



Program
EXCELLENCE

Special Olympics Census System

Instruction Manual

Version 1

January 2015

LOG IN

To access the SOI's new Census Reporting web site go to:

<http://census.specialolympics.org/index.html>

You will need to enter your username and password. There are two options – your SOI contact will clarify which option is preferred for your Region:

Option 1

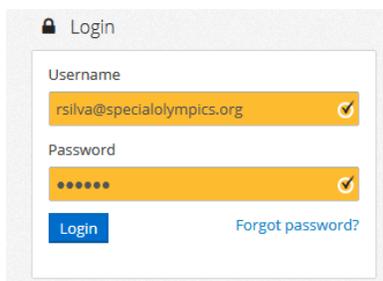
You can use a generic username for your Program. Generic usernames will follow this format:

Algeria@soicensus.org

If this is the recommended option for your Region, you will be supplied with a password by your SOI contact.

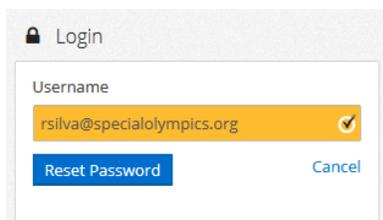
Option 2

You can use the same username and password that you use to access the SOI Accreditation Web Site.



If you have forgotten your password, just click on Forgot password or contact censushelp@specialolympics.org.

Your user name is your official email address. Enter your email address then click on Reset Password.



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Once you requested a password reset, you will receive an email with a link to follow to reset your password

A screenshot of a web application's login interface. At the top left, there is a lock icon and the word "Login". Below this is a form with a "Username" label and a text input field containing "rsilva@specialolympics.org" with a checkmark icon to its right. Underneath the input field are two buttons: a blue "Reset Password" button and a light blue "Cancel" button. A green message box below the buttons contains the text: "A link to reset your password has been sent to rsilva@specialolympics.org - if this does not appear in your Inbox please check your Junk Mail folder."

Once you have logged in to your Program's page, click on View

A screenshot of a web application's interface. At the top, there is a navigation bar with the Special Olympics logo and menu items: "Alaska", "Submissions", and "Reports". On the right side of the navigation bar, there are "Admin Tools" and a user profile for "Reuben". Below the navigation bar, the main content area is titled "Census" and contains a table with the following data:

Year	Created	Status	Due Date	
2014	19/11/2014	Open	28/03/2015	View

This will display your Program's Census Summary page. The left side of the screen is your navigation screen under "Census":

- Dashboard – Indicates your progress and key overall totals
- Total – Use this button to enter your Program's total Athlete and Coach numbers, including traditional and Unified athletes and coaches (See page 7)
- Unified – Use this to enter your Program's Unified Athletes and Partners (See page 10)
- Traditional GMS – This is where you will import your data from GMS in the future (feature currently not available)
- Program – this is your Program information, which MUST be filled out (see page 11)

REFERENCE NUMBERS

The reference numbers below – from M01 to M11 – are used in the system to refer to each metric required and are also referenced in the 2014 Census Definitions and Guidance document:

M01 – Trained AND Competed (Total)

M02 – Trained but NOT competed (Total)

M03 – Coaches (Total)

M04 – Unified Recreation

M05 – Unified Player Development

M06 – Unified Competitive

M07 – Unified Totals

M08 – Young Unified (all models)

M09 – Unified Coaches

M10 – Trained AND Competed (Traditional GMS*)

M11 – Trained but NOT Competed (Traditional GMS*)

M12 – Coaches (Traditional GMS*)

Note: * = The traditional GMS numbers are the numbers imported from GMS directly into the Census

