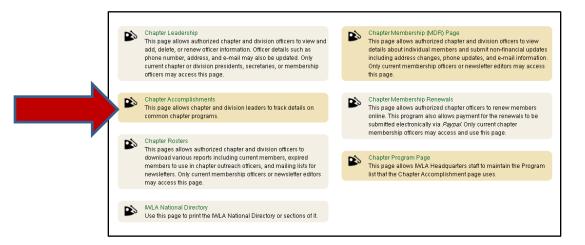# Using the Chapter Accomplishments Online Tracking Tool

Through the same Officer Tools link you use on the League website (iwla.org) to access online member renewals or the new online directory, you can get to this tool for tracking the results of common chapter activities.

Log In and Find Your Chapter

Click the Officer Tools tab at the top of the League home page and log in if you are not already logged into the site. You will then be presented with the following options:

Select "Chapter Accomplishments" in the left-hand column.

The Chapter Accomplishments page will be blank to start with. Type in your division and chapter number in the top left corner and click the "Find Chapter" button.

In this tutorial, we are using the Crater Lake Chapter in Oregon.

Add New Statistics

When you click the "Add" button (see red arrow), a box will pop up for entering new data. Use the Chapter Program drop-down to select one of the current program options:
- Kids Fishing Event
- Roadside Cleanup
- Stream Monitoring
- Stream Cleanup (not shown)

We started with these activities because they are common across the organization. Let us know if there's one you'd like us to add to the list so your chapter can track results.

Track Progress

Once you've entered program data, you can track your chapter's cumulative achievements over the course of the year (or any timeframe) – whether you need that information for grant applications or want to use it to raise your visibility locally.

Simply select one of the program types and a timeframe and click Display Results. You'll see not only the individual events but a cumulative total for the two number fields. Here we have displayed the number of road miles and pounds of trash cleaned up.

What's critical about this from the national perspective is that we can then take all the chapter totals and add them up for a picture of national results, which is the "raw material" we need to raise the League's visibility nationally through press releases and other communications.

Questions about using this online tool? E-mail members@iwla.org.