Please note

- The design of this survey incorporates Skip Logic and Conditional Branching. This means that the questions you see will depend upon your response. For example, you may see a series of questions or an open-ended comment box may appear when you select a specific response. In essence, the survey will expand and become longer as you complete it. This design creates a custom report for your program.
- Please plan sufficient time to complete your reports. The ALERT requests a lot of information and may take a considerable amount of time to complete, especially if you have to submit reports for multiple centers.

If You Need to Leave the Computer

- Your online session may time out, save your ALERT report as a draft if you need to leave your computer.
    - See instructions on page 5 to save a draft of your report.
- The SMS system does not automatically save your ALERT report. You will need to save your report before you exit SMS.
    - See instructions on page 5 to save a draft of your report.

Requesting assistance

21st CCLC Grant Program, please contact:

Tiffany Frierson
Tiffany.Frierson@doe.virginia.gov
(804) 371-2682

If you have any data entry questions or need assistance, please contact:

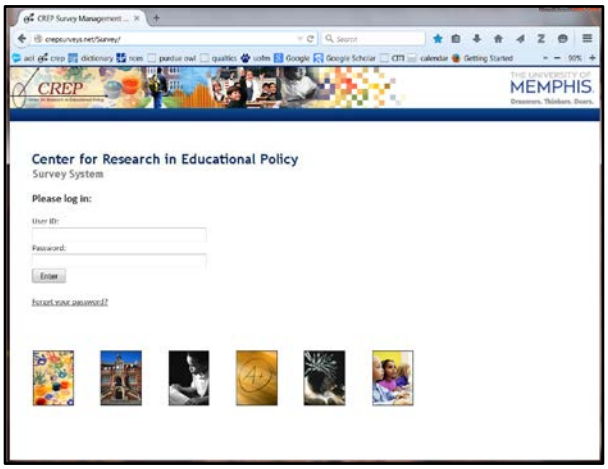
Margie Stevens, MS, CRC
SMS Administrator
mpetrwsk@memphis.edu
(901) 678-3073

Sylwia Feibelman, MS
SMS Administrator
sbialas@memphis.edu
(901) 678-5222

The Online Submission Process

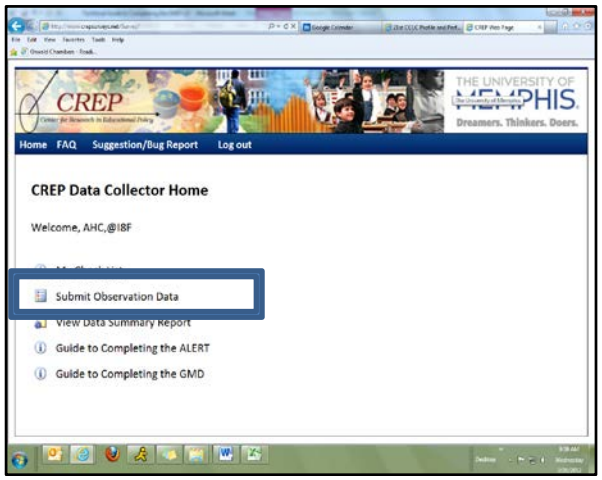
To log into SMS

- You can access the online system at: http://crepsurveys.net/Survey/
- Enter the user ID and password provided to you in your notification email.
- General Login Tips:
  - Each grant has a separate username and password.
  - **Note:** Your username and password are **case-sensitive**; enter them exactly as they appear in your notification email.



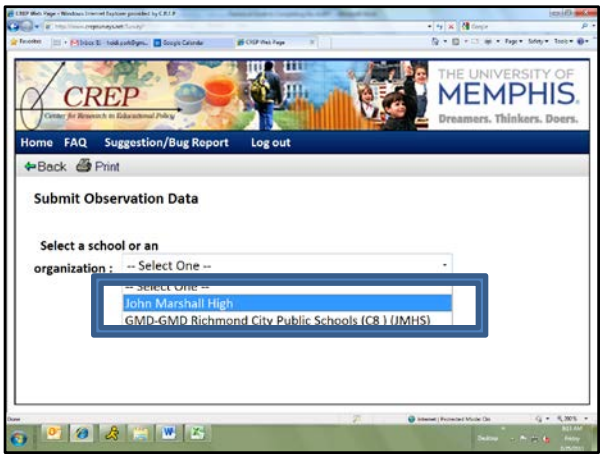
The SMS Home Page

- Click on **Submit Observation Data**.