RESOURCES

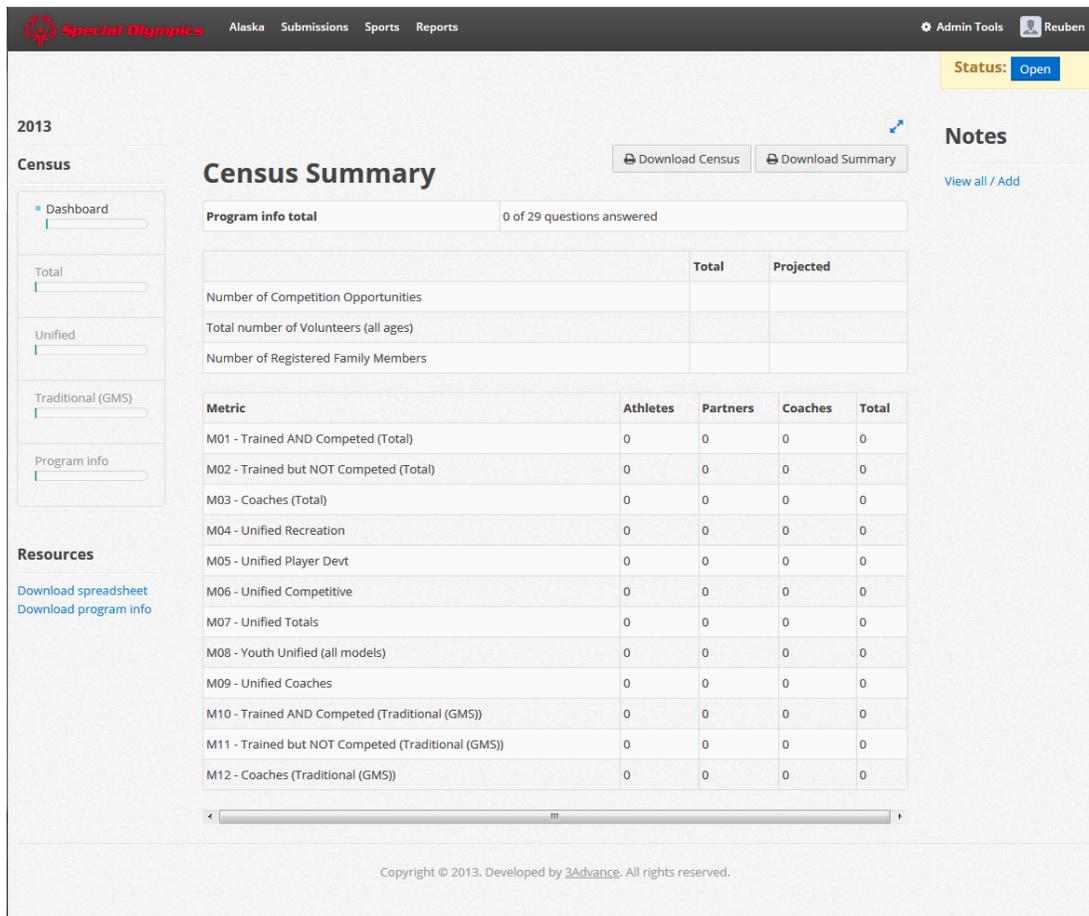
NOTE: The  double arrow just above Download Summary is used to expand your view of the page being displayed.

Under **Resources**, you can download both the Spreadsheet (formerly known as the APS) and the Program information sheet.

Programs can use the spreadsheet to import their numbers directly into the census; however most programs will find it faster to directly enter their numbers on the web page.

If the Spreadsheet is preferred or necessary, you must select the Sports that your Program participated in before you download it (the spreadsheet will only display the Sports that you select). To import the spreadsheet see page 7.

The Program Information link, will allow you to print the worksheet to complete the Program Information section of the Census.



The screenshot shows the Special Olympics Census System interface for the year 2013. The page title is "Census Summary" and it indicates "0 of 29 questions answered". There are buttons for "Download Census" and "Download Summary". The main content area contains a table with the following data:

