Northern Community & School Recreation Coordinator Program

NORTHERN Sport, Culture & Recreation District

Online Annual Program Plan and Statistics (APPS) Tool

USER GUIDE

Updated September 2017

LOGGING IN

You can receive your log-in information from your Community Relations Coordinator or NC&SRCP Program Manager.
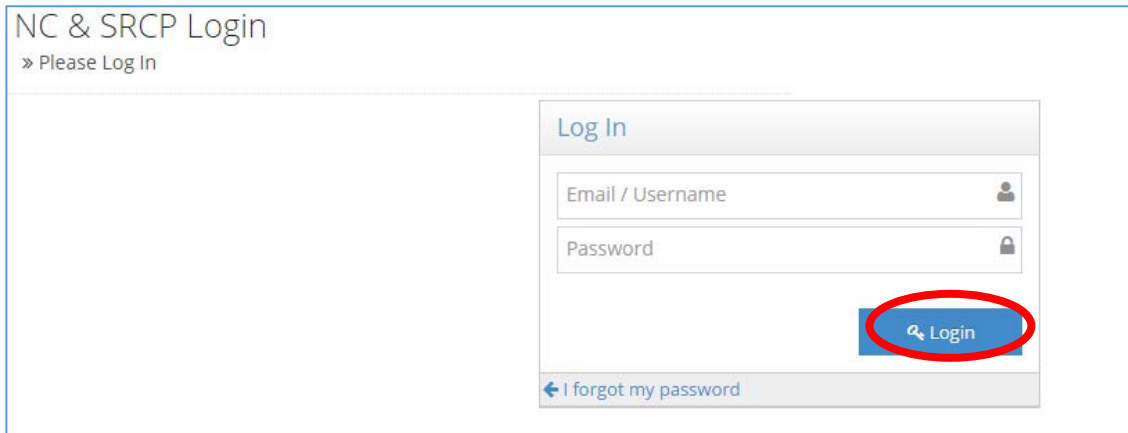
Community:
School:
User Name:
Password:

1. Open your internet browser (preferably Google Chrome, Firefox or Mozilla)
2. Type the address apps.nscrd.com into the URL bar at the top of the screen, the following screen will display.

NC & SRCP Login
» Please Log In

Log In

Email / Username

Password

Login

← I forgot my password

3. Type in the username and password provided to you by the NSCRD and click the Login button.

SUMMARY & APPROVAL FORM

1. After you log on you will immediately be taken to the **Summary** page. This page shows a summary of all programs and statistics you have entered in a specific program year.

2. On this page you can scroll to see the entire spreadsheet, or simply click the colored tabs marked **Program Plan, Actual Results, Participation, Leaders** and **Program Design** to see only specific details.
3. Mouse over headings and icons to see pop up boxes which provides descriptions of the data.
4. This summary page can be exported to Excel or PDF for viewing, saving or printing for your Steering Committee. Click the **Export to PDF** link on the top right menu bar to generate a PDF document.
5. Or click the **Export Program Plan Map** to PDF link to download a map of your programs that shows them visually by season and category. This PDF is useful to view whether your plan is balanced throughout the year.

6. An **Approval Form** will be generated and print automatically with all PDF's. Have this form signed and fax to NSCRD for respective reporting deadlines.

Air Ronge Annual Program Plan Map

	Fall			Winter			Spring			Summer		
	Lead	Coordinate	Assist	Lead	Coordinate	Assist	Lead	Coordinate	Assist	Lead	Coordinate	Assist
Family/ Community (More than one age group)	Creative Play Taxi Program	Coffee & Family Night	Halloween Dance Welcome Back BBQ	Literacy Carnival Parents & Tots	Community Walking	Christmas Concert Little Steps	Badminton Self Defense Classes Soccer		Father & Son Night MEND	Canada Day	Aboriginal Day	Year End BBQ
Pre-K 0-4	Creative Play Kids Night Kids Night - SAAW October Break Rec. Steering Meetings	Coffee & Family Night Ninja Kids	Welcome Back BBQ	February Break Literacy Carnival Parents & Tots		Christmas Concert Little Steps	April Break Programs Boys Night Girls Night Soccer		Father & Son Night	Canada Day	Aboriginal Day	Year End BBQ
Children 5-12	Babysitting Computers Kids Night Kids Night - SAAW October Break Rec. Steering Meetings Taxi Program	Coffee & Family Night Cross-Country Running Kick, Punt, Pass Ninja Kids Volleyball	Brownies Halloween Dance Volleyball Tournament Welcome Back BBQ	February Break Literacy Carnival	Archery Basketball Community Walking Sewing Club Wrestling	Basketball Tournament Christmas Concert	April Break Programs Badminton Boys Night Girls Night Soccer	Canoeing Circus Flag Football Music Lessons Track and Field	Father & Son Night MEND	Canada Day	Aboriginal Day	Year End BBQ
Youth 13-18	Babysitting Computers Kids Night Kids Night - SAAW October Break Rec. Steering Meetings	Adult Volleyball Beginner Yoga Classes Coffee & Family Night Hula Hoop Classes Ice Wolves Dodgeball	Drop-In Girls Wellness Group - Fall Vinyasa Yoga Welcome Back BBQ	February Break Knitting Literacy Carnival	Evening Quilting First Aid & CPR Course Moccasin Making Wrestling	Christmas Concert	Badminton Self Defense Classes Soccer	Music Lessons Sign Making Workshop Track and Field	Father & Son Night	Canada Day		Year End BBQ
Adult 19-49	Computers Rec. Steering Meetings	Adult Volleyball Beginner Yoga Classes Coffee & Family Night Hula Hoop Classes Pilates	Halloween Dance Peanuts Productions Prenatal Fitness Classes Vinyasa Yoga Welcome Back BBQ	Book Club Knitting Ladies Bonspiel Ladies Night Literacy Carnival Parents & Tots	Community Walking First Aid & CPR Course Moccasin Making	Christmas Concert Little Steps	Badminton Self Defense Classes Soccer	Music Lessons Sign Making Workshop	Father & Son Night MEND	Canada Day	Aboriginal Day	Year End BBQ
Elder 50+	Computers Rec. Steering Meetings	Adult Volleyball Coffee & Family Night Hula Hoop Classes Pilates	Peanuts Productions Vinyasa Yoga Welcome Back BBQ	Book Club Knitting Ladies Night Literacy Carnival	Community Walking Evening Quilting First Aid & CPR Course Moccasin Making	Christmas Concert	Self Defense Classes	Sign Making Workshop		Canada Day	Aboriginal Day	Year End BBQ

