.

SCRIBE Home > Add Participation

Enter participation date and hours and select participants from list(s).
Click Save and Add More to save participation and continue to add more participation or
Click Save and Close to save participation and close form.

Service Detail Participation

School: West Beverly High School

School Year: 2019 - 2020

Service Name: Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS

Service Start Date: 10/1/2019

Service End Date: 10/31/2019

Person Type(s): Student

Programs: GEAR UP

Allow Not In Any Program?: Yes

Date of Participation: *

Time of Participation:

Hours of Participation: Hours Minutes *

How to Add Service Participation Manually

6. Check the box next to the names of the students who participated in the service.

Note: Students you have checked are cleared when you switch between pages of students. Either click **Save and Add More** when switching pages or change the **Students Per Page** to All to display all students and eliminate the need to change pages.

Student List

Search

Students Per Page: 20

<input type="checkbox"/>	Student ID	School-Student Id	First Name	MiddleName	Last Name	Birth Date	Grade
<input type="checkbox"/>	432124		Bruce	Hulk	Banner	11/05/004	12
<input type="checkbox"/>	108644		James	Bucky	Barnes	01/10/002	11
<input type="checkbox"/>	789101		Luke		Cage	01/10/004	11
<input type="checkbox"/>	108643		Peggy		Carter	01/15/001	10
<input type="checkbox"/>	789789		Mike		Colter	01/20/000	12
<input type="checkbox"/>	123456		Carol	Susan Jane	Danvers	11/20/000	12
<input type="checkbox"/>	123458		Nick		Fury	01/25/004	10
<input type="checkbox"/>	987654		Jean		Grey	01/30/000	12
<input type="checkbox"/>	321012		Jessica		Jones	01/35/003	10
<input type="checkbox"/>	456788		Erik		Kilmonger	01/35/000	9
<input type="checkbox"/>	654321		Scott		Lang	01/40/001	11
<input type="checkbox"/>	123457		Captain		Marvel	10/05/2003	9
<input type="checkbox"/>	246810		Wanda	Scarlet	Maximoff	04/02/2002	9
<input type="checkbox"/>	951158		Christine		Palmer	01/16/2002	10
<input type="checkbox"/>	456789		T'Challa	Black	Panther	01/05/2001	10
<input type="checkbox"/>	963963		Peter	Spidey	Parker	08/27/2003	12
<input type="checkbox"/>	678912		Pepper	Jarvis	Potts	09/27/2003	10
<input type="checkbox"/>	975310		Peter	Jason	Quill	02/04/2004	11
<input type="checkbox"/>	123459		Maria		Rambeau	12/22/2000	11
<input type="checkbox"/>	852058		James	Rupert Rhodney	Rhodes	04/10/2001	9

12

* - Required Field

Save and Add More

Save and Close

Close

How to Add Service Participation Manually

Click the grey circle next to **Search** to reveal the Search Box. This will allow you to narrow the students who are displayed in the student list by **Grade Level** or **Student Group**.

The **Advanced Search** will allow you to further narrow the student list or search for individual students by StudentID, name, gender, etc.

Click **Search** to filter results.

Student List

Search

Grade Level: All Grade Levels ▼

Student Group: All Students Groups ▼

Advanced Search

Student ID:

First Name:

Last Name:

School-Student Id:

SSN:

Gender: ☐ Male ☐ Female ☐ Unknown ☒ All

Program: ☒ GEAR UP ☒ Not In Any Program

First Year in Program: All School Years ▼

Last Year in Program: All School Years ▼

Is Primary School? ☒ Yes ☐ No ☐ Both

Entry Code: ☐ Enrolled ☐ Enrolled From Same School District
☐ No Entry Code

Entry Date: To

Exit Code:

<input type="checkbox"/> Transferred Out Of State	<input type="checkbox"/> Transferred In State
<input type="checkbox"/> Home School	<input type="checkbox"/> Graduated Early
<input type="checkbox"/> Deceased	<input type="checkbox"/> Dropped Out
<input type="checkbox"/> No Longer In Program (Enter Reason)	<input type="checkbox"/> Promoted End of School Year
<input type="checkbox"/> Retained End of School Year	<input checked="" type="checkbox"/> No Exit Code

Exit Date: To

Student Release Form Status: All Release Form Statuses ▼

NOTE: Not In Any Program = anybody not associated to any program that is internally tracked.