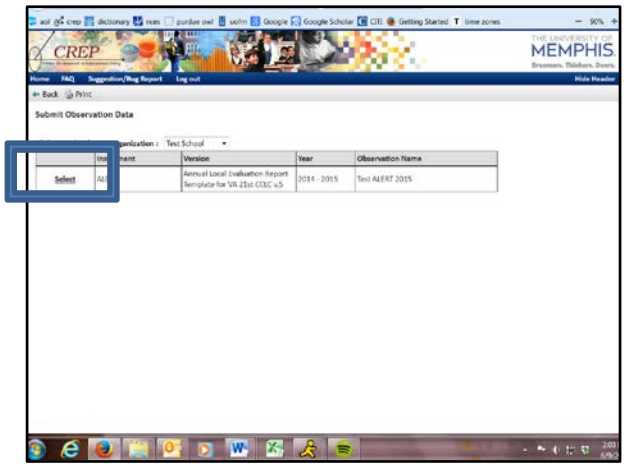


Select a center from the drop-down list.

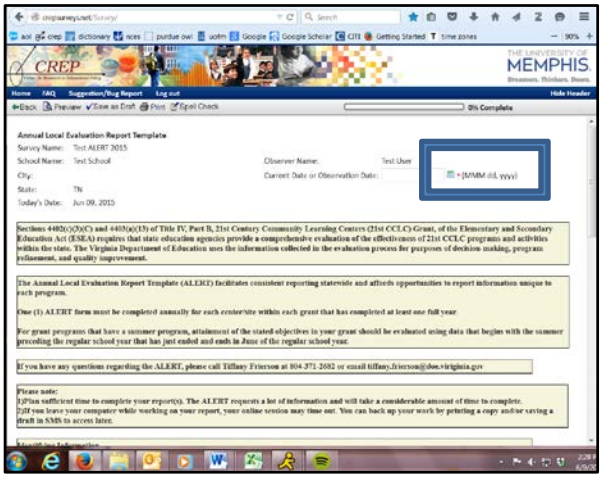
- **Note:** It should correspond with the name of a center in your grant.
  - **Example:** John Marshall High.
  - If your center does not appear, contact a SMS Administrator.



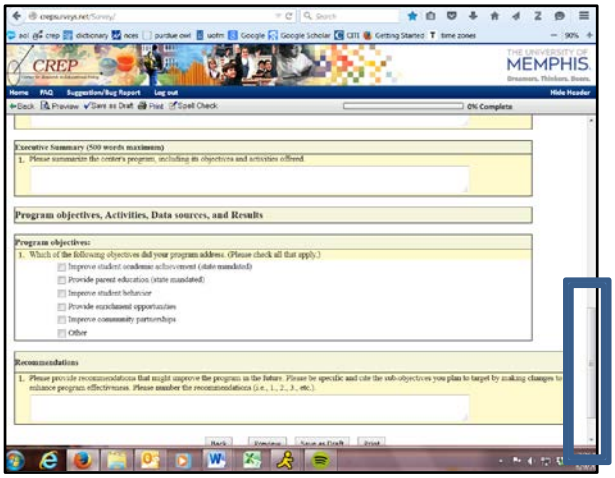
- Click on **Select** to open the ALERT form.