Legend: Sport — Culture — Recreation — Leadership

DATE/DATA FILTERS AND SORTING

1. On all pages, you can choose to only see data from a specific program year and date. Select the **Programming Year** and **Date** you would like to see at the top of the page and then click the **Filter** purple button. Click the **Reset** grey button to return to normal view of all programs.
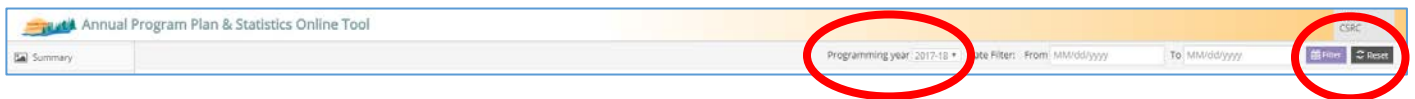
2. The **Data Filters** tab will allow you to choose to see only specific programs according to your selection. So if you would like to view only Sport programs – click on **Data Filters**, select Sport under the **Focus** menu and click the **Filter** green button. All Sport programs will then be displayed. To reset the view back to showing all programs, click the **Reset** grey button.
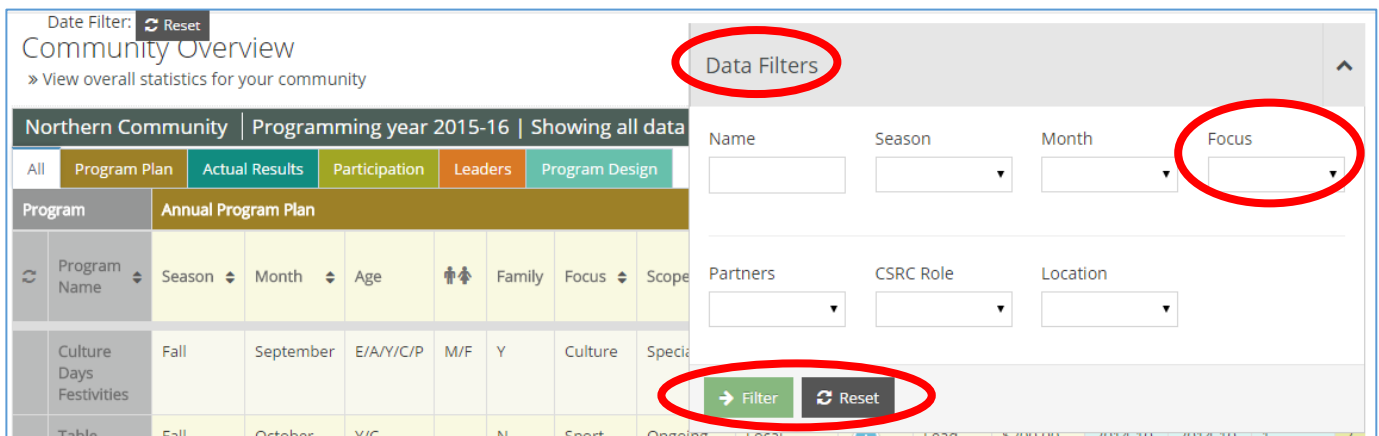
3. Columns can also be sorted by pressing on the arrows in the column headings, keep clicking the arrow until the data is sorted in the order you want. Click the circular arrows on the far left side of the row to reset all sorted columns.

PROGRAM PLAN

1. Click on the **Program Plan** menu on the left side of the screen. This will take you to your list of programs you have entered for the year.

2. To enter a new program into your program plan, click the **Create New Program** blue button on the bottom right side of the screen. This will take to the program details screen.

3. Type in all the required information for each tab. Mouse over the question circles for a description of each box. Click the **tabs** or press the **Continue** blue button to move from tab to tab. Click the **Save** green button once you have entered all your program detail information, this will take you back to the list of all programs.

4. Once you have saved a program you can always go back to edit or delete the information by clicking the **Edit** blue button and **Delete** red button in the program list.
5. To scroll through the list of programs you have entered, click the **Number** or **Arrow** buttons at the bottom of the screen. You can also click and select the number of programs you would like to see displayed on the page (the default is 10), click the drop-down menu between **Display ___ Records** and make a selection. All programs are listed in alphabetical order.

6. You can also search for a specific program by using your **Data Filters**, entering the **Name** of the program you are looking for and clicking the **Filter** green button.
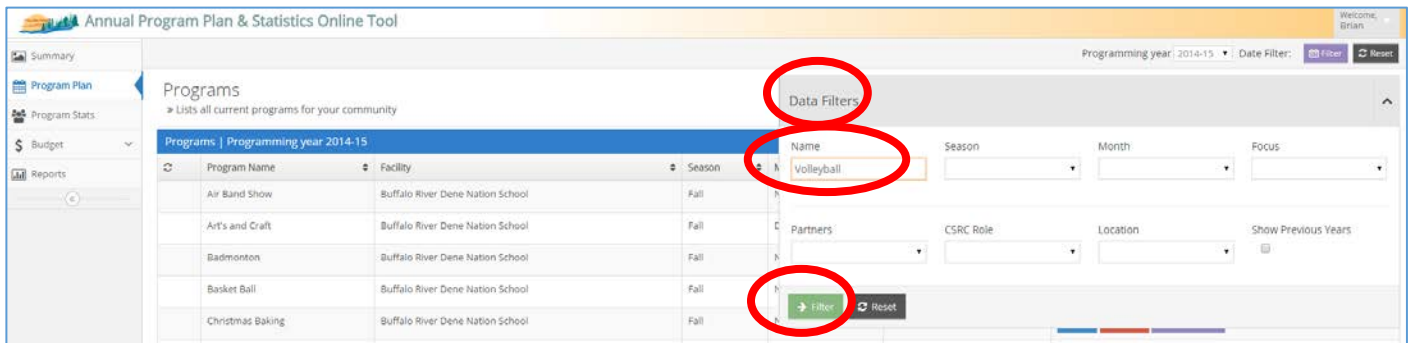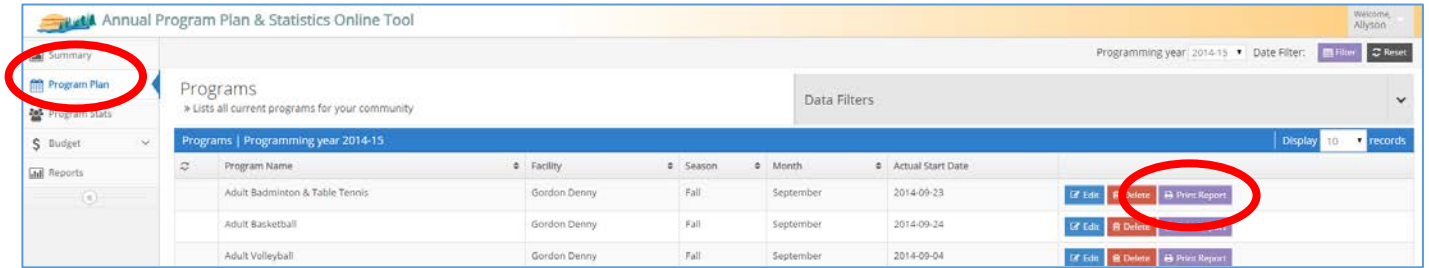
PROGRAM SUMMARY REPORT

