

Step by Step Guide to the 2016 LETR Program Year-End Report

Before commencing the 2016 LETR Year-End Report process, please ensure that the Internet Browser you are using is one of the following:

GOOGLE CHROME

MOZILLA FIREFOX

SAFARI

DO NOT USE MICROSOFT INTERNET EXPLORER

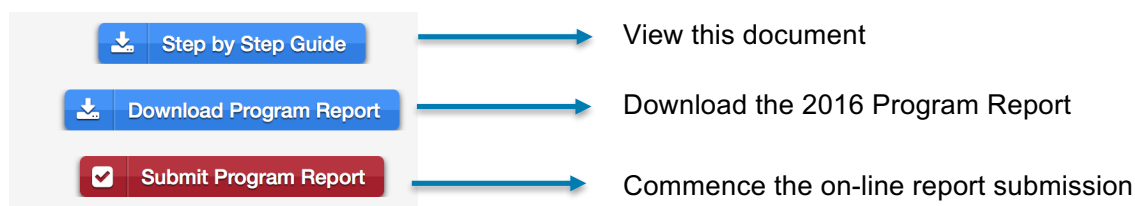
(Both Google Chrome and Mozilla Firefox are free downloads available on the internet – Safari is an Apple product that comes pre-installed on Macs and iPads)

1. Go to the LETR website <http://www.lettr.org> and click on the Elections, Awards & Returns button



2. There are three tabbed sections on the page – ELECTIONS, AWARDS and YEAR-END REPORTS. Click on the YEAR-END REPORTS tab.

At the bottom of this section are three buttons as shown below:



3. The 2016 Program Year-End Report is a Microsoft Excel spreadsheet containing a series of questions about awareness and fundraising activities undertaken by your program during 2016. The form has been designed so that you can use the 'TAB' key to navigate from field to field. The fields requiring a response are clearly marked in light blue. It is not necessary to complete every field.

The form is broken down into five parts:

PART 1 - CONTACT INFORMATION

Name, Phone and Email contacts for the LETR Director, Special Olympics Liaison and the person submitting the return.

PART 2 - TORCH RUN ACTIVITIES

Information about the number of people engaged in Torch Run activities in 2016



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PART 3 - COMMUNICATIONS

Information about websites and social media accounts used by your program

PART 4 - FUNDRAISING REVENUE

Information about the fundraising activities undertaken by your program in 2016

PART 5 – OTHER INFORMATION

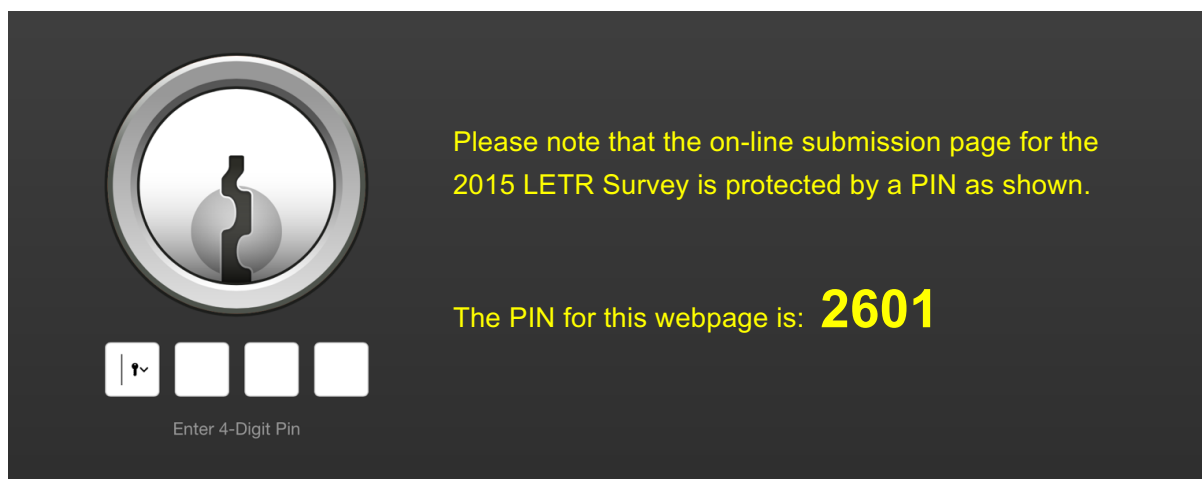
Information about Value in Kind donations, LETR liaisons and Sponsors

Once you have completed the form, save a copy of the file with a name reflective of your program (2016 LETR Report – New South Wales.xlsx as an example).

4. When the Program Year-End Report has been completed, return to the Reports page on the LETR website and click on the 'Submit Program Report' button to commence the submission.

You will be taken to a page which looks like that displayed below. Please note that the page is protected by a PIN.

The PIN for this webpage is shown below.



5. The on-line submission process has been designed to be as easy as possible. You will be required to enter basic details about yourself (Name, Email Address and Program Name) and then add the Program Survey Return as an attachment. Once complete, click on the SUBMIT button. You should receive a pop up message, followed shortly afterwards by a confirmation email.

PROBLEMS WITH ON-LINE SUBMISSION?

If you did not receive either the pop up message or the confirmation email, you should assume that your submission did not go through.

THINGS TO THINK ABOUT

What Browser are you using?

Did you complete all mandatory fields in the form?

Was your email address correctly entered?

NEXT STEPS

Try submitting the form once again.

If that fails, try from a different computer and see what happens.

If you are still having no luck, please contact Scott Whyte by email (he lives in Australia) and he will do his best to troubleshoot the problem with you.

To contact Scott, send an email to:

scott.whyte@letr-council.org