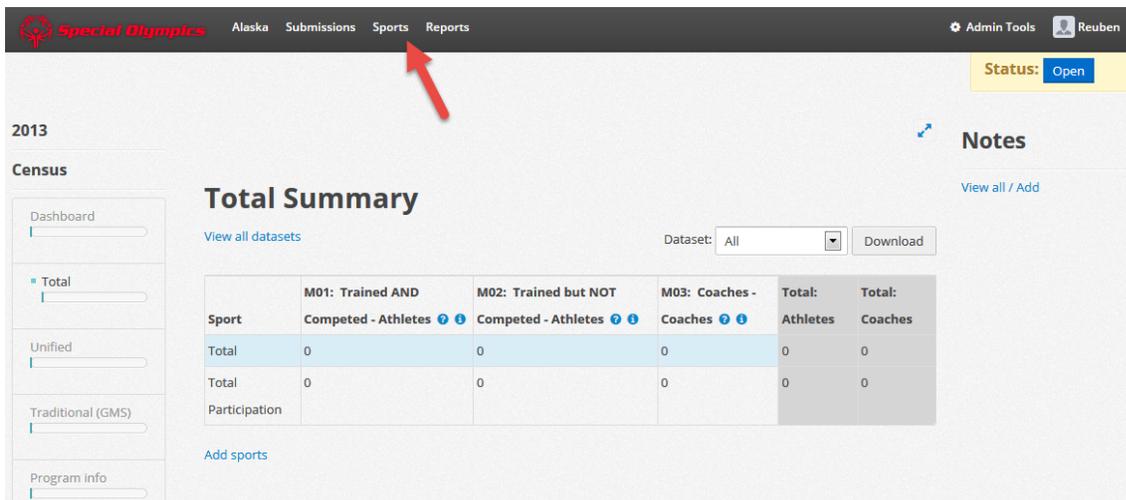
Metric	Athletes	Partners	Coaches	Total
M01 - Trained AND Competed (Total)	0	0	0	0
M02 - Trained but NOT Competed (Total)	0	0	0	0
M03 - Coaches (Total)	0	0	0	0
M04 - Unified Recreation	0	0	0	0
M05 - Unified Player Devt	0	0	0	0
M06 - Unified Competitive	0	0	0	0
M07 - Unified Totals	0	0	0	0
M08 - Youth Unified (all models)	0	0	0	0
M09 - Unified Coaches	0	0	0	0
M10 - Trained AND Competed (Traditional (GMS))	0	0	0	0
M11 - Trained but NOT Competed (Traditional (GMS))	0	0	0	0
M12 - Coaches (Traditional (GMS))	0	0	0	0

The sidebar on the left includes sections for "Census" (with links for Dashboard, Total, Unified, Traditional (GMS), and Program info) and "Resources" (with links for Download spreadsheet and Download program info). The top right corner shows "Status: Open" and "Admin Tools" for user "Reuben".

SELECTING YOUR SPORTS

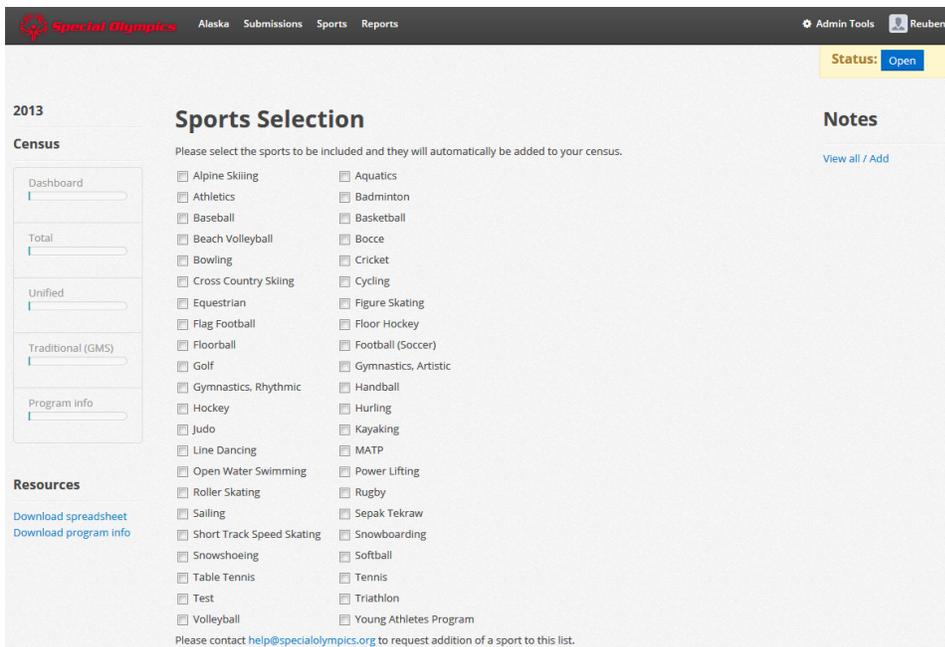
NOTE: Only the Program Administrator can add or remove Sports

The first thing you must do is select ALL the Sports (both traditional and Unified) that your Program participated in during the Census years you are reporting. To select the sports, click on Sports at the top of the Screen.