1. There are two ways to print/view the **Program Summary Report** – which gives you all the details you have entered for one specific program. *This is a great tool for presenting to your Steering Committee!*

2. When you click **Create New Program** blue button to enter the program details information, the information you enter here and in your stats are used to create a summary page that can be used for sharing and planning purposes. After you have entered all the fields, click the **Summary** tab to view the report and/or the **Print Report** purple button to save/view and print and PDF version of the report.
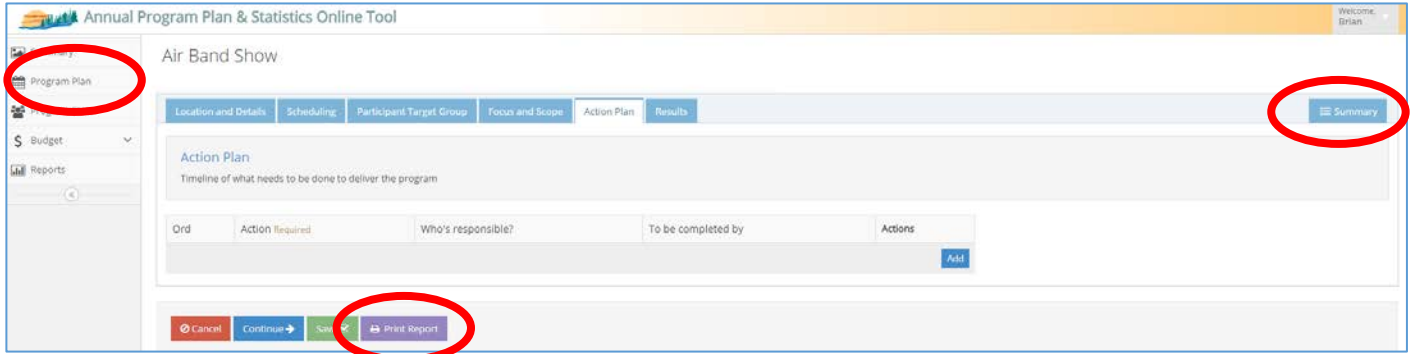
3. To view or print a **Program Summary Report** of a program that you have already entered in your plan, you can click the **Print Report** purple button from the **Program Plan** menu listing. A PDF version will be displayed and you can either save or print the file for your Steering Committee. A **Program Summary Report** will print with as much information as you have entered for that specific program.
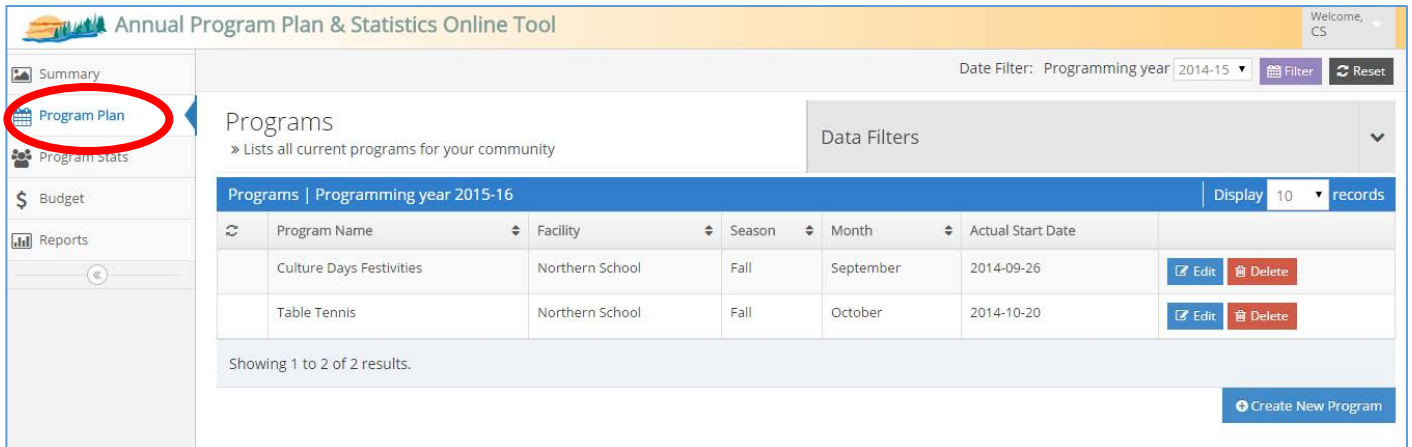
STARTING A NEW PROGRAM YEAR

1. To carry over programs from one program year to the next, ensure you are in the most recent **Programming Year** by selecting the appropriate year and clicking the **Filter** purple button.

2. Click on the **Program Plan** tab on the left menu.
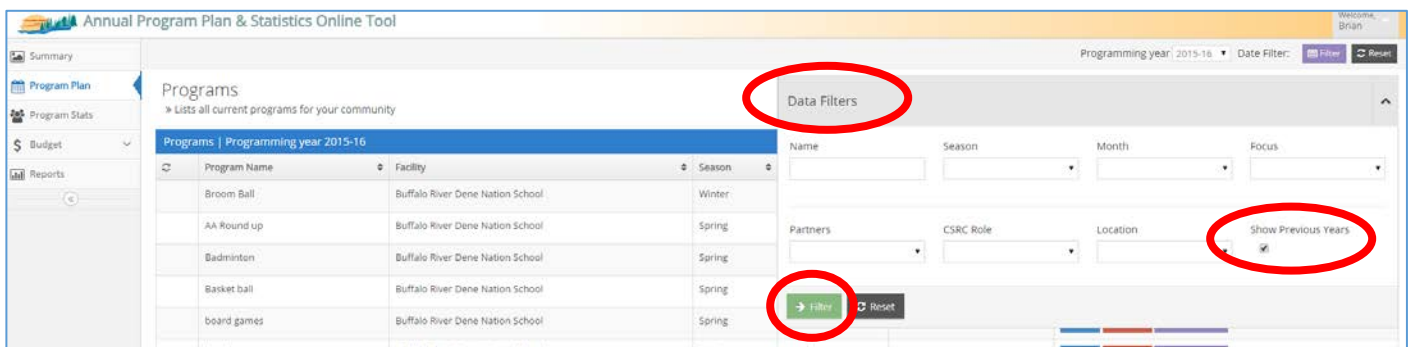
3. Click on the **Data Filters** arrow on the top right side of the page to display filter options and check the box **Show Previous Year**, then click the **Filter** green button.

