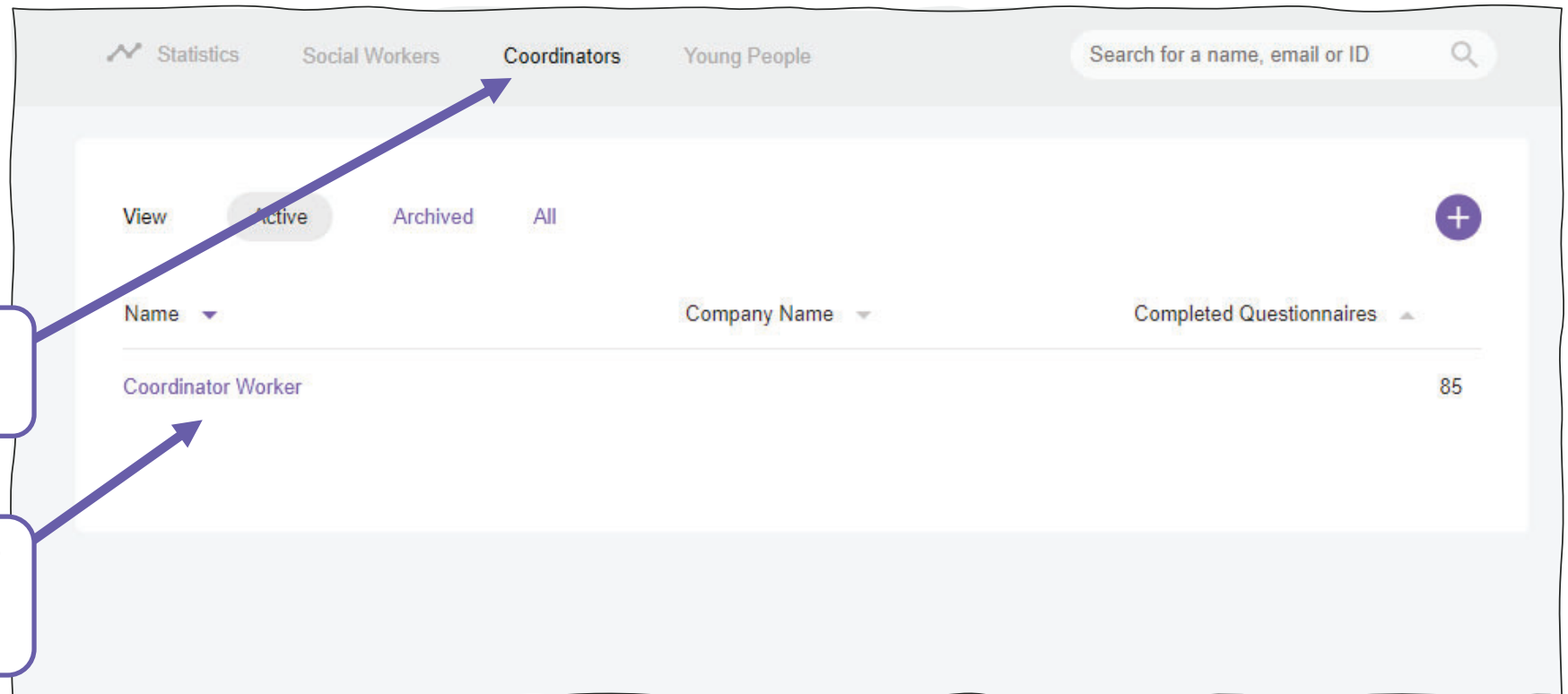


Circles

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# Assigning young people to a coordinator





Orange Lion 12	4
Purple Giraffe 16	4
Gold Panther 61	4
Blue Fox 99	5
Orange Cat 24	5

Assign a Young Person to this Coordinator

Scroll to the bottom of the page and click on 'assign a young person to this coordinator'

Blue Fox 99      Blue Fox 99

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Orange Cat 24      Orange Cat 24

Select... ▼      Add Young Person

Cancel      Save Changes

This screenshot shows a form with two rows of animal names. The second row contains 'Orange Cat 24'. Below this row is a dropdown menu with the text 'Select...' and a downward arrow. To the right of the dropdown is a link labeled 'Add Young Person'. At the bottom are two buttons: 'Cancel' and 'Save Changes'. A blue arrow points from the text box below to the dropdown menu.

Click on the drop down menu

Blue Fox 99      Blue Fox 99

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Orange Cat 24      Orange Cat 24

Navy Woodpecker 79 | 7726274254 ▼      Add Young Person

- Silver Cat 56 | 6135863950
- Violet Swan 18 | 1521386064
- Grey Kangaroo 34 | 5936232140
- Navy Woodpecker 79 | 7726274254**
- Gold Mousenewt 20 | 3749379453
- Blue Kangaroo 82 | 3970953854
- Teal Dog 31 | 9753547637

This screenshot shows the dropdown menu open, displaying a list of animals and their IDs. The list includes 'Silver Cat 56 | 6135863950', 'Violet Swan 18 | 1521386064', 'Grey Kangaroo 34 | 5936232140', 'Navy Woodpecker 79 | 7726274254' (which is highlighted in purple), 'Gold Mousenewt 20 | 3749379453', 'Blue Kangaroo 82 | 3970953854', and 'Teal Dog 31 | 9753547637'. A blue arrow points from the text box below to the highlighted 'Navy Woodpecker' entry.

Select the right young person

Orange Cat 24      Orange Cat 24

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Navy Woodpecker 79      Navy Woodpecker 79

Select... ▼      Add Young Person

Cancel      Save Changes

This screenshot shows the form after the 'Add Young Person' action. The second row now contains 'Navy Woodpecker 79' in both columns. A red oval highlights this row. The dropdown menu and 'Add Young Person' link are still present below. At the bottom are 'Cancel' and 'Save Changes' buttons. A blue arrow points from the text box to the right towards the 'Add Young Person' link.

Then click 'Add young person' and the young person's Circles ID will appear in the list above