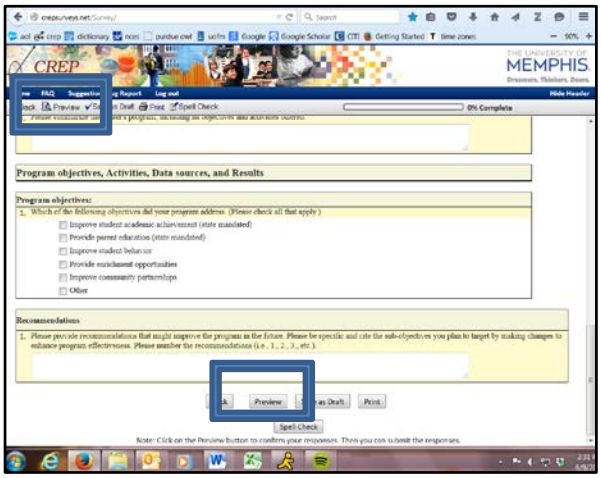
- Begin completing the ALERT.
  - **Do not type in the date, use the calendar icon**.
  - Click on the **calendar icon**.
  - Select today's date.



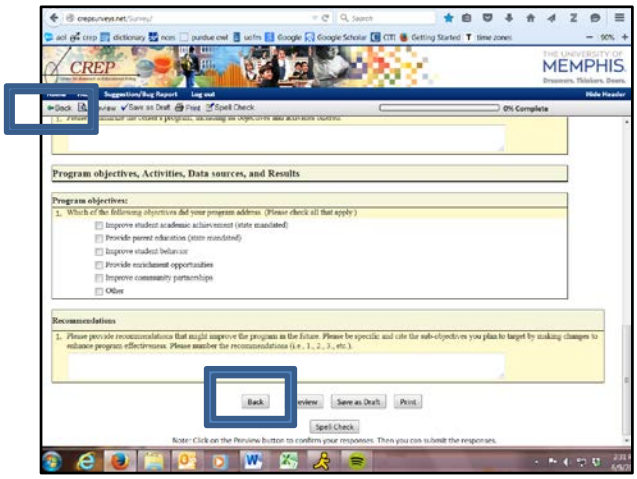
- Scroll down to view and complete the remainder of the ALERT form.
  - Enter (or copy and paste) text into fields.
  - Click checkboxes to select responses.
  - Click **Next** to continue.



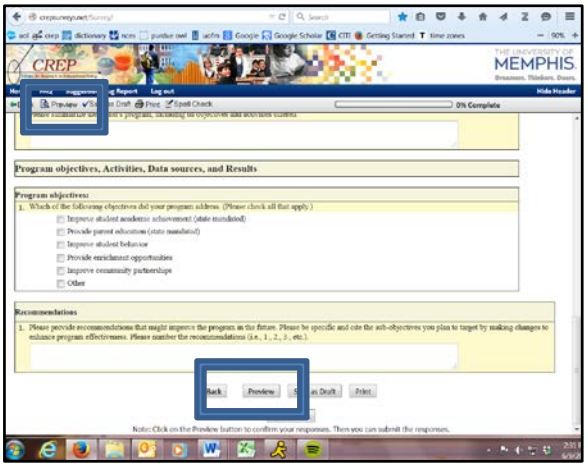
- When you have finished, click on **Preview** to review all of your responses before submitting the report.



- If you have made an error, click on **Back** and make your correction.



- When ready to submit or save draft, click on **Preview** again.