4. All the programs from the previous year will be displayed below or at the end of program listing. Select the programs you would like to carryover and click the **Use in Current Program Year** green button. The program details page will appear – make the appropriate changes/adjustments and click the **Save** green button to save the program into the new year.

5. You can then go back into **Data Filters** and click the **Reset** grey button to show only current year programs in the listing.
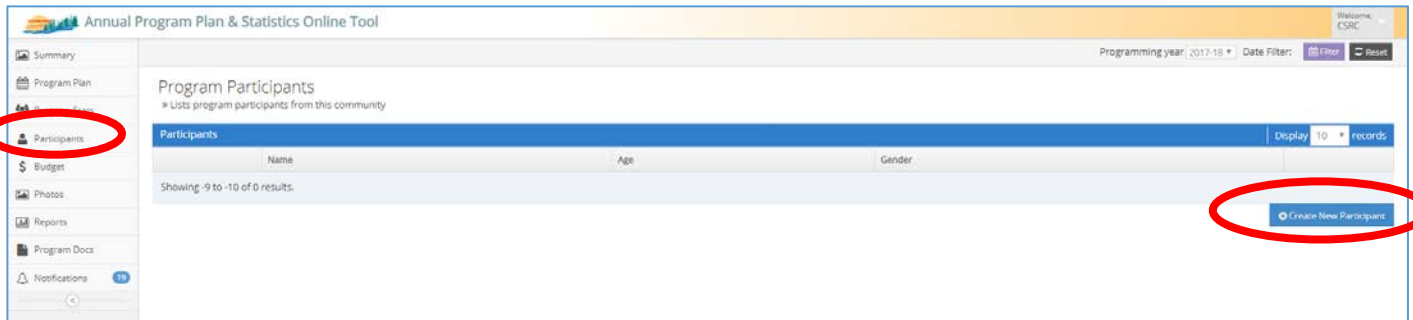
PARTICIPANTS
(**Note**: you must complete this section before you will be able to enter any Program Stats)
1. Click on the **Participants** menu on the left side of the screen. This will take you to your list of participants you have participating in your programs.
2. Click the **Create New Participant** blue button on the bottom right side of the screen to enter a new participant into your database. This list will be carried over from year to year, therefore, the data entry work will decrease each year as you will only have to enter the names of new participants as they come.

3. Enter the details about each participant participating in your programs. You must enter the **Age** of the participant for them to show up in the appropriate category. Click the **Save** green button once you have entered all the data.
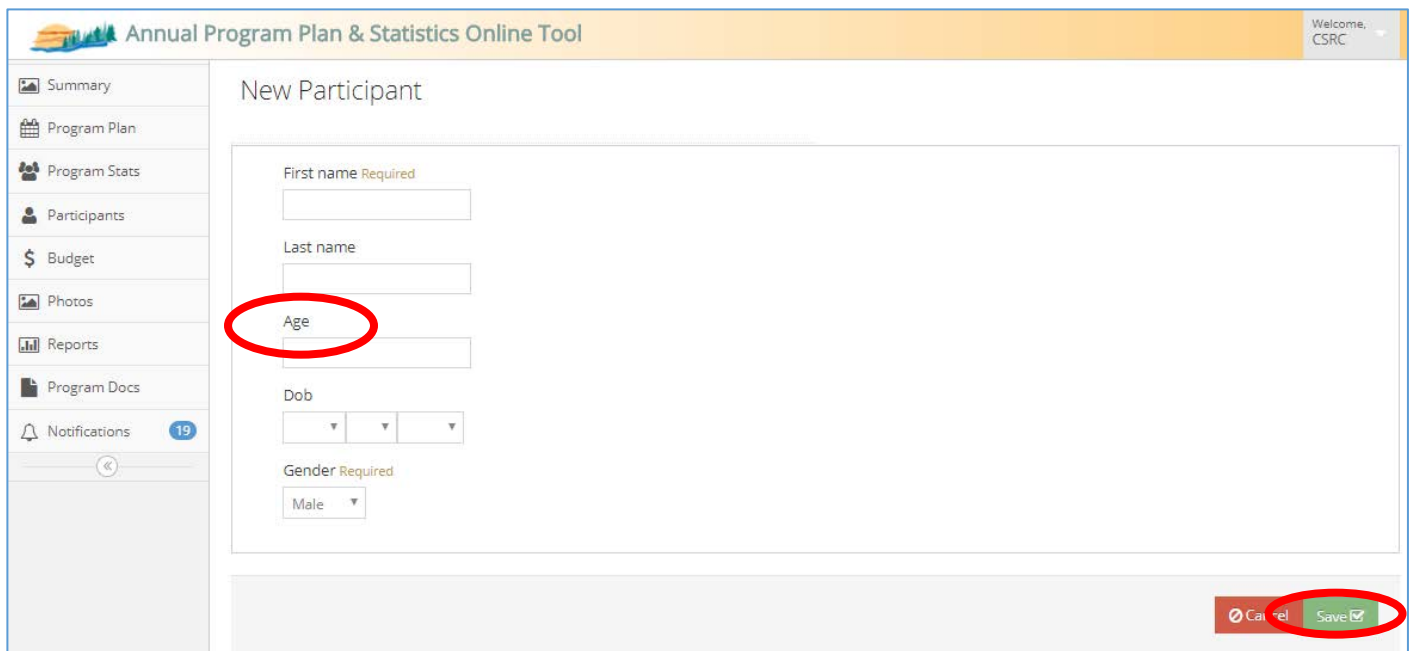
PROGRAM STATS

1. Click on the **Program Stats** menu on the left side of the screen. This will take you to your list of attendance records you have entered for each program.
2. Every day/time you run a program, you must create a new attendance record. To enter participation data, press the **Create New Attendance Record** blue button.

3. Under the **Sessions** tab, select the applicable program from your program plan that you would like to enter an attendance record for. Enter the **Date** (required) and **Time** (optional) the program ran.
4. If you have an ongoing program with the same attendance detail for each session, click the **Copy Data From Previous Record** blue button to pre-populate the data from your last attendance record.
5. Click the **Continue** blue button to move on to the next tab.

