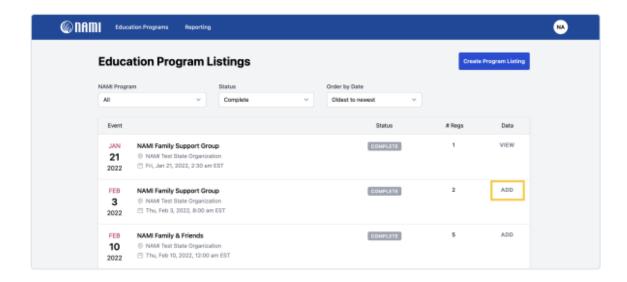# How do I report or edit program data?

## Reporting Program Data

**1. Click Education Programs on your top navigation bar. Select Complete in the Status column dropdown menu at the top of the page:**



On this page, you will see a list of all completed Program Listings.

- Program listings where View appears in the Data column already have a program data report attached – simply click View to view the program data report.

- Program listings where Add appears in the Data column have not had any data reported.

- This list will automatically update to include any Program Listings that have been completed as they occur.

**2. To create a Program Data Report, simply click "Add" under the Report column for the Program Listing you're reporting data:**
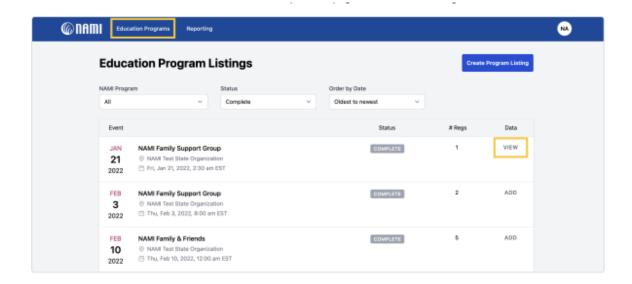
**3. Fill in the required information to submit your report (the example below list data fields for Presentations):**

- Program Leaders (2 required per program)
- # of Audience Members
- # of Veterans, Active Duty or Related
- # of Presentations
- Audience Description
- Presentation Language

*Note: Data collected for Presentations, Support Groups, and Classes varies slightly based on program type, so your data fields might not exactly match those above.*

**4. Indicate whether your program was in partnership with the VA by checking the box accordingly**

**5. Click "Create Report" in the bottom right to save your program data report**

## Editing/Updating a Program Data Report

**1. After creating a report, you have the ability to edit/update any information by returning to the Education Programs page and clicking View in the Data column of the program listing:**

## 2. Edit any of the information on the program data report, then click Update Report to save your edits