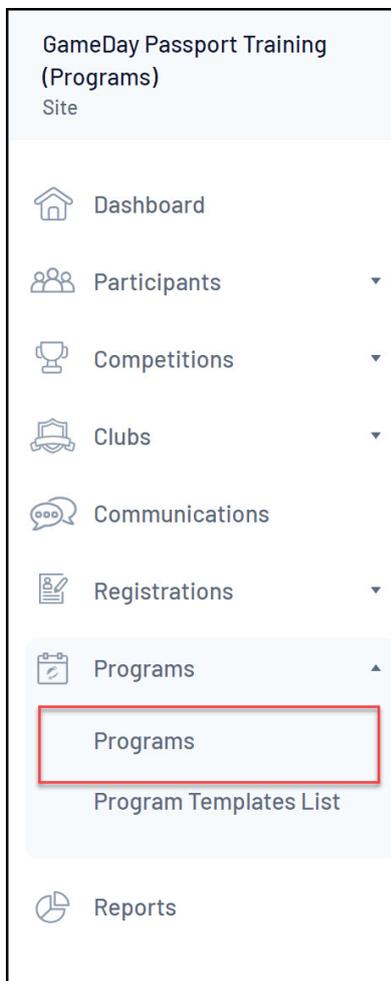# How do I manually add a participant to a Program?

Last Modified on 06/12/2023 10:53 am AEDT

Passport administrators have the ability to manually add members to individual programs if those members already exist within the organisation's member list.

To manually add an existing member to a program:

1. From your organisation dashboard, click **PROGRAMS** in the left-hand menu

2. Find the applicable Program, then click **VIEW MEMBERS**

3. Click **ADD**

5. Select the relevant member from the drop down list, then select **CHOOSE MEMBER**

6. A confirmation page will appear to confirm you want to add this member to the program. Click **ADD MEMBER**

A screen will display confirming member has been added to the program

Add Member Reuben Adams into School Holiday Program

Reuben Adams successfully added to School Holiday Program.

Click here to return to list of members for School Holiday Program

Click here to return to list of Programs