6. Under the **Participants** tab, answer the question whether the program had more that 50 participants, move the slider to **YES** or **NO**.
7. If **NO**, the program had less that 50 participants, check the boxes beside all the participants who took part in the program (*Reminder: you can add new participants under the Participants Tab*).
8. If there were a small number of participants that you could not identify, enter that number in the **Unknown** field under the appropriate age category to ensure an accurate representation of program attendance.
9. Click the **Continue** blue button to move on to the next tab.

10. If **YES**, the program had more that 50 participants, enter the number of participants that attended from each age category and the percentage that were male and female. Family is the total number of family units that attended.
11. Click the **Continue** blue button to move on to the next tab.

12. Complete the information under the rest of the tabs. Click the **Save** green button once you have entered all your attendance record detail information, this will take you back to the list of all attendance records.

13. Once you have saved a program you can always go back to edit or delete the information by clicking the **Edit** blue button and **Delete** red button in the Attendance Record list.

14. All Program Stats information you enter will be automatically entered in the **Summary** page and will keep a running total of your data.

BUDGET

1. The **Budget** menu on the left site of the screen displays the entire budget for the NC&SRCP and should be completed at the same time as the Annual Program Plan.
2. Inserted your estimated amounts in the **Revenue** tab, the **Total Revenue** field will automatically calculate after you click the **Save** green button.
3. Click the **Continue** blue button to move on to the **Expenditures** portion of the budget.
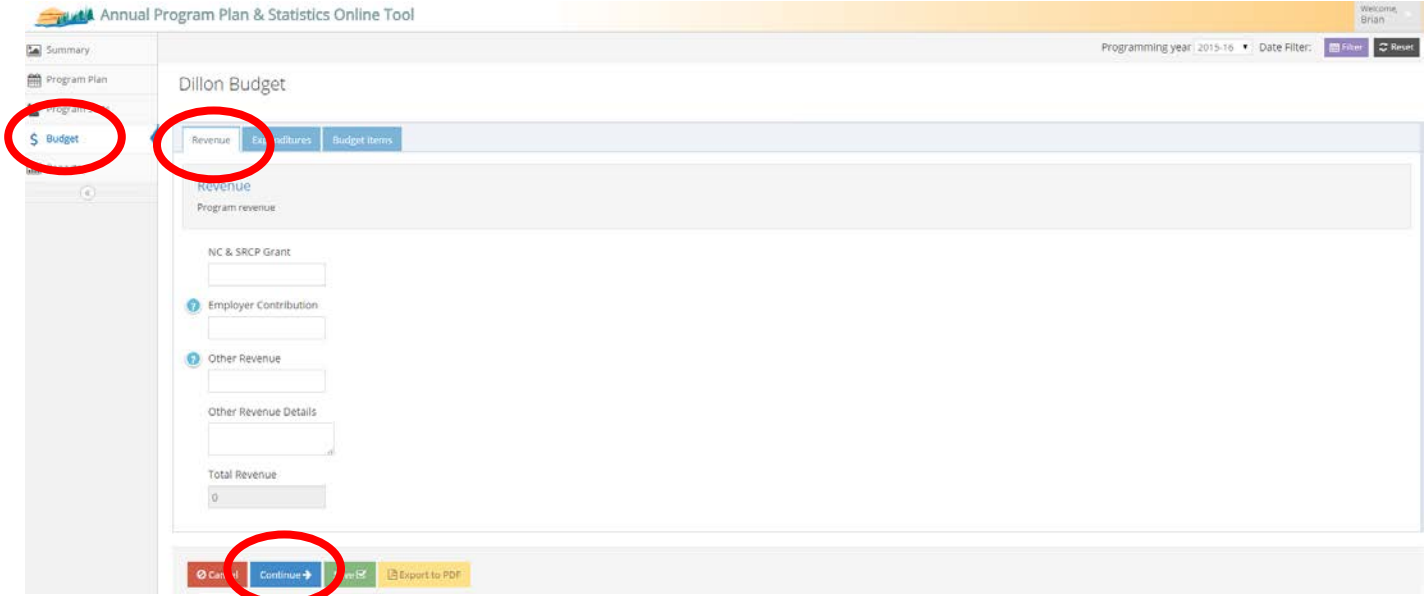
4. Inserted your estimated amounts into the **Expenditures** tab, the **Total Expenditures** field will automatically calculate after you click the **Save** green button. The **Programming Expenses** field will automatically calculate after you enter and save amounts in the **Budget Items** tab. The **Difference** field will show you if you budget is balanced.
5. Click the **Continue** blue button to move on to the **Budget Items** portion of the budget.
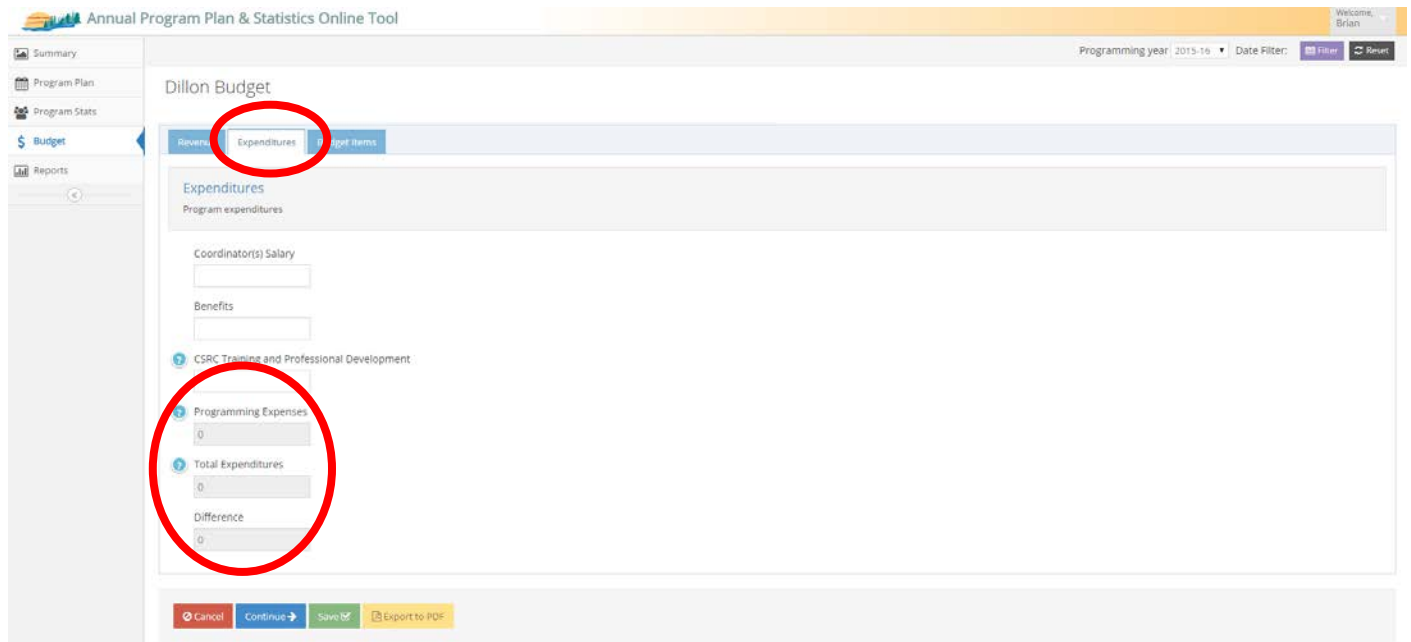
6. To enter budget amounts for specific programs in your plan click the **Add** blue button on the right side of screen (you might have to scroll to the bottom of the page if you have items already listed). Fill in the required fields and use the optional budget tracking fields as you see fit.

