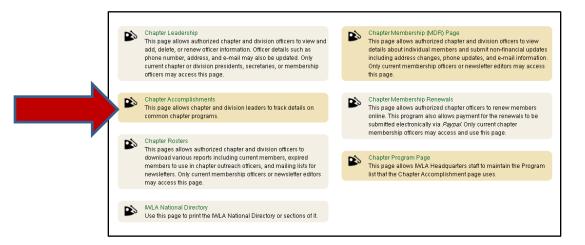
Using the Chapter Accomplishments Online Tracking Tool



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.

Chap	ter Acco	omplishm	nents					
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Chapter P	rogram Events				Legend:	Add Event	Edit Event	X Delete Event
Add								-
Date	Stat1	Stat2	Stat3	Comment		Changer Name	Change Date	
Stat Total								
	that by viewing, other use is au		nloading data you	are agreeing to ma	intain this information ii	n a secure manner and lii	mit use strictly to off	icial authorized League

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

Add New Statistics

Chapter Ac	complishm Find Chapter	nents		Add New Program Statistics Program Statistics Chapter Program: Program Date: Stat1: Stat2: Stat3: Comment:	tistics Kids Fishing Event Roadside Cleanup Stream Monitoring	
Program:	ecting the Program ar	rom: mm/dd/y	ou wish to review.	rgend: ③ Add Event	ve 🛛 Cancel	Event
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Date St.	Stat2	Stat3	Comment	Changer Name	Change Date	
Stat Total Please note that by view	ing, updating, or dow	nloading data vou	are acreeinc to maintain this info	nation in a secure manner a	and limit use strictly to official authori	red League

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.

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r	ogram: F	toadside Cleanup	✓ From	1: 09/01/2016	To: 02/13/2017	Display Results			
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to	chapter ever	nts by selecting th	he Program and [Date Range you		Add Event	Z Edit Event	× Delete	Event
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]•	Add Date 02/13/2017	Chapter Program	Pounds of Trash	Oddest Item	Comment	Changer Name	Change Date	X Delete	
	Add Date 02/13/2017	Chapter Program # of Road Miles 1	Pounds of Trash 25	Oddest Item toilet	Comment	Changer Name up Merritt, Dawn	Change Date 02/13/2017	X Delete	×

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 <u>members@iwla.org</u>.