How to Add Service Participation Manually

- Click **Save and Close** once you have selected all of the students.

Participants

Check all the participants you wish to add for the specific date and hours of service.

☒ **Student List**

☐ **Search**

Students Per Page: All ▼ Select

<input type="checkbox"/>	<u>Student ID</u>	<u>School-Student Id</u>	<u>First Name</u>	<u>MiddleName</u>	<u>Last Name</u> ▲	<u>Birthdate</u>	<u>Grade</u>
<input type="checkbox"/>	432124		Bruce	Hulk	Banner	12/18/2004	12
<input type="checkbox"/>	108644		James	Bucky	Barnes	03/10/2002	11
<input checked="" type="checkbox"/>	789101		Luke		Cage	07/02/2004	11
<input type="checkbox"/>	108643		Peggy		Carter	04/09/2001	10
<input checked="" type="checkbox"/>	789789		Mike		Colter	08/26/2000	12
<input type="checkbox"/>	123456		Carol	Susan Jane	Danvers	10/04/2000	12
<input checked="" type="checkbox"/>	123458		Nick		Fury	07/04/2004	10
<input checked="" type="checkbox"/>	987654		Jean		Grey	06/03/2000	12

<input type="checkbox"/>	951159		Stephen	Vincent	Strange	12/22/2001	11
<input type="checkbox"/>	654322		Hope	Wasp	van Dyne	11/23/2002	12
<input type="checkbox"/>	147896		Sam	Falcon	Wilson	09/13/2001	12

* - Required Field

Save and Add More
Save and Close
Close

How to Add Service Participation Manually

8. Now these students will be displayed under the **Participation tab** for this service.

SCRIBE Home > Service List > Service Details

Service Name: Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS **Start Date:** 10/1/2019 **End Date:** 10/31/2019

Service Details Participation **Service Summary** Attachments

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Search

Add

Activity Report Multi-Edit Delete Selected

Drag a column header here to group by that column

	Id	First Name	Middle Name	Last Name	Birthdate	Person Type	Grade Level	Date	Hours	
	432124	Bruce	Hulk	Banner	12/18/2000	Student	12	10/1/2019	26 Hrs 0 Min	
	789101	Luke		Cage	7/2/2004	Student	11	10/1/2019	4 Hrs 15 Mins	
	789789	Mike		Colter	8/26/2000	Student	12	10/1/2019	4 Hrs 15 Mins	
	123458	Nick		Fury	7/4/2004	Student	10	10/1/2019	4 Hrs 15 Mins	
	321012	Jessica		Jones	9/9/2003	Student	10	10/1/2019	4 Hrs 15 Mins	
	654321	Scott		Lang	6/16/2001	Student	11	10/1/2019	4 Hrs 15 Mins	
	108644	James	Bucky	Barnes	3/10/2002	Student	11	10/7/2019	0 Hr 45 Mins	
	108643	Peggy		Carter	4/9/2001	Student	10	10/7/2019	0 Hr 45 Mins	
	123456	Carol	Susan Jane	Danvers	10/4/2000	Student	12	10/7/2019	0 Hr 45 Mins	
	987654	Jean		Grey	6/3/2000	Student	12	10/7/2019	0 Hr 45 Mins	

Total: 50 Hrs 15 Mins

10 Items

Pages: 1 - 1 (10 items) 1

Page size: All

Activity Report Delete Selected

Additional Resources

[How to Create a Service Manually](#)

[How to Create a Service via Import](#)

[How to Add Participation via Import](#)

[How to Add Participation Manually using a Student Group](#)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.