How to submit an activity tracker

Submitting Activity Trackers

UDVL UIC Map The Count Platform - Getting Started with Reporting

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Submitting reports is an important aspect of the platform. This resource will guide you through that process.

To get started, click the "Submit Report" button located in the menu for the platform.

There are four types of activity trackers that can be submitted. Select the activity you would like to submit the tracker for and follow the steps for that activity type.

Direct engagement

- Select the organization you are submitting the activity tracker to for approval. An o

must be selected.

- - If you have been approved to join an organization then it will automatically pop
  - If you have not been approved to join an organization yet, you can still submit the activity tracker to that organization for approval.
- Choose the start and end date of the engagement. If it is for a single day, enter the date it occurred in both the start and end date fields.
- Select the location:
  - No location.
  - Address location – Enter the address and any additional information.
  - Region based location – Choose the county and add any additional information.
- Select all of the actions you took (ex. door knock) and enter the requested information.
- Enter how many trusted messengers were trained.
- Enter how many persons trusted messengers reached.
- When finished, choose "Submit Activity Tracker".

Community Education – Events

- Select the organization you are submitting the activity tracker to for approval. An organization must be selected.
  - If you have been approved to join an organization then it will automatically populate.
  - If you have not been approved to join an organization yet, you can still submit the activity tracker to that organization for approval.
- Choose the start and end date of the event. If it is for a single day, enter the date it occurred in both the start and end date fields.
- Select the location:
  - No location.
  - Address location – Enter the address and any additional information.
  - Region based location – Choose the county and add any additional information.
- Select the type of event.
- Enter how many people were reached, how many fliers were handed out, and any additional comments on the event.
- Select whether or not the location was established to disseminate census info.
- When finished, choose "Submit Activity Tracker".

Community Education – Media

- Select the organization you are submitting the activity tracker to for approval. An organization must be selected.
  - If you have been approved to join an organization then it will automatically populate.
  - If you have not been approved to join an organization yet, you can still submit the activity tracker to that organization for approval.
- Choose the start and end date of the engagement. If it is for a single day, enter the date it occurred in both the start and end date fields.
- Select the location:

- No location.
- Address location – Enter the address and any additional information.
- Region based location – Choose the county and add any additional information.
- Select the type(s) of the event (ex. radio, TV) and enter the requested information.
- When finished, choose "Submit Activity Tracker".

Questionnaire Assistance

- Select the organization you are submitting the activity tracker to for approval. An organization must be selected.
  - If you have been approved to join an organization then it will automatically populate.
  - If you have not been approved to join an organization yet, you can still submit the activity tracker to that organization for approval.
- Choose the start and end date of the engagement. If it is for a single day, enter the date it occurred in both the start and end date fields.
- Select the location:
  - No location.
  - Address location – Enter the address and any additional information.
  - Region based location – Choose the county and add any additional information.
- Answer the applicable questions.
- When finished, choose "Submit Activity Tracker".

After submitting the activity tracker, you will see the activity trackers you have submitted and their approval status.

Editing Activity Trackers

You can edit an activity tracker while it is in pending status. Once the activity tracker is approved, it cannot be updated. To edit an activity tracker:

- Go to Activity Trackers.
- Find the activity tracker you want to edit under "Submitted Activity Trackers".
- Click the name of the activity tracker.
- Edit the field(s) you need to edit.
- When you are done, choose "Update Activity Tracker".

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