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How Do I Add A New Participation Record?

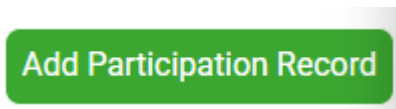
Richard Woolf - 2026-05-13 - [ChildPlus](#)

Adding A New Participation Record

A participation record must be created before you can waitlist, accept or enroll an applicant into a program.

1. Go to ChildPlus Online >> Services >> Select a Participant >> Enrollment >> Participation Records.

1. Click or tap the green **Add Participation Record** button.



1. Complete the following fields (by clicking the drop-down arrow)

FIELD	DESCRIPTION
Program Term	Select a Program Term to associate with the participation record
Initial Status	Select the first status the applicant will hold for the Program Term. -- New -- Accepted -- Waitlist
Status Begin Date	Enter the first day of the initial status. You can enter any date on or prior to the earliest date that the applicant can be enrolled For example, if the applicant was waitlisted on 3/1/2026, their Initial Status would be Waitlisted and their Status Begin date would be 3/1/2026

1. **Location Preferences**

A participant must have at least one location preference selected.

You can click on the generic < **NO SITE**> presence to update the first choice.

To add additional preferences, click the Green **ADD** button

Location Preferences

Priority ↑ Site Classroom Funding

1st < No Site > < No Classroom > No Funding >

→

←

Add

Complete the following fields (by clicking in the drop-down arrow)

FIELD	DESCRIPTION
Priority	If the family has more than one Location Preference, use priority to rank each preference
Site	Select the preferred Site
Classroom	Select a preferred Classroom or select No Classroom if there is no preference
Funding	Select the type of Funding . Funding is used to map enrolled participants to the PIR

Click the green **OK** button to save your preference selection.

1. Copying Information From Another Participation Record

If an applicant has already been a participant in a previous program year, or is transitioning from Early Head Start to Preschool, you will need to copy information from the prior Participation Record.

Select YES from the drop-down menu

- Select a participation record to copy the fields from
- Select the fields you wish to copy. Use the following chart as an example:

FIELD TO COPY	RETURNING 3rd YEAR STUDENTS	ALL OTHER STUDENTS
Application Date	No	Yes
CACFP (Date, Income, Per, Status)	Yes	Yes
Eligibility Assessments	No	No
Eligibility Criteria (Question, Answers, Points)	No	Yes
Eligibility Income (Data, Income amount, Status)	No	Yes
Eligibility Notes	Yes	Yes
Enrollment Notes	Yes	Yes
Funding	Yes	Yes
Location Preferences	No	No
Needs Assessment and Family Partnership Information	No	No
PIR Information (except overrides)	No	No
TOTAL FIELDS TO COPY	4	7

Increment Participation Year

If a student has been enrolled LESS THAN 50% of total number of program days for the prior year, then **DO NOT** increment the participation year (select **No**)

If a student has been enrolled MORE THAN 50% of the total number of program days for the prior year, then **DO** increment the participation year (select **Yes**)

Typically **FULL YEAR** students need to have completed **182 enrolled program days** (including weekends, holidays, teacher workdays, and canceled days) since their enrollment entry date for the program year to be incremented.

Typically **PART YEAR** students need to have completed **139 enrolled program days** (including weekends, holidays, teacher workdays, and canceled days) since their enrollment entry date for the program year to be incremented.

Any student transitioning from Early Head Start to Preschool will **NOT** increment the participation year. Transitioning students start at year 1 for their first Preschool program term.

Finally, click the green **SAVE** button to save your new participation record.

ChildPlus Training Video:

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