7. Click the **Save** green button to save the budget items entered or the **Remove Row** red button to delete. Note: you can click the **Save** green button at anytime to save the data entered on the budget.
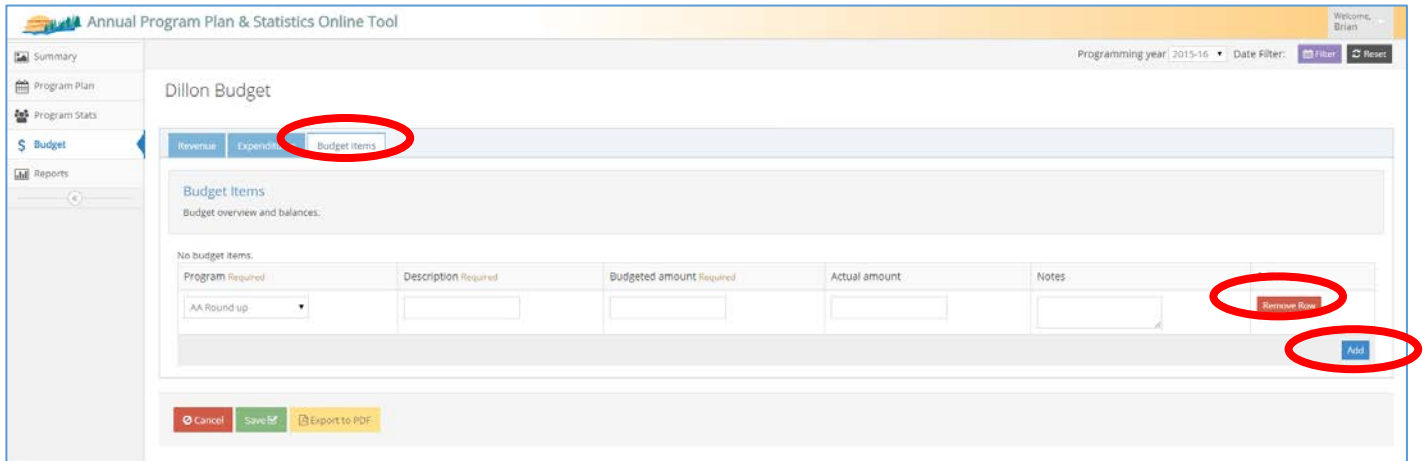
7. Click the **Export To Pdf** yellow button to view, save and print a copy of the budget in PDF version. Have this form signed and fax to NSCRD for respective reporting deadlines.
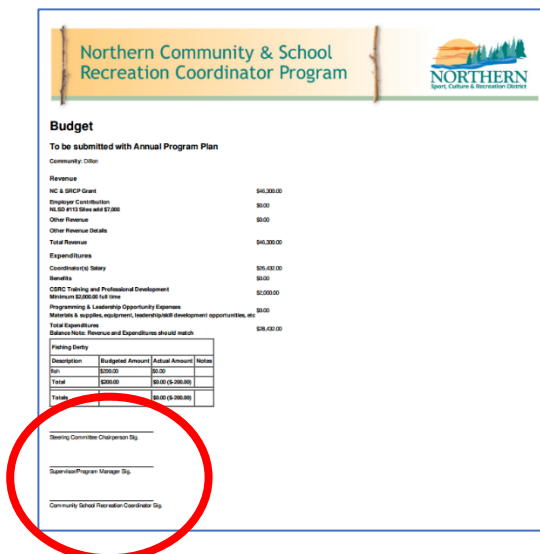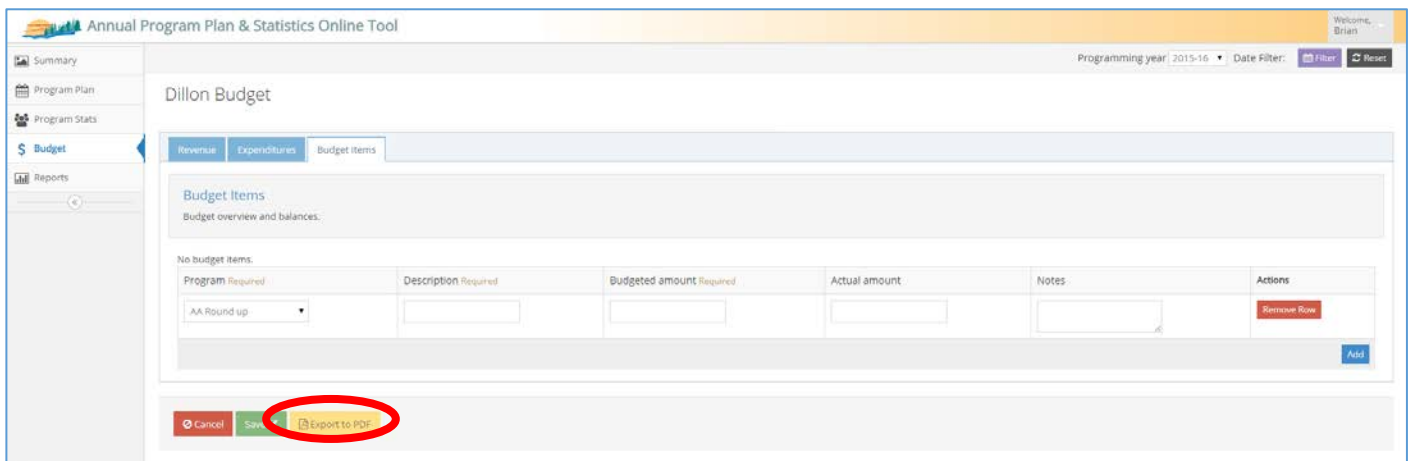
PHOTOS