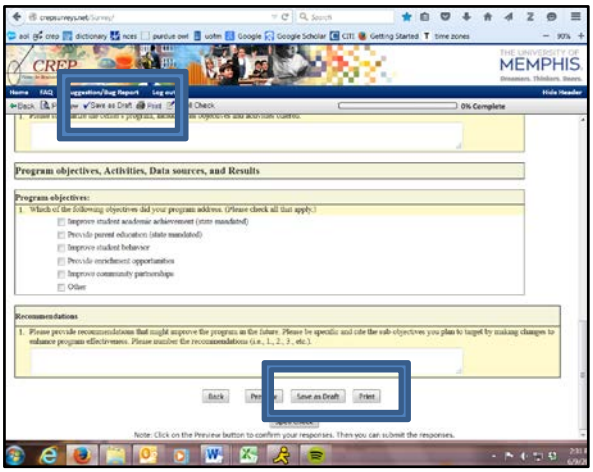


If You Need to Leave the Computer

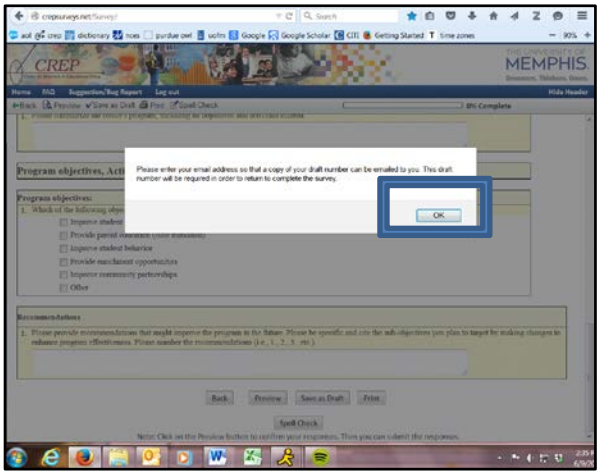
- Your online session may time out, save your ALERT report as a draft if you need to leave your computer.
  - To save a draft of your report, see the instructions below.
- The SMS system does not automatically save your ALERT report. You will need to save your report before you exit SMS.
  - To save a draft of your report, see the instructions below.

Save a draft of your report to return to later

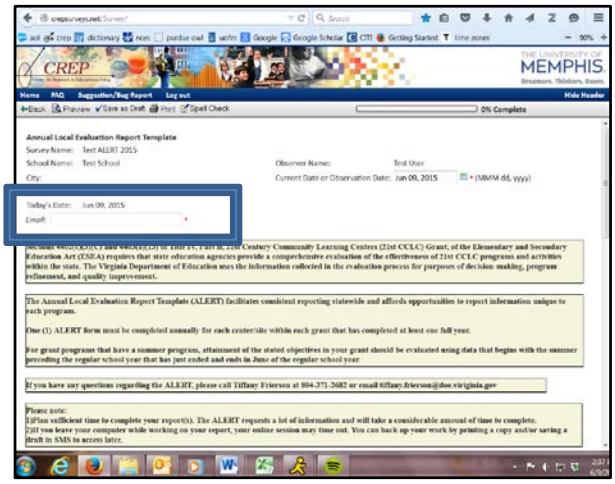
- Click **Save as Draft**.
- You may **Print** a paper copy without leaving the form. The **Print** window will pop up. **Printing a copy will not save a draft of your report**.



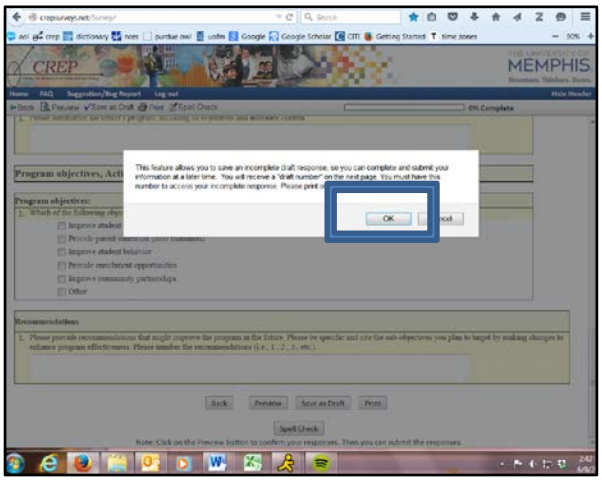
- Follow the instructions that appear in all subsequent windows. You will be prompted to enter your email address. Click **OK**.



