Special Olympics Census System

Instruction Manual

Version 1

January 2015

Special Olympics Census System Instructions

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:
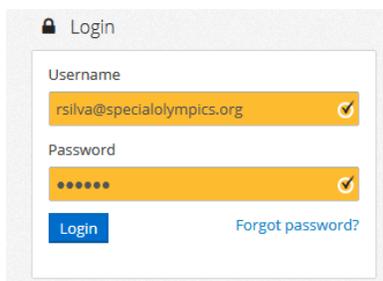
Option 1

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.
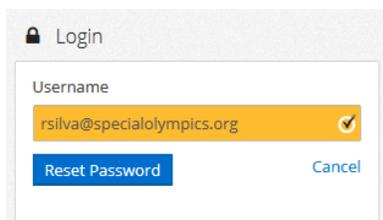
Option 2

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

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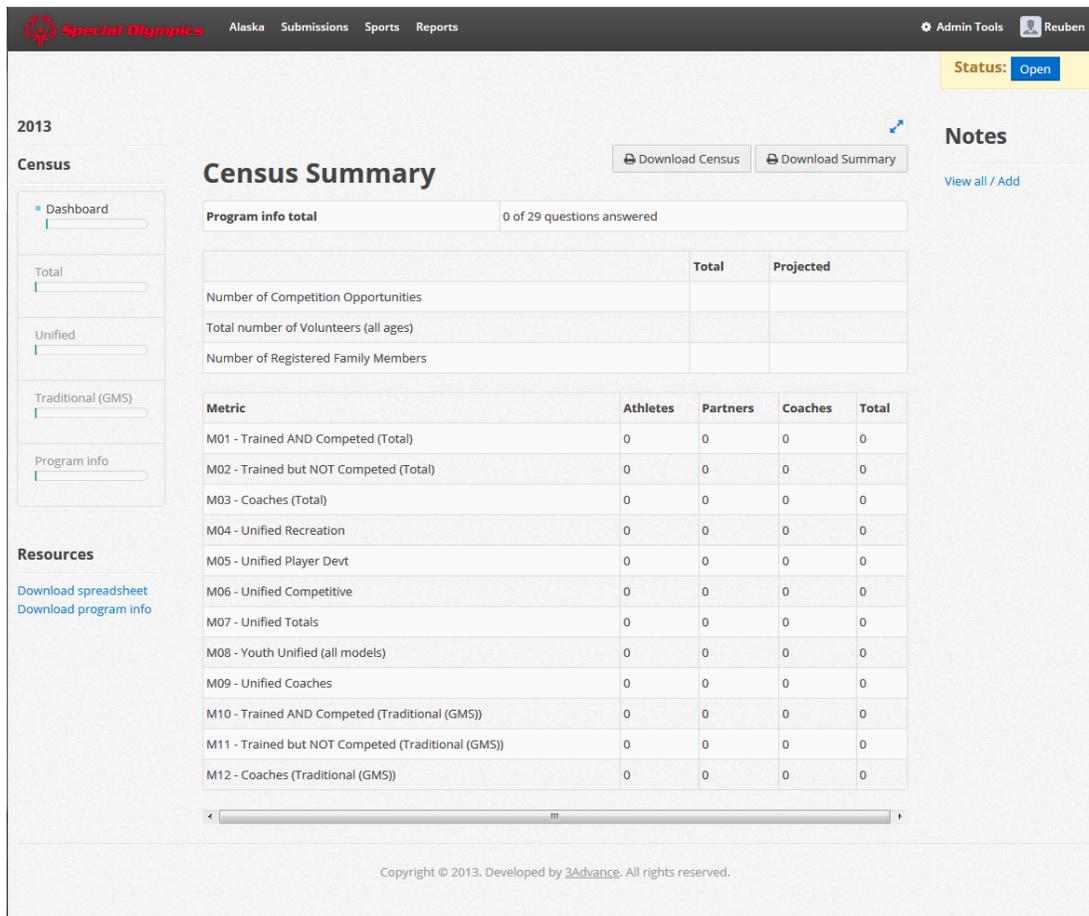
RESOURCES

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.

