



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:

The menu contains the following items:

- Chapter Leadership**: This page allows authorized chapter and division officers to view and add, delete, or renew officer information. Officer details such as phone number, address, and e-mail may also be updated. Only current chapter or division presidents, secretaries, or membership officers may access this page.
- Chapter Accomplishments**: This page allows chapter and division leaders to track details on common chapter programs. (Highlighted with a red arrow)
- Chapter Rosters**: This page allows authorized chapter and division officers to download various reports including current members, expired members to use in chapter outreach officers, and mailing lists for newsletters. Only current membership officers or newsletter editors may access this page.
- IWLA National Directory**: Use this page to print the IWLA National Directory or sections of it.
- Chapter Membership (MDR) Page**: This page allows authorized chapter and division officers to view details about individual members and submit non-financial updates including address changes, phone updates, and e-mail information. Only current membership officers or newsletter editors may access this page.
- Chapter Membership Renewals**: This page allows authorized chapter officers to renew members online. This program also allows payment for the renewals to be submitted electronically via *Paypal*. Only current chapter membership officers may access and use this page.
- Chapter Program Page**: This page allows IWLA Headquarters staff to maintain the Program list that the Chapter Accomplishment page uses.

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.

The interface includes the following elements:

- Header:** Chapter Accomplishments
- Search:** Div# Chap# Find Chapter
- Status:** no chapter selected.
- Filters:** Program: From: To: Display Results
- Instructions:** List chapter events by selecting the Program and Date Range you wish to review.
- Legend:** Add Event Edit Event Delete Event
- Table:**

Date	Stat1	Stat2	Stat3	Comment	Changer Name	Change Date
Stat Total						
- Footer:** Please note that by viewing, updating, or downloading data you are agreeing to maintain this information in a secure manner and limit use strictly to official authorized League business; no other use is authorized.

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

Add New Statistics

The screenshot displays the 'Chapter Accomplishments' page for the 'Crater Lake Chapter'. A modal window titled 'Add New Program Statistics' is open, showing a form with the following fields: 'Chapter Program' (a dropdown menu with 'Kids Fishing Event', 'Roadside Cleanup', and 'Stream Monitoring' selected), 'Program Date', 'Stat1', 'Stat2', 'Stat3', and 'Comment'. Below the form are 'Save' and 'Cancel' buttons. In the background, the 'Chapter Program Events' table is visible, with a red arrow pointing to the 'Add' button. The table has columns for Date, Stat1, Stat2, Stat3, Comment, Changer Name, and Change Date. A legend at the top right of the table area includes 'Add Event' (green plus icon), 'Edit Event' (pencil icon), and 'Delete Event' (red X icon). A disclaimer at the bottom of the page reads: 'Please note that by viewing, updating, or downloading data you are agreeing to maintain this information in a secure manner and limit use strictly to official authorized League business; no other use is authorized.'

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.

Chapter Accomplishments

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Crater Lake Chapter

Program: Roadside Cleanup From: 09/01/2016 To: 02/13/2017 Display Results

List chapter events by selecting the Program and Date Range you wish to review.

Legend: Add Event Edit Event Delete Event

	Date	# of Road Miles	Pounds of Trash	Oddest Item	Comment	Changer Name	Change Date		
1	02/13/2017	1	25	toilet	This was a joint event with our Young Ikes group	Merritt, Dawn	02/13/2017		
2	12/03/2016	2	50	refrigerator		Merritt, Dawn	02/13/2017		
Stat Total		3	75						

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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.