1. The Photos menu on the left side of the screen is the section of the app that allows you to upload and store program photos. Use this section as a gallery to visually display and archive your successes. NSCRD will have access to this section and may use photos for promotion and communication about the program. All CSRCs should take the necessary steps to ensure proper permissions are granted for photo collection. Click the **Add New Photo** blue button to upload a new photo.
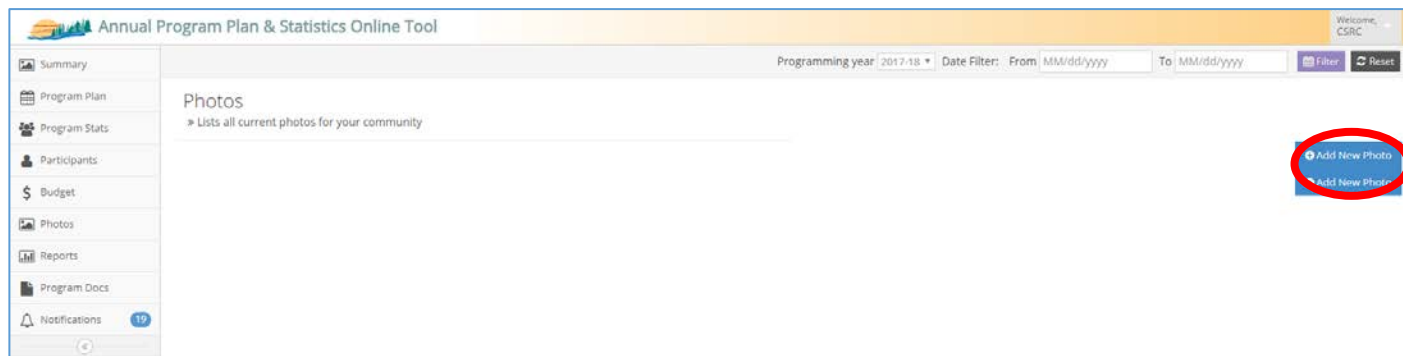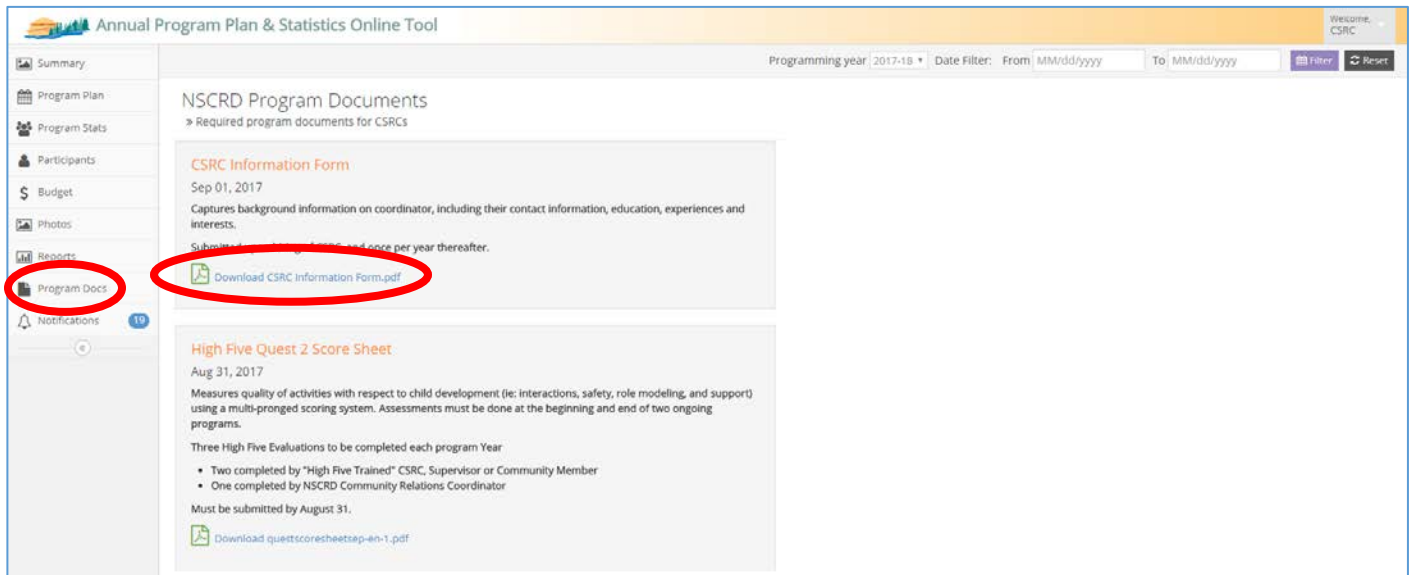
REPORTS

1. The **Reports** menu on the left side of the screen displays the graphic reports for all your program plans and statistics. Use these reports for reporting to your Steering Committee, Supervisor or in any other way you see fit.
2. You can choose to see the graphs based on just the programs you have facilitated so far, or all the programs you have listed in your plan by clicking the **Show All Programs** and **Show Facilitated Programs** blue button.
3. You can view, save and print a PDF version of your reports by clicking on the **Export PDF** green button.
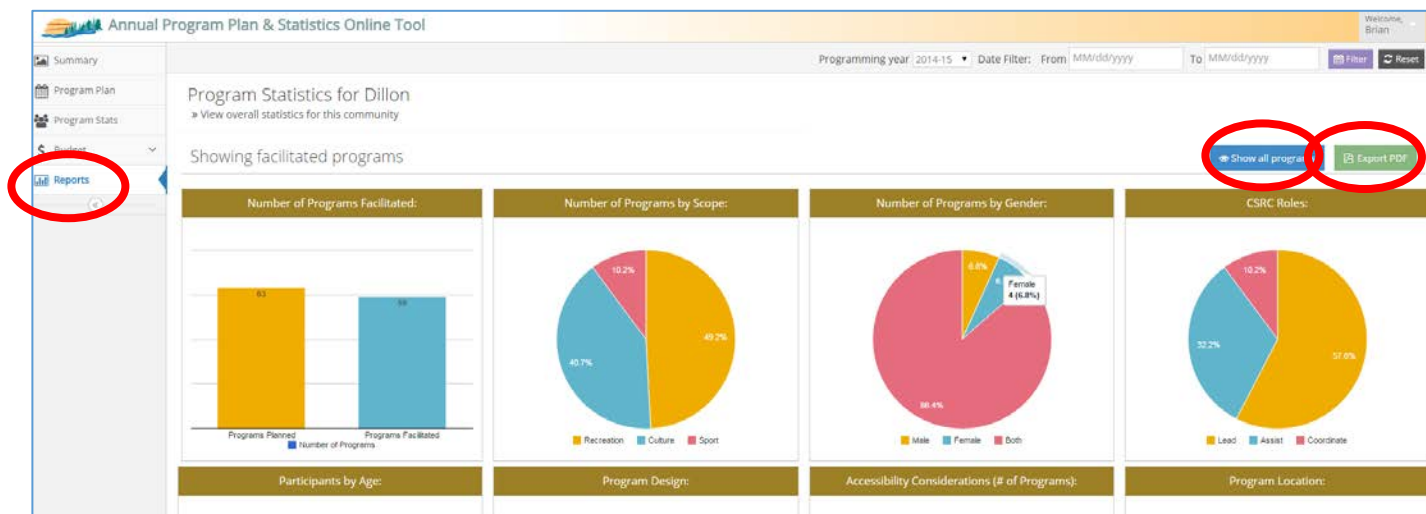
PROGRAM DOCUMENTS

