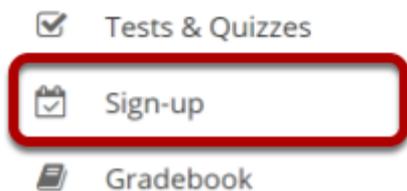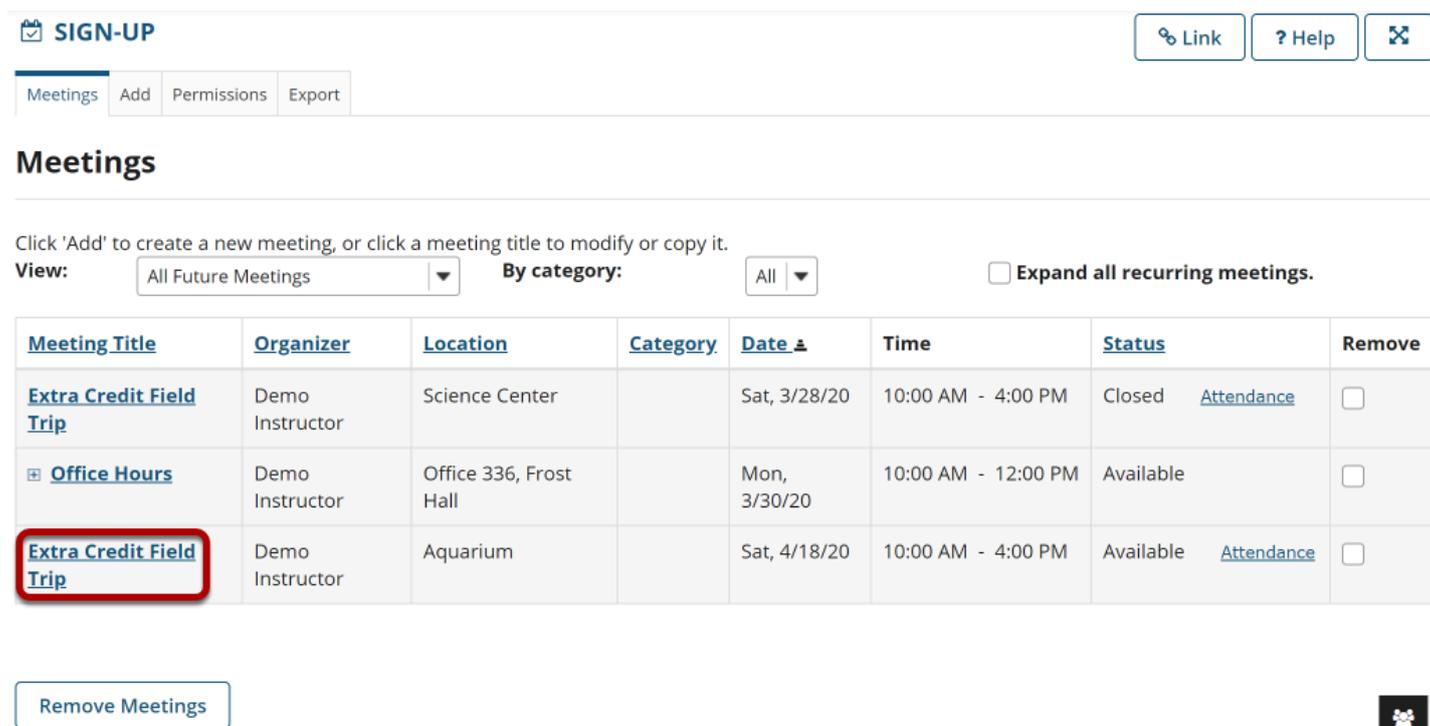# How do I manually add users to meetings?

Go to Sign-up.

Select the **Sign-up** tool from the Tool Menu of your site.

Click on a meeting title.

Click Add Participant.

Meeting Details

Title:	Extra Credit Field Trip
Organizer:	Demo Instructor
Location:	Aquarium
Category:	
Meeting Date:	Saturday, April 18, 2020
Time Period:	10:00 AM - 4:00 PM
iCalendar link:	📥 Download
Sign-up Begins:	March 19, 2020 10:00 AM
Sign-up Ends:	April 18, 2020 3:00 PM
Available To:	▶ Show site(s)/group(s) details
Description:	This is an all day field trip to an off-campus Aquarium. Students will receive 10 bonus points for attending.

Email Notification: ☐ Yes, send email to notify the related participant(s) about the changes that have been made.   ▲ Hide meeting info above

Time Slot	Max # of Participants	Participants	Wait List
10:00 AM - 4:00 PM	10	➕ Add Participant	Add Participant (disabled command)

*Note:- Click on a time slot to lock or cancel it.
- Click 📝 to change or swap participants.
- Click ⛔ to delete a participant.
- Click 📧 to email a participant.
- Click 💬 to view/edit an attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

[Back]

Select a user from the drop-down menu, then click OK.

Time Slot	Max # of Participants	Participants	Wait List
10:00 AM - 4:00 PM	10	**Select** [Instructor, Demo ▼]	Add Participant (disabled command)
		OK Instructor, Demo	
		Student 1, Demo	
		Student 2, Demo	
		Student 3, Demo	

The user is now signed up for that meeting.

Time Slot	Max # of Participants	Participants (Email all)	Wait List
10:00 AM - 4:00 PM	10	📝 ⛔ 📧 Student 1, Demo (Mar 28, 2020 7:49 PM) ➕ Add Participant	Add Participant (disabled command)

Names of those signed up will appear in the **Participants** column of the time slots table, adjacent to the time slots they chose. A red "delete" button and a pencil-and-pad "edit" button, which allows that participant to be replaced with another, appears next to each name.

Time Slot	Max # of Participants	Participants (Email all)	Wait List
10:00 AM - 4:00 PM	10	📝 🚫 📧 Student 1, Demo (Mar 28, 2020 7:49 PM) 📝 🚫 📧 Student 2, Demo 💬 (Mar 28, 2020 7:52 PM) ➕ Add Participant	Add Participant (disabled command)

Note: The appearance of a small talk bubble icon to the right of the name means that the participant has added a comment at the time of sign-up, which can be seen by clicking on that icon.