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| Creating Activities |
| *Before You Start*Both Institution and County Managers can create Activities. Institution managers can create program-level activities, while County managers can create county-level Activities. |
| Steps1. Click on the Activities tab in the navigation pane.
2. Click on the “Add Activity” button to add an activity to the list.
 | Screenshots*(Screen appearance may vary per state)* |
| 1. Enter the name of the Activity.
2. Enter a description of the Activity.
3. Enter the status of the Activity. (Active, Deleted, or Inactive)
4. Enter a code (optional).
5. Select whether members are allowed to register for this activity. If un-checked, managers must add the entry to the member record.
6. Click the Save button.
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