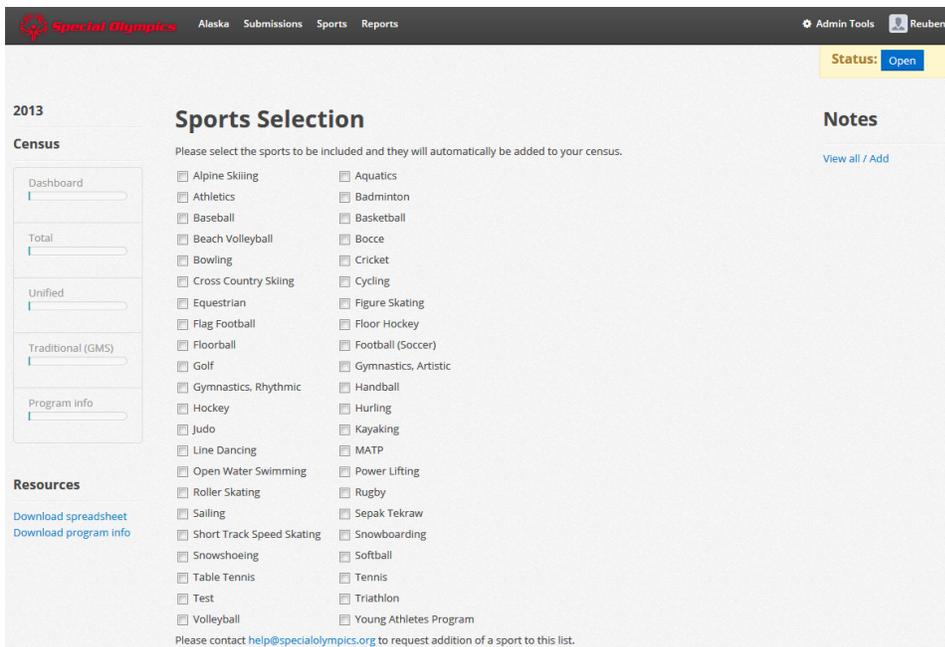# Special Olympics Census System Instructions

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.

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.
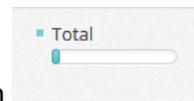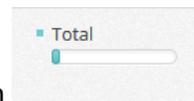
DATA ENTRY

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

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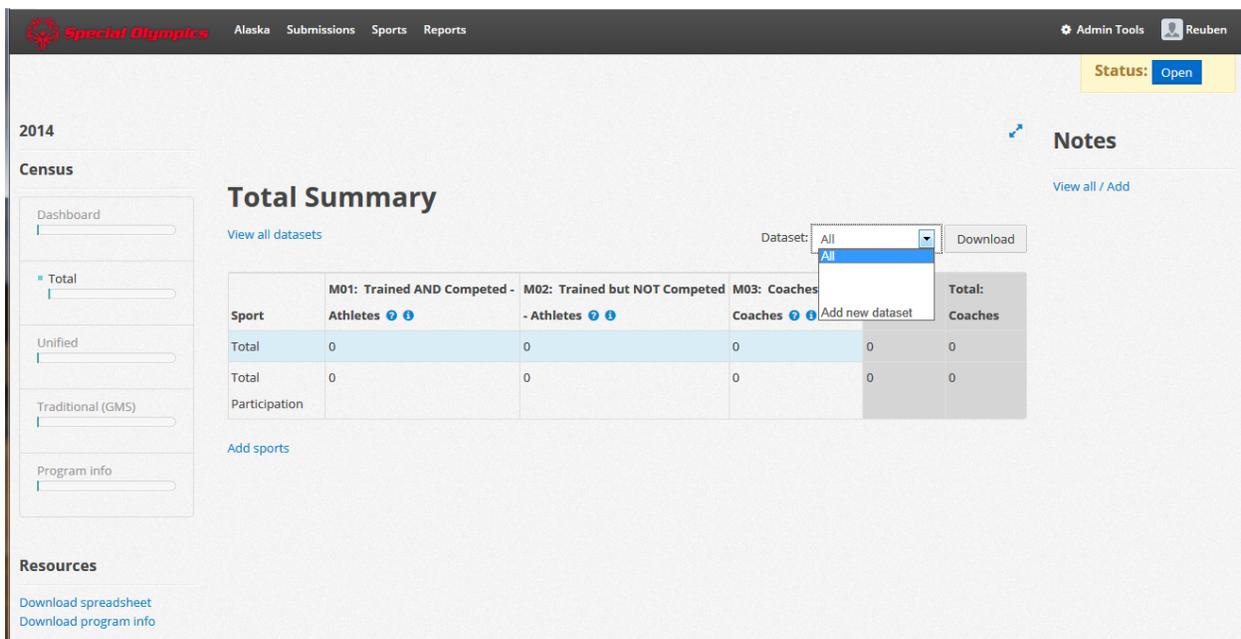- **Program Information**

Data Entry – Total

To enter your Program's Athlete information, click on ![Total slider] under your Dashboard.