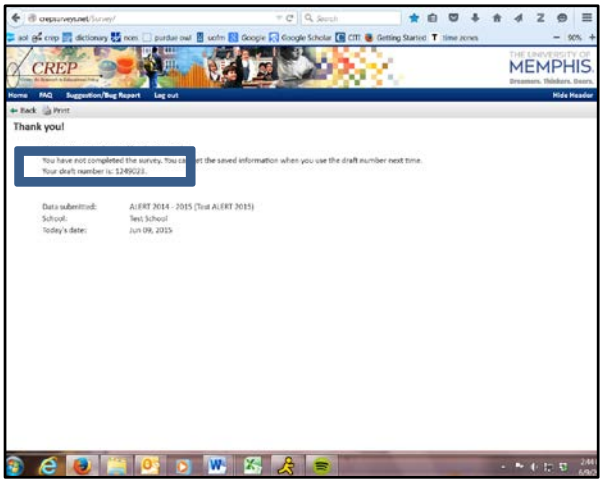
- Enter your email address.
  - **Note:** You will not be allowed to save a draft without entering your email address.



- Click **OK**.

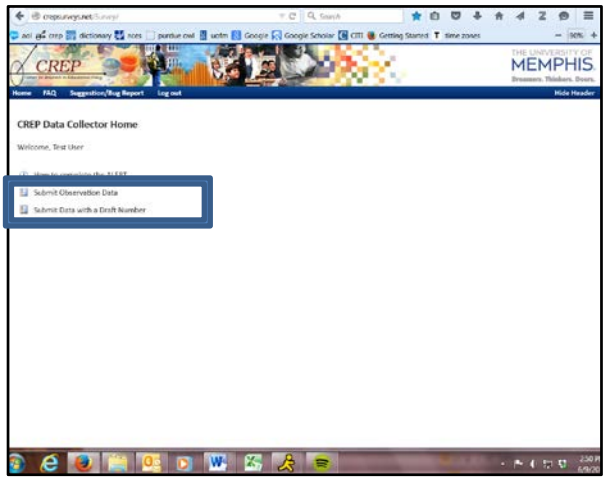


- Write down the draft number. You will need this number to return to the document and resume entering data. You will also be emailed a copy of that draft number.
  - **TIP: Print** the page.

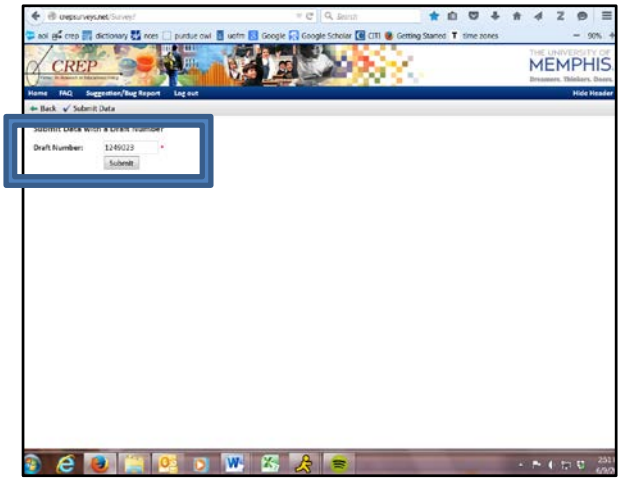


Opening a previously saved draft

- Go to the SMS Home Page.
- Click on **Submit Data with a Draft Number**.

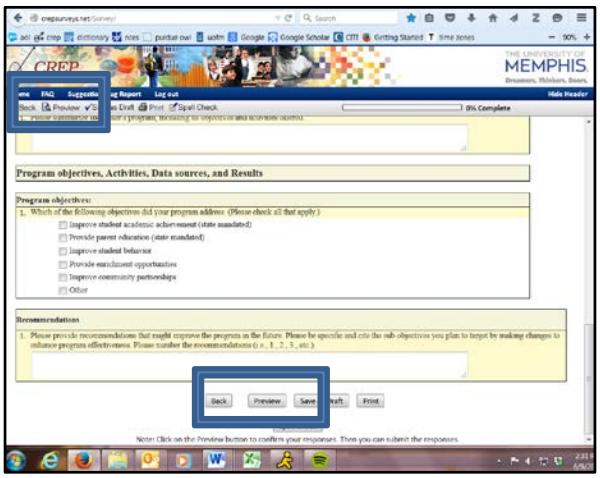


- Submit the draft number of the most recent saved draft, and submit.
  - **Example:** 1249023
- Complete the rest of your submission.
- You may repeat the 'Save as Draft' process as many times as you need to complete the report.

