



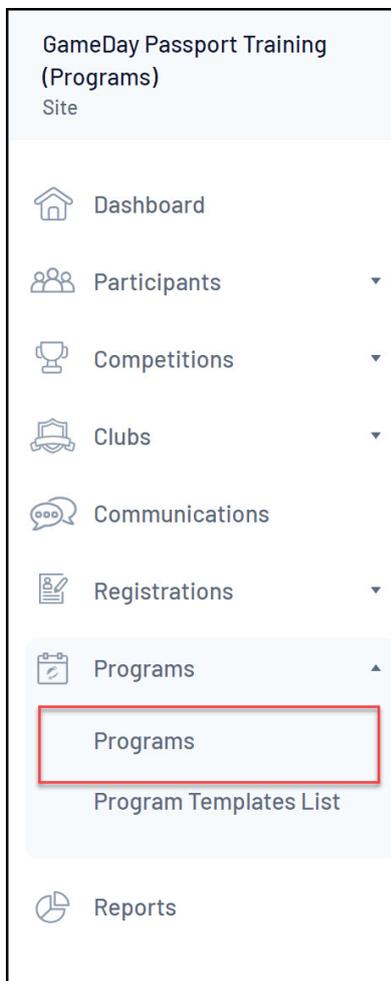
How do I manually add a participant to a Program?

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**

Programs ADD

Showing Name Including Status

Program Name	Location Name	Start Date	Days Run	Add Products	Product Prices	Members	Registration Link	EOI	Statu..
 School Holiday Program	565 Bourke Street	13/09/2023	Friday		Edit Prices	View Members		View EOI	<input checked="" type="checkbox"/>

3. Click **ADD**

CONTACT MEMBERS **ADD** MOVE

New Enrolment	Withdraw	Transfer	Certificate
<input checked="" type="checkbox"/>	Withdraw	Transfer	Certificate

Show: [All](#) [Auto](#) 25 50 100

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

Add Member into School Holiday Program

Choose which Member you wish to enrol:

Choose Member

[Click here](#) to return to list of members for School Holiday Program
[Click here](#) to return to list of Programs

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

Add Member Reuben Adams into School Holiday Program

Are you sure you want to add Reuben Adams to School Holiday Program?

Add Member

[Click here](#) to return to list of members for School Holiday Program
[Click here](#) to return to list of Programs

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