1. The **Program Documents** menu on the left side of the screen displays all the current year required report documents and templates for the program. Click the link to download the documents you require.

NOTIFICATIONS

1. The **Notifications** menu on the left side of the screen is a section that NSCRD will update with important messages and reminders regarding the program. A red number will appear beside the menu title when a new notification is available. CSRCs should check this section regularly to stay on top of program requirements.

GLOSSARY OF TERMS

> **PROGRAM PLAN** Community-based programs and events based on needs of the community. CSRCs play a role in the planning, implementation and/or delivery of the program or event. The Annual Program Plan is flexible to changes as community needs arise.

Program Name: Name of each unique program or event. A program is unique if the planned target, focus, scope, partners or role of the CSRC is different.
Season: The season in which the program will start.
Month Start: The month in which the program is planned to start.

Participant Target Group
Age: Age range of participants targeted to participate in program (elder, adult, youth, child, pre-school)
Gender: Gender of participants targeted to participate in program.
Family Participation: Select 'yes' if program is specifically targeting parents/guardians to participate in program with their children.

Focus
Sport: Activities that most likely have a provincial governing body and competition is a program element.
Culture: Activities that are either traditional or contemporary cultural activities.
Recreation: Activities that are physical or social in nature and have a major element of cooperation.
Leadership: Activities that will result in increased capacity within the community to offer 'community based' sport, culture and recreation programming.
Professional Development: Training and education opportunities (mandatory & optional) to further the skills and abilities of the CSRC. Note: Training opportunities for community members would be classified under 'Leadership'.

Scope
Special Event: Activities that occur on one day, or multiple day activities within a festival context that occur once per year.
Ongoing: Activities that take place on a regular schedule or more than once per calendar year.

Partners
Local: Partnerships are planned to occur with local community organizations/agencies (Health, Cty Recreation, Band, Education, Justice, Friendship Cntre, etc.).
Northern: Partnerships are planned to occur regional organizations/agencies (NSCRD, PAGC, MLTC, Metis Local, Health Authority, School Division, etc.).
Provincial: Partnerships are planned to occur with provincial sport, culture or recreation organizations/agencies.
Partner Role: The specific roles partners involved in the program will play.

CSRC Role
Lead: CSRC takes a lead role in the planning, delivery and evaluation of the program (supervising, instructing, planning, start-to-finish).
Coordinate: CSRC helps to coordinate the program (set up, schedule, promote, planning, partnering, not instructing).
Assist: CSRC assists with a program either physically or through program resources (provide facility, equipment, financial resources).

Action Plan A timeline of what needs to be done to deliver the program successfully.

Ord: The order in which the tasks should be carried out.

Action: The specific task/action that needs to happen.

Who's Responsible: The person or organization responsible for completing the task.

To Be Completed By: The date in which the task needs to be completed by.

Results Descriptive detail on how the program was promoted, successes and future recommendations.

PROGRAM STATS Actual program details and recording of participants, volunteers and leaders. Record details only if the program occurred. All data is 'cumulative' - the combined totals from all the occurrences of each unique program.

Actual Results
Program Start Date: Actual date the program started.

Program End Date: Actual date the program was completed.

# of Sessions: Total number of times the program occurred.

Participation
Gender: The percentage of male and female participants in the program.

Total # Participants: The total number of individuals that participated in the program.

Average Participants/Program: The average number of individuals that participated in each session.

Participation Opportunities: The total # of participants in all sessions of the programs (note: some participants will be counted multiple times depending how many times they participated in the program).

Total # Families: Total number of family units that participated in the program with their children.

Age: Number of participants from each age group.

Leaders / Volunteers
Total # of Volunteer Staff: The total number leaders who volunteered in the delivery of the program.

Total # of Paid Staff: The total number of paid leaders or salaried employees who assisted in the delivery of the program (not including the CSRC).

Program Design
Participant Fee: Was a fee charged to access the program?

Transportation: Was transportation provided for participants to access the program?

Food: Were snacks or meals provided for participants who accessed the program?

Location: Where did the program primarily take place? (community facility, school facility, other)

Competition: Was the program primarily competitive or co-operative in nature?

Physical Activity: Did the program have a physical activity component of 30min or more rigorous activity?

Notes Any additional notes recorded about specific program opportunities.

BUDGET Overview of program financials and balances.

Revenues

NC&SRCP Grant: The total eligible amount of the NC&SRCP grant for the given program year.

Employer Contribution: Any known amount of funds formally provided by the employer (ie: NLSD #113 add $7000)

Other Revenue: Any known or estimated amounts of revenue directed at the program (ie: sponsorships, grants)

Other Revenue Details: Description of other revenue sources.

Total Revenue: Sum of all estimated revenues for the program year (auto calculation).

Expenditures

Coordinator(s) Salary: Total estimated wages to be paid throughout the year.

Benefits: Total estimated benefits and remittance to be paid throughout the year.

CSRC Training and Professional Development: Total estimated cost of CSRC attendance at mandatory training events.

Programming & Leadership Opportunity Expenses: Total estimated cost of program materials, supplies, equipment, leadership and skill development opportunities for community members (note: autofill's from the Budget Items Tab).

Total Expenditures: Sum of all estimated expenditures for the program year (auto calculation).

Budget Items Specific program budgets listed with additional detail.

Program: Name of the program to be allotted a budget item.

Description: Description of itemized expense for that program.

Budgeted Amount: Estimated cost of the expense.

Actual Amount: For optional budget tracking purposes, the actual amount of the expense can be inserted here.

Notes: Any additional notes regarding the budget expense.