

Track Participants

Participant List Assistant

You may create multiple Participant Lists to be used with the same . One Participant List contains information about one audience group. Creating multiple Participant Lists allows you to capture responses from multiple audiences.

- *Create a Participant List Using Participant List*
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Step by Step Instructions To create a Participant List...

- 1 **Select a template** to be used for the new Participant List.
 - Participant List template choices include:
 - Education—contains standard student information used for K–12 and higher education s, such as name and student ID.
 - Corporate—contains entries for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
- 2 The Participant List Summary screen is displayed. You have the option to revise your Participant List Settings.
- 3 Click **Finish** to create the Participant List and save it to a file.
 - displays the Participant Information window where you can data. You can also Add/Remove or Rename Fields and Groups from this window. Find more information on editing a Participant List in **Participant List** on page 56.
- 4 If you made changes to an existing template, you are prompted to save the revised template.
 - If you select the Yes button to name and save the template, the custom template will be available under .
- 5 Add names and other participant information to the new Participant List.
- 6 Click **Done** to save the data in the Participant List.

Manage Participant Lists

Participant List

Before You Begin

A Participant List has a .tpl extension (participants format). You must import the Participant List or create a list using the Participant List before editing it with .

- 1 Select the desired Participant List and click **Open**.
 - displays the Participant List data in the Participant Information window. The grey fields represent data that cannot be edited, such as the row numbers.
- 2 Edit the existing data in the white fields by selecting the entries and typing new information.
- 3 You may choose to rename a Field/Group by right-clicking the Field/Group and selecting Rename Field/Group.
 - a Alternatively, select the field that you want to rename.
 - b Select Rename Field.
 - c Enter the new name of the field
 - d Click .
renames the selected field.
- 4 You may choose to remove a Field/Group by right-clicking on the Field/Group and selecting Remove Field/Group.
 - a Alternatively, select the Field that you want to remove.
 - b Select the down arrow at the bottom of the window.
 - c Click Remove Field/Group.
- 5 You may choose to rearrange the column order in your Participant List.
 - a Select the column you would like to be moved.
 - b Drag and drop the column in its new location.
- 6 Click **File > Save**.