The screenshot shows the Special Olympics Census System interface for the year 2013. The 'Sports' menu item in the top navigation bar is highlighted with a red arrow. The main content area displays a 'Total Summary' table with columns for 'Sport', 'M01: Trained AND Competed - Athletes', 'M02: Trained but NOT Competed - Athletes', 'M03: Coaches - Coaches', 'Total: Athletes', and 'Total: Coaches'. The table shows zero values for all categories. A 'Status: Open' button is visible in the top right corner.

Check all the Sports that your program is competing in and/or training in. Please note these same sports will appear under Unified. If you are competing or training in a Sport that is not listed, contact SOI using the censushelp@specialolympics.org link located at the bottom of the screen. If you missed a sport, you can add Sports at any time during the census process.



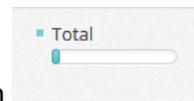
The screenshot shows the 'Sports Selection' screen in the Special Olympics Census System. The page title is 'Sports Selection' and it includes the instruction: 'Please select the sports to be included and they will automatically be added to your census.' Below this instruction is a list of sports, each with a checkbox: Alpine Skiing, Athletics, Baseball, Beach Volleyball, Bowling, Cross Country Skiing, Equestrian, Flag Football, Floorball, Golf, Gymnastics, Rhythmic, Hockey, Judo, Line Dancing, Open Water Swimming, Roller Skating, Sailing, Short Track Speed Skating, Snowshoeing, Table Tennis, Test, Volleyball, Aquatics, Badminton, Basketball, Bocce, Cricket, Cycling, Figure Skating, Floor Hockey, Football (Soccer), Gymnastics, Artistic, Handball, Hurling, Kayaking, MATP, Power Lifting, Rugby, Sepak Tekraw, Snowboarding, Softball, Tennis, Triathlon, and Young Athletes Program. A 'Status: Open' button is visible in the top right corner. At the bottom, there is a note: 'Please contact help@specialolympics.org to request addition of a sport to this list.'

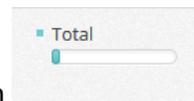
DATA ENTRY

Very Important: To complete the Census and submit it to SOI, you need to complete three sections:

- **Total**
- **Unified**
- **Program Information**

Data Entry – Total

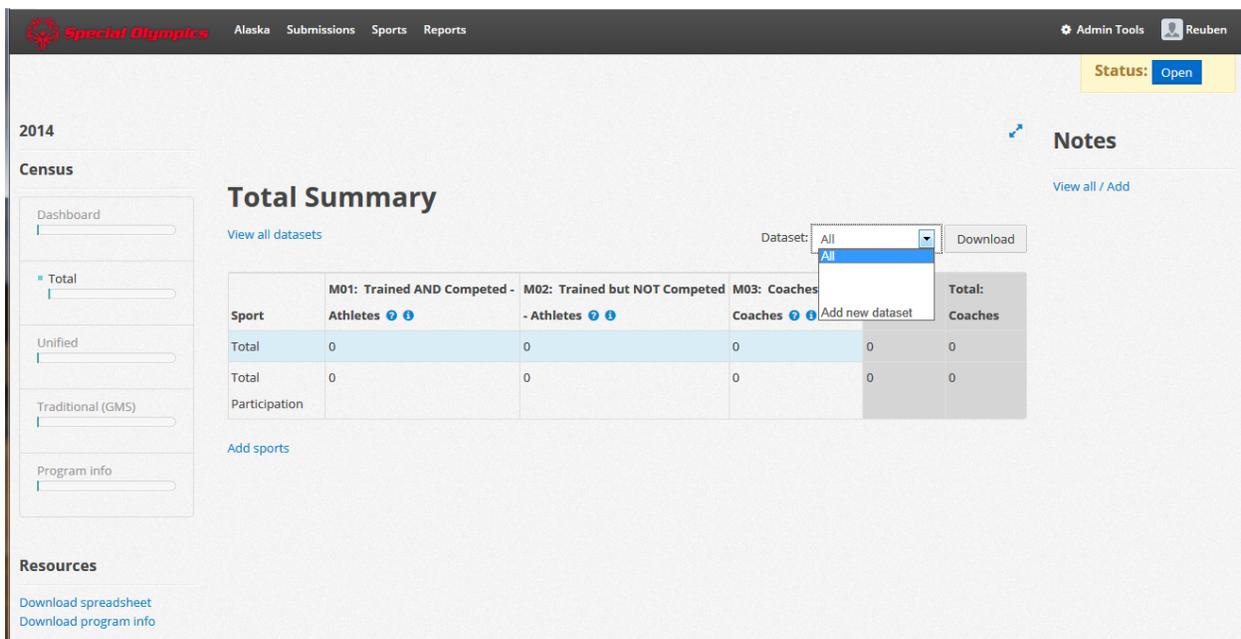


To enter your Program’s Athlete information, click on  under your Dashboard.

