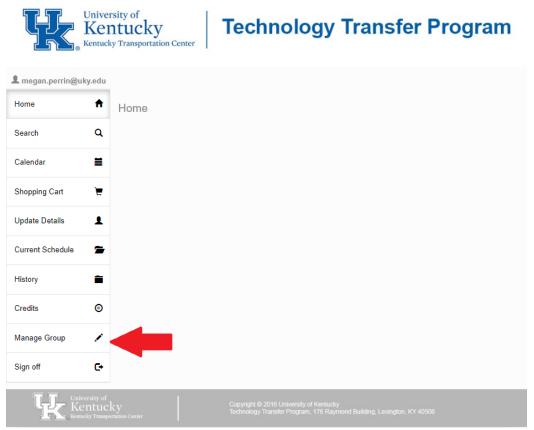
- 1. Log in to the training calendar
 - a. www.kyt2.com
 - b. Click on Admin (login for administrators)
 - c. Sign in
- 2. Click on Manage Group



3. Click on the participant that is currently registered for the course. You will click on the Edit/View button.

L megan.perrin@u	ky.edu					
Home	A	Manage Group				
Search	۹	Group Contacts				
Calendar		Name	Email	Organization	Position	
Shopping Cart	E	Boston, Becky	becky.boston@uky.edu	KTC Technology Transfer	Conference Coordinator	Edit/View Print
Update Details Current Schedule	1	Horseman, Martha	martha.horseman@uky.edu	I KTC Technology Transfer	Program Manager/LTAP	Edit/View Print
History	-	Martin, Megan	megan.perrin@uky.edu	KTC Technology Transfer	Training Program Manager	Edit/View Print
Credits	©	Worthy, Nicole	nicole.worthy@uky.edu	KTC Technology Transfer	Training Assistant	Edit/View Print
Credits Manage Group	©	Add Contact			Assistant	Print

4. Click the Replace button

H.	niversity of Kentucky entucky Transportation Center
L megan.perrin@u	edu
Home	Becky Boston
Search	Q Edit Upcoming Bookings
Calendar	Course Date
Shopping Cart	Environmental Awareness 02/20/20 Thursday, February 20 2020 Replace
Update Details	▲ Past Bookings No past bookings found.
Current Schedule	
History	
Credits	©
Manage Group	
Sign off	G
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5. An alphabetically list of participants will pop up after you hit replace. Click the Replace button next to the person you want to replace with for the current training.

Name	Email	Organization	Position	
Horseman, Martha	martha.horseman@uky.edu	KTC Technology Transfer	Program Manager/LTAP	Replace
Martin, Megan	megan.perrin@uky.edu	KTC Technology Transfer	Training Program Manager	Replace
Worthy, Nicole	nicole.worthy@uky.edu	KTC Technology Transfer	Training Assistant	Replace

6. When you hit Replace a green box will pop up that says Booking Replaced Successfully.