NOTE: Any time you see the ❓ ℹ️, placing your mouse over the "?" Or "I" will give you detailed information on what is required for that field.
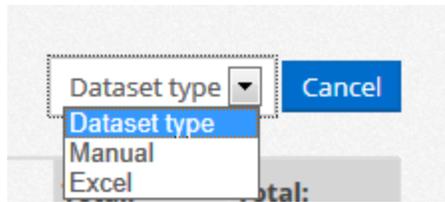
If more than one person is going to complete your Census, or you will add your Census information by Region or Area of your program, you MUST create a separate dataset for each person or region/area.

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

Now select the Dataset Type   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

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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.

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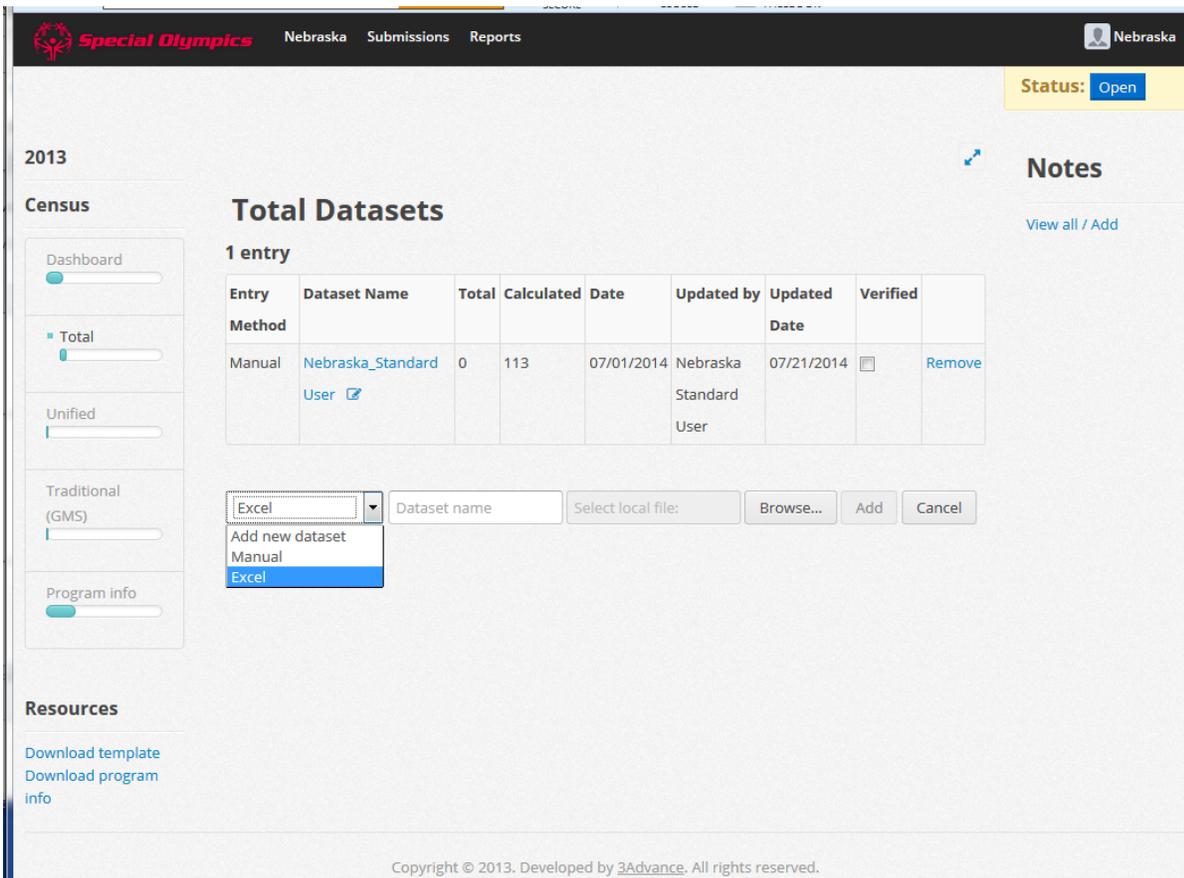
Data Entry – Unified

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.

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) ❓🛈		
Cash Reserves (US $ equivalent) ❓🛈		
Total Private Sector Revenue (US $ equivalent) ❓🛈		
Special Events (US$ equivalent) ❓🛈		
Corporations/ Corporate Foundation Sponsorship ❓🛈		
Individual Donations ❓🛈		
Government Funding (US $ equivalent) ❓🛈		
Non-Corporate Foundation Funding (US $ equivalent) ❓🛈		
Total In-kind Donations (US $ equivalent) ❓🛈		

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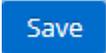
Return to your Dashboard, all 29 questions should be answered and your Program Metrics should be complete.

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.

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