

AS21 QUICK START GUIDE

Welcome to AfterSchool 21! Follow these essential steps to set up your program for success. Each topic corresponds to detailed help articles in the **AS21 Help Center** at <https://as21-support.pathwisek12.com>.

Your First Steps

[How to Switch Access](#)

- Start here to ensure you're seeing the right data! The Switch Access feature lets you select your specific reporting term, organization, and security role. **Not seeing expected data?** Check your Switch Access settings first—this solves most data visibility issues.

[How to Add and Remove Users](#)

- Build your team by setting up accounts for everyone who needs access to your program data. There's no user limit, so add as many team members as needed. **Pro tip:** Remember to remove access when users leave your program for security best practices.

[Guide to Creating and Managing Registration Forms](#)

- Streamline your intake process with AfterSchool 21's public-facing registration pages. While online registration isn't required, it can significantly improve data quality and reduce manual entry time.

[How to Add Participants](#)

- Ready to add your participants? Learn the manual entry process to get your participant list into the system accurately and efficiently.

[Activities Section Overview](#)

- Activities are the heart of your program—they're what participants actually participate in! Setting these up correctly is crucial for accurate tracking and reporting.

[How to Track Participation for Multiple Participants](#)

- Keep accurate attendance records by tracking who was present, excused, or unexcused for each scheduled session. This data powers your reporting and compliance tracking.

[Basic Reports Navigation](#)

- Put your data to work! Learn to navigate AfterSchool 21's reporting tools for quality assurance checks and compliance requirements. Reports help you spot data gaps, verify accuracy, and generate the documentation you need for funders and stakeholders.

Need immediate help? Visit the AS21 Help Center for detailed walkthroughs, screenshots, and troubleshooting tips. Your success is our priority!