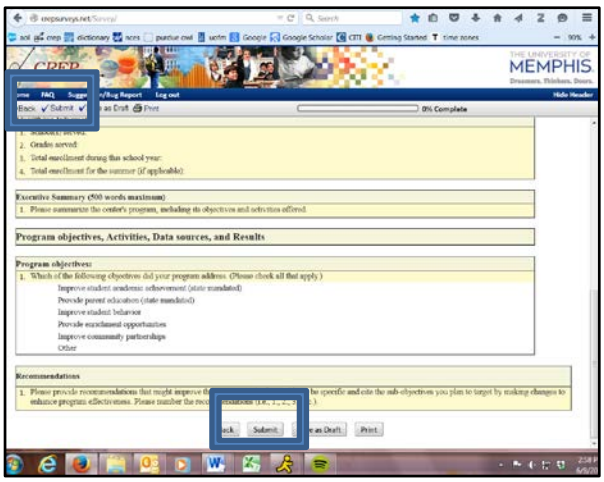


Submitting your completed report

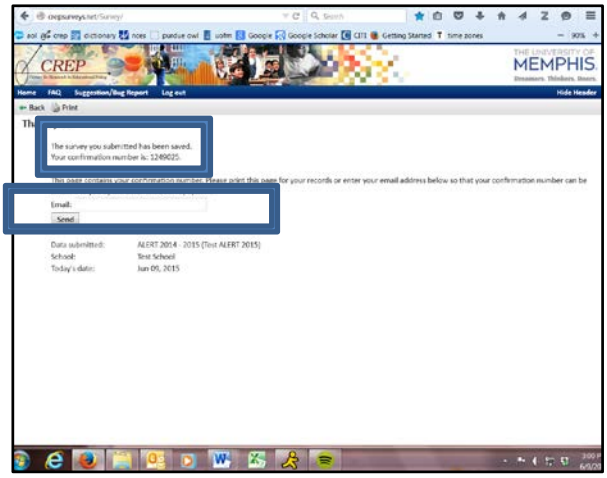
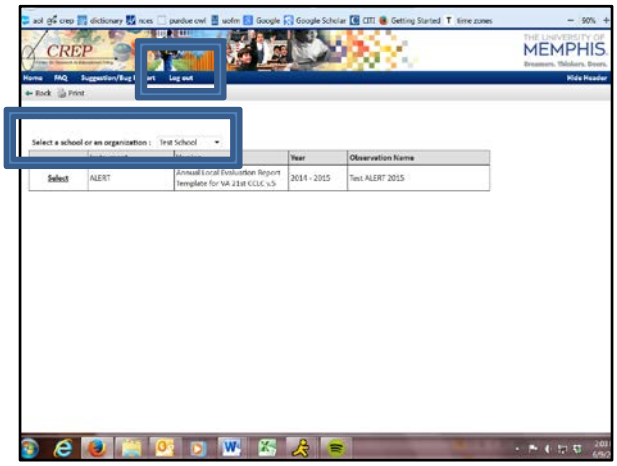
- Click **Preview** to review all of your responses.



- If you are satisfied with your report, click **Submit**.
- Once you submit, <u>you will not be able to make any changes</u> to your submission.



- Write down the confirmation number.
  - **TIP: Print** the page for your records.
- Enter your email address. You will be emailed a copy of the confirmation number.



- The system will return you to the center selection page.
  - If you have another center, select another center from the drop-down list, and enter your data for this center.
  - If you have only one center, click on **Log out** to exit the system.