NOTE: Any time you see the , placing your mouse over the “?” Or “i” will give you detailed information on what is required for that field.

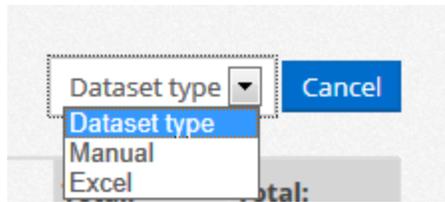
If more than one person is going to complete your Census, or you will add your Census information by Region or Area of your program, you MUST create a separate dataset for each person or region/area.

To add additional datasets, use the dropdown and click on Add new dataset.



The screenshot shows the Special Olympics Census System interface. The top navigation bar includes 'Alaska', 'Submissions', 'Sports', and 'Reports'. A 'Status: Open' indicator is visible. The main content area is titled 'Total Summary' and features a table with columns for 'M01: Trained AND Competed - Athletes', 'M02: Trained but NOT Competed - Athletes', 'M03: Coaches', and 'Total: Coaches'. A dropdown menu is open, showing 'All' and 'Add new dataset' options. The table data is as follows:

Sport	M01: Trained AND Competed - Athletes	M02: Trained but NOT Competed - Athletes	M03: Coaches	Total: Coaches
Total	0	0	0	0
Total Participation	0	0	0	0



Now select the Dataset Type **Manual** or **Excel**. You can use both methods to add your information to the census.

The Manual Option will allow you to enter your information by user directly into the Census website.

The Excel option will allow you to upload the Spreadsheet.

NOTE: which ever method you use, you must identify each dataset.



Now click back on **Total** or **Unified** to the Sport, you can now enter your athlete numbers, to change sports, just use the dropdown located under Total – Data Entry

The screenshot shows the 'Total - Data Entry' form for 'Alpine Skiing'. The form includes a table with columns for Metric, Age, Male, Female, and Total. The data is as follows:

Metric	Age	Male	Female	Total
M01 - Trained AND Competed - Athletes	8 - 15	12	13	25
	16 - 21	24	24	48
	22+	20	20	40
Total		56	57	113
M02 - Trained but NOT Competed - Athletes	2 - 5			
	6 - 7	0	0	0
	8 - 15	0	0	0
	16 - 21	0	0	0
	22+	0	0	0
Total		0	0	0
M03 - Coaches - Coaches	Total	0	0	0

