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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. | |
| Steps   1. 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. |  |