



Participant Information

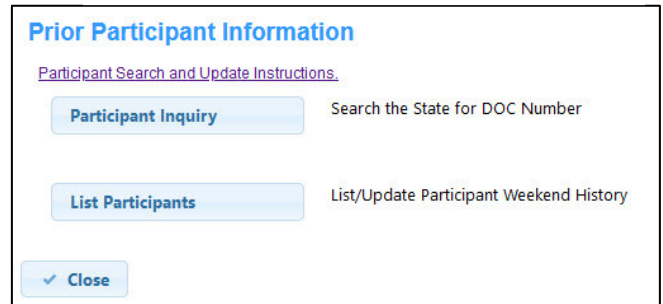
You access the Participant information from the Program / Weekends / Participant Info menu



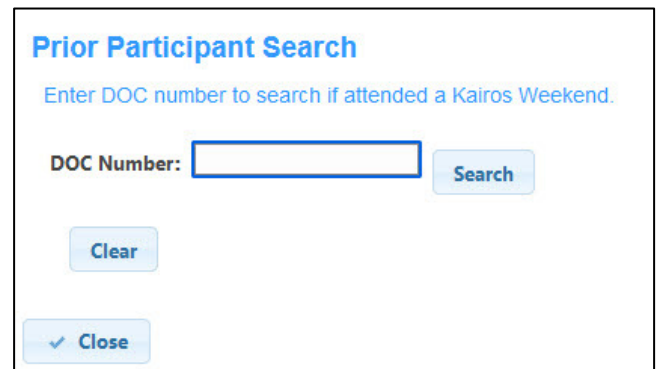
That gives you the Prior Participant Information menu screen with two selections:

Participant Inquiry – allows searching WITHIN THE STATE for a DOC number to see if that DOC number has attended a Kairos Weekend and where and when.

List Participants – gives a list of the participants by Weekend for the authorized Advisory Council



The Participant Inquiry allows you to enter a prospective participant's DOC number and search to see if that person has attended a Kairos Weekend anywhere in the State.



The List Participants will give you a list of all participants who have attended a Weekend in the authorized or selected Advisory Council's ministry.

Persons who are authorized can make changes to a participant record if needed and you can print the list of Participants and their Weekend information.

The history of Participants only goes back to about late 2016. However, if your Advisory Council or State Chapter maintains a spreadsheet of participant history, check with the KPMI office as there are options to allow importing that older history.