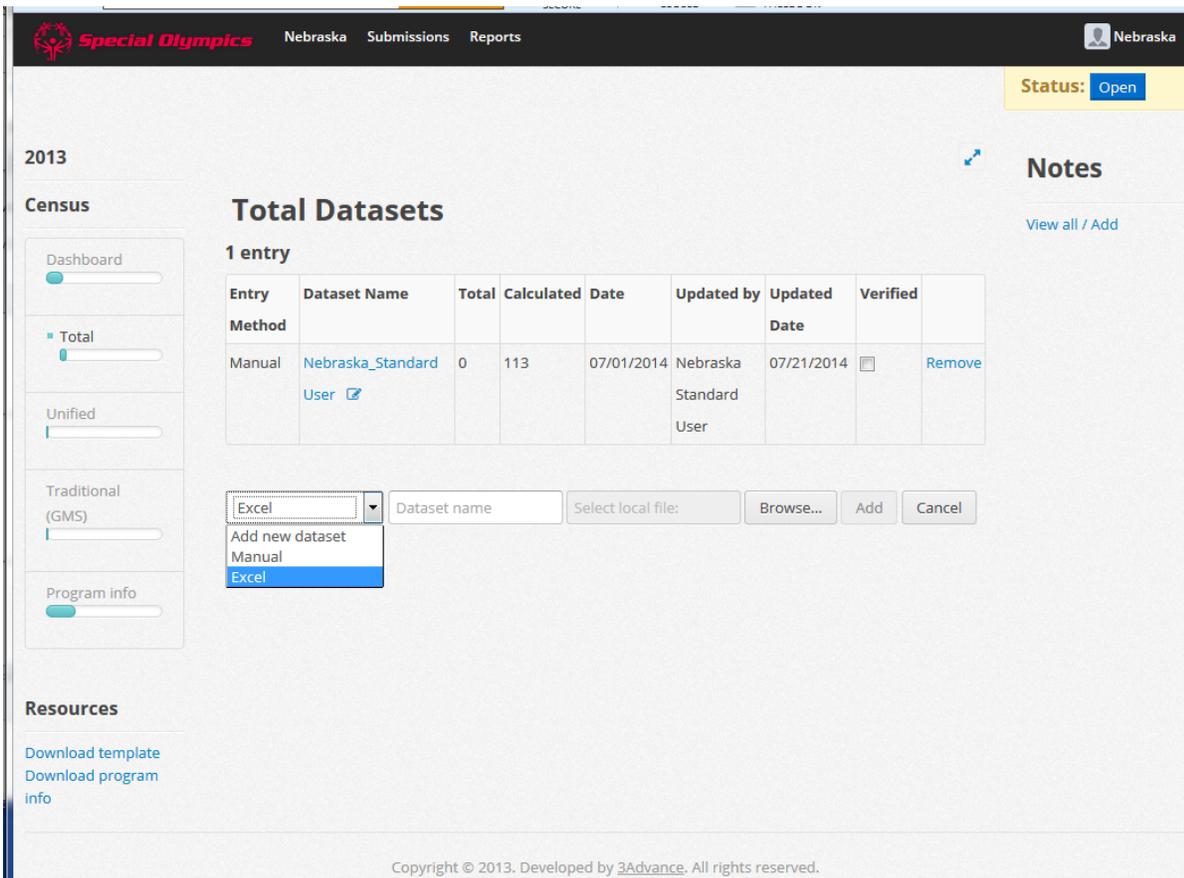
The interface also includes a sidebar with navigation options (Dashboard, Total, Unified, Traditional (GMS), Program info) and a 'Resources' section with links for 'Download template' and 'Download program info'. A 'Save' button is located at the bottom of the form.

If you are using a spreadsheet to upload you Program’s information, click on “View all datasets” under Total Summary



This will allow you to do one of two things;

- Allow your Sub-Programs to collate their own data (if you use this option, each sub-program’s information will be kept separate, and you must accept each Sub-Program’s data, before it will be totaled)
- Import your data using the excel spreadsheet(s). You will need to import each spreadsheet by itself.



Data Entry – Unified

The Unified section has expanded to collect more detailed information on Unified Sports. We are now asking for detailed numbers by sport and by Unified Sports Model: Unified Recreation, Unified Player Development and Unified Competitive.

Sport	Unified Recreation - Athletes	Unified Recreation - Partners	Unified Player Devt - Athletes	Unified Player Devt - Partners	Unified Competitive - Athletes	Unified Competitive - Partners	Unified Totals - Athletes	Unified Totals - Partners	(all models) Athletes	(all models) Partners	Unified Coaches
Total	0	0	0	0	0	0	0	0	0	0	0
Alpine Skiing	0	0	0	0	0	0	0	0	0	0	0
Aquatics	0	0	0	0	0	0	0	0	0	0	0
Athletics	0	0	0	0	0	0	0	0	0	0	0
Badminton	0	0	0	0	0	0	0	0	0	0	0
Beach Volleyball	0	0	0	0	0	0	0	0	0	0	0
Bocce	0	0	0	0	0	0	0	0	0	0	0
Bowling	0	0	0	0	0	0	0	0	0	0	0
Cricket	0	0	0	0	0	0	0	0	0	0	0
Cross Country Skiing	0	0	0	0	0	0	0	0	0	0	0
Cycling	0	0	0	0	0	0	0	0	0	0	0
Equestrian	0	0	0	0	0	0	0	0	0	0	0
Figure Skating	0	0	0	0	0	0	0	0	0	0	0
Floor Hockey	0	0	0	0	0	0	0	0	0	0	0
Floorball	0	0	0	0	0	0	0	0	0	0	0
Football (Soccer)	0	0	0	0	0	0	0	0	0	0	0
Golf	0	0	0	0	0	0	0	0	0	0	0
Gymnastics, Artistic	0	0	0	0	0	0	0	0	0	0	0
Gymnastics, Rhythmic	0	0	0	0	0	0	0	0	0	0	0

