

Withdraw a Participant

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CDT

When a participant leaves your care, withdraw them. You can re-enroll them at any time.

Required Permissions: All users can view enrolled participants. However, you must have the **Child Details** and **Child Enrollment** permissions enabled on your account to view participant details and withdraw participants.

1. From the menu to the left, click **Participants**. A list of participants displays.

Note: According to your display settings, this option may be something different, such as Kids. For more information, see [Set Display Settings](#).

2. Click **Filters** in the top-right corner and ensure you are viewing Active participants.
3. Click the participant to withdraw.
4. On the View Participant page, click **Withdraw**.
5. Set the withdrawal date. This defaults to today's date.

The screenshot shows the 'View Child' interface for a participant named Brad Pitt (#4). The participant is 2 years old. The page includes an 'Edit' button and a list of details: Date of Birth: 09/06/2016, Enrollment Date: 01/16/2019, Enrollment Expiration: 01/16/2020, and Status: Active. A date picker is open, showing '01/18/2019' and a 'Withdraw' button.

6. Click **Withdraw**.