

3.4.3 Adding a Participant

Great! Now that you've logged in, let's add a participant.

To Add a Participant:

1. On the **Participant Matrix** screen, click the **Add New Participant** link above the matrix.

Participant Matrix for Severe Headache Study

				50	Show More	Select An Event	Add New Participant
Participant ID	Eligibility & Consent	Exam	Check In	Actions			
				Apply Filter	Clear Filter		
001							
002							
003							
004			x3				
005							
006							
007			x2				
008			x2				
009							
10			x2				

Results 1 - 10 of 10.

2. Enter a Participant ID on the **Add New Participant** screen. (This should be a unique identifier, e.g. **001**). If your study is set to auto-generate, an ID based on a pre-defined template appears.
3. Click the **Add** button.

Add New Participant

Participant ID *

Cancel
Add

Add New Participant

Participant ID *

ID will be generated on Add

Cancel

Add

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