Important: Note that in the blue row at the top of the Unified page, the totals for M7 should be the total numbers of Unified Sports athletes and partners involved in any type of Unified Sports across all three models. This means that for the M7 totals, athletes and partners should only be counted once even if they are involved in more than one type of Unified Sport.

Data Entry – Program Information

The last section under the dashboard is you program information; this is the old PDS information, except you will not be entering your Athlete and Unified Numbers. Please click on the  symbol to see exactly what information is required for each section. For example, for Total number of Volunteers (all Ages) clicking on the  will explain the following:

Programs should report the total of all volunteers of all ages. The total number of volunteers should include Coaches, Board Members, and all others who volunteer in any capacity and are over the age of 12. Unified Partners should not be counted.

In addition, when you are entering your budget numbers:

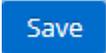
- Do not Format the numbers
- Enter only whole dollars, no cents
- Do not use period (full stop) key in the number

The Annual Operating Budget is the Total Program Budget for the Year. Cash Reserves are funds that are either in a bank account or investment fund. Total Private Sector Revenue is the total of:

- Special Events
- Corporations/Corporate Foundation Sponsorship
- Individual Donations
- Non-Corporate Foundation revenue and Other Private revenue

Annual Operating Budget (US \$ equivalent)  	<input type="text"/>	<input type="text"/>
Cash Reserves (US \$ equivalent)  	<input type="text"/>	<input type="text"/>
Total Private Sector Revenue (US \$ equivalent)  	<input type="text"/>	<input type="text"/>
Special Events (US\$ equivalent)  	<input type="text"/>	<input type="text"/>
Corporations/ Corporate Foundation Sponsorship  	<input type="text"/>	<input type="text"/>
Individual Donations  	<input type="text"/>	<input type="text"/>
Government Funding (US \$ equivalent)  	<input type="text"/>	<input type="text"/>
Non-Corporate Foundation Funding (US \$ equivalent)  	<input type="text"/>	<input type="text"/>
Total In-kind Donations (US \$ equivalent)  	<input type="text"/>	<input type="text"/>

All information must be entered in the Total Column; you can enter the next year’s Projected number if you want to, however this is not required. Once you have entered your Program’s

information, click on 

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The screenshot shows the 'Program Info (all questions must be answered)' section of the census system. It features a list of 29 metrics, each with a corresponding input field for 'Total' and 'Projected' values. Some metrics include radio buttons for 'Yes' and 'No' answers. A 'Status: Open' button is visible in the top right corner. The interface also includes a 'Dashboard' sidebar on the left and a 'Notes' section on the right.

Return to your Dashboard, all 29 questions should be answered and your Program Metrics should be complete.

Now click on Status OPEN **Status: Open** button

If you have completed your Census, insure that the Verified Box is checked and the click the Submit **Submit** button.

The 'Confirmation' dialog box displays the following information:

- Program Info:** 0 of 29 questions answered.
- Datasets:** A table listing datasets with columns for Class, Entry Method, Dataset Name, Owner, Date, Total, Calculated, and Verified.
- Extension:** Census Due Date: 28/03/2015. Extension Date: [Field] [Extend]

Buttons for 'Submit' and 'Close' are located at the bottom right of the dialog.

Class	Entry Method	Dataset Name	Owner	Date	Total	Calculated	Verified
Total	Manual	Reuben_Silva	Reuben Silva	19/11/2014	0	0	<input type="checkbox"/>
Total	Manual	Alpine	Reuben Silva	19/11/2014	0	0	<input type="checkbox"/>
Unified	Manual	Reuben_Silva	Reuben Silva	19/11/2014	0	0	<input type="checkbox"/>
Traditional (GMS)	Manual	Reuben_Silva	Reuben Silva	19/11/2014	0	0	<input type="checkbox"/>

If you have any Question, please contact your Regional Staff or censushelp@specialolympics.org