## Skills Training Grants (STG) User Guide

## **Community Workforce Response Grant Participant Reporting**

Last Updated: 11 July 2022

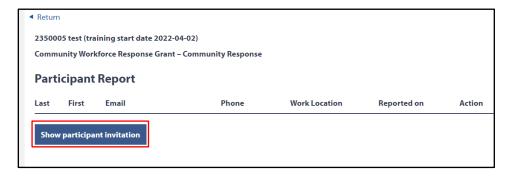
- 1. Log into the **Skills Training Grants page** with your BCeID.
- **2.** Scroll down the page to your approved Community Workforce Response Grant (CWRG) application, then click "Continue."



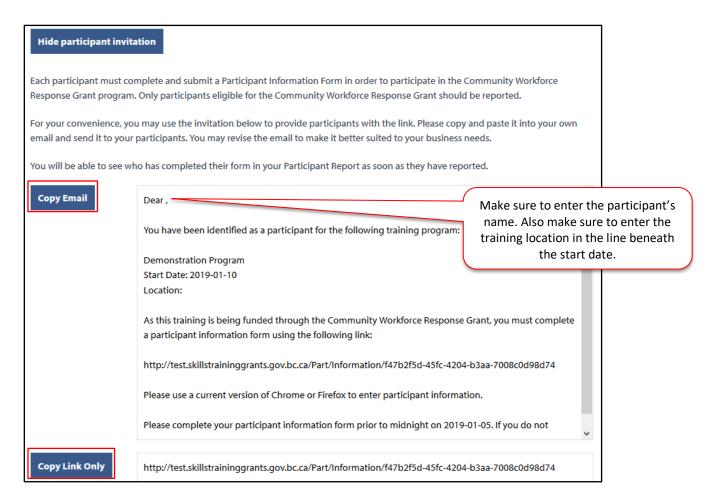
3. Click "Report Participants."



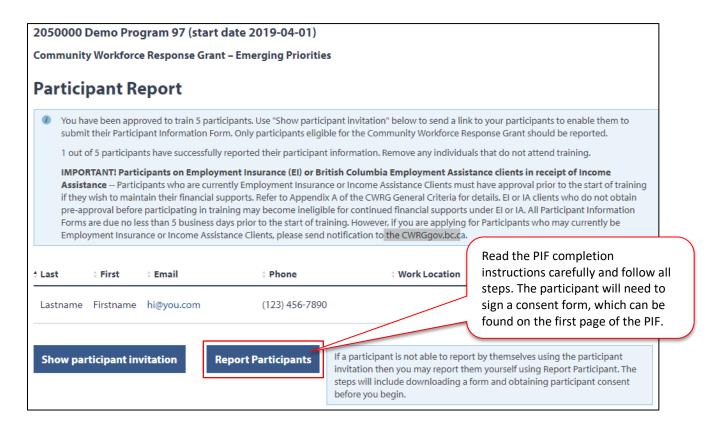
**4.** Click "Show participant invitation".



5. You will see a generic email template containing a link to your application's Participant Information Form (PIF). You are responsible for providing this link to your participants. Click "Copy Email" to copy this template. Paste it into your email program and send it to participants. If you just need the link itself, click the "Copy Link Only" button. This link does not expire.



**6.** If there is an issue with participants self-reporting, contact the program area. They can allow applicants to submit PIFs on behalf of their participants. If this has been enabled for your application, click the "Report Participants" button beside "Show Participant Information."



**7.** To remove a participant, click their "Remove" link. If you've already submitted a claim, you cannot remove anyone included in that claim. You can however remove them when you submit your completion report.

