

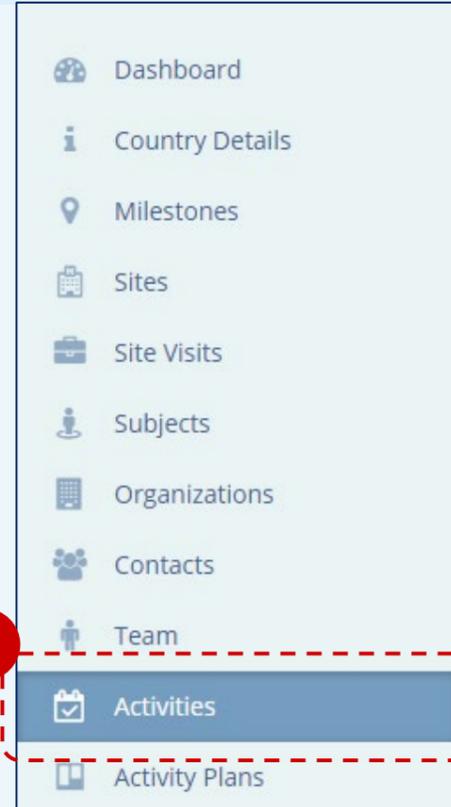
## APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

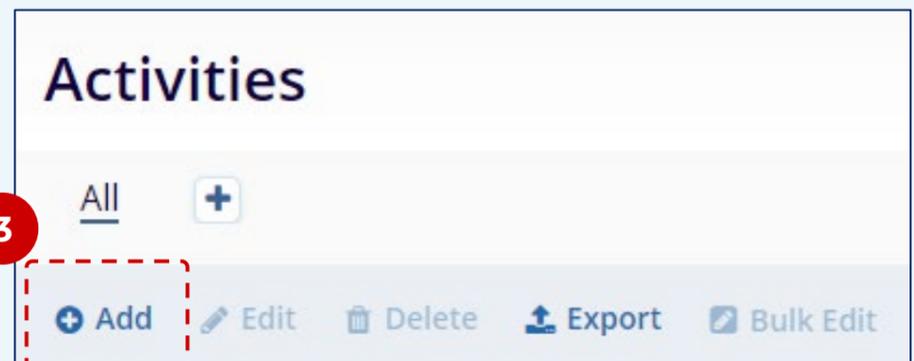
**1** Log into CTMS and navigate to the Study, Country, or Site to which you need to add activities.

**2** Select **Activities** from the navigation links at the left side of the screen.

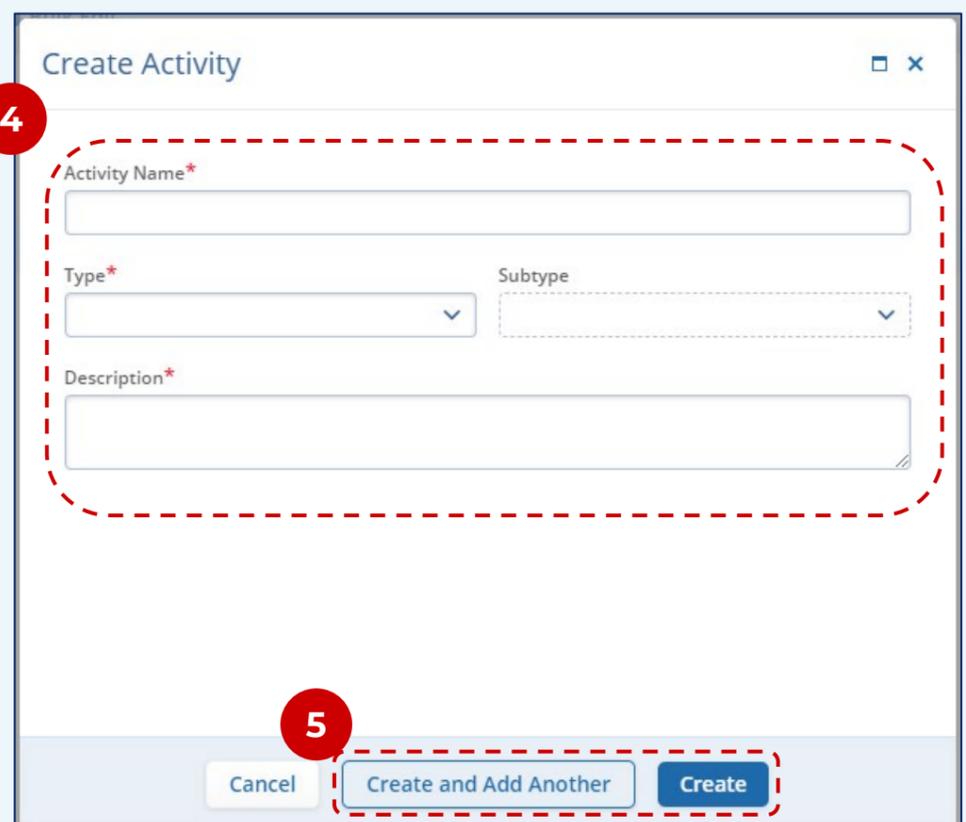
**Note:** Activities can also be added via Activity Plans. Please see the associated supporting materials for applying activities via activity plans.



**3** Press **Add** in the menu bar above the list of activities.



**4** Fill in the required information in the **Create Activity** window that opens.



A screenshot of the 'Create Activity' form. The form has a title bar with 'Create Activity' and window controls. The main content area contains three required fields: 'Activity Name\*' (text input), 'Type\*' (dropdown menu), and 'Subtype' (dropdown menu). Below these is a 'Description\*' text area. At the bottom of the form are three buttons: 'Cancel', 'Create and Add Another', and 'Create'. The 'Create and Add Another' and 'Create' buttons are highlighted with a red dashed box and a red circle containing the number '5'. A red circle containing the number '4' is positioned next to the 'Activity Name\*' field.

**5** Press **Create** or **Create and Add Another**.