

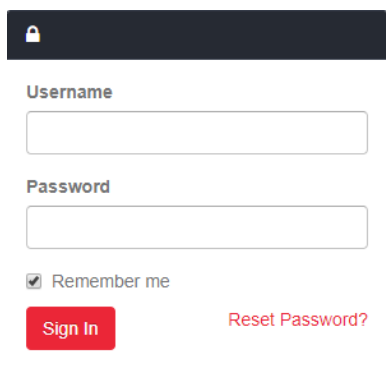
2017 Census Reporting

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

<https://census.specialolympics.org/login>

You will need to enter your username (valid email address) and password. If you have not received your password contact: Censushelp@specialolympics.org

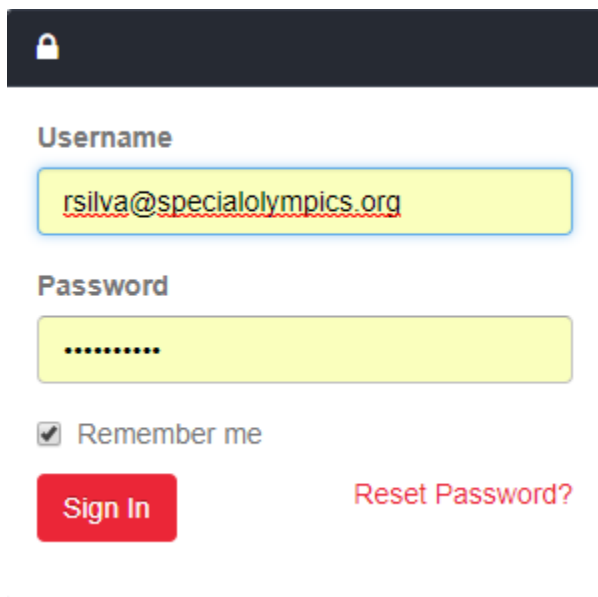
NOTE: If you have access to the Special Olympics Accreditation website, your username and password will access the Census Web Site.



A screenshot of the login form. At the top is a dark blue header with a white padlock icon. Below the header, the form has a white background. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom left is a red 'Sign In' button, and at the bottom right is a red link that says 'Reset Password?'.

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


Your user names is your official email address, enter your email address then click on Reset Password.



A screenshot of the password reset form. It has a dark blue header with a white padlock icon. Below the header, the form has a white background. It contains two input fields: 'Username' and 'Password'. The 'Username' field contains the email address 'rsilva@specialolympics.org'. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom left is a red 'Sign In' button, and at the bottom right is a red link that says 'Reset Password?'.

Once you requested a password reset, you will receive an email with a link to follow to reset your password. If you do not receive an email, contact: censushelp@specialolympics.org

2017 Census Reporting

 Login

Username

rsilva@specialolympics.org ✓


Reset Password

Cancel

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 Start/View.

NOTE: The first time you login, you will see Start for the Current year's Census. You can view/download spreadsheets from previous years Census, by clicking on View, then under Resources, Download Spreadsheets or Program Info.

 **Special Olympics** Denmark Submissions Reports

Language ▼ ⚙ Admin Tools 👤 Reuben

Census

Year	Created	Status	Due Date	
2017	21/12/2017	Apply	01/03/2018	Start
2016	21/02/2017	Submitted	20/02/2017 ⓘ	View
2015	01/04/2016	Submitted	19/03/2016 ⓘ	View
2014	24/03/2015	Submitted	28/03/2015	View

2017 Census Reporting

This will display your Programs Dashboard.

Census Summary: As you add information to your Census, you will see the number populate for M01 through M09, once you validate the data. You will also see the number of Program Info questions answered.

Special Olympics Denmark Submissions Sports Reports Language Admin Tools Reuben

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

RESOURCES

Download spreadsheet

Download program info

Census Summary

Status: **Open**

Download Census Download Summary

Program info total 0 of 17 questions answered

Metric	Athletes	Partners	Coaches	Total
M01 - Total Athletes who Trained AND Competed (Total - Athletes and Coaches)	0	0	0	0
M02 - Total Athletes who Trained BUT did NOT Compete (Total - Athletes and Coaches)	0	0	0	0
M03 - Total Coaches (Certified and Uncertified) (Total - Athletes and Coaches)	0	0	0	0
M03A - Number of Certified Coaches (Total - Athletes and Coaches)	0	0	0	0
M04 - Unified Sports Recreation Model (Unified - Athletes, Partners and Coaches)	0	0	0	0
M05 - Unified Player Development Model (Unified - Athletes, Partners and Coaches)	0	0	0	0
M06 - Unified Competitive Model (Unified - Athletes, Partners and Coaches)	0	0	0	0
M07 - Unified Totals Athletes and Partners (Unified - Athletes, Partners and Coaches)	0	0	0	0
M08 - Youth Unified Athletes and Partners (Unified - Athletes, Partners and Coaches)	0	0	0	0
M09 - Total Unified Coaches (Unified - Athletes, Partners and Coaches)	0	0	0	0

Info Item	Total
Total Number of Athletes	0
Total Number of Unified Partners	0
Total Number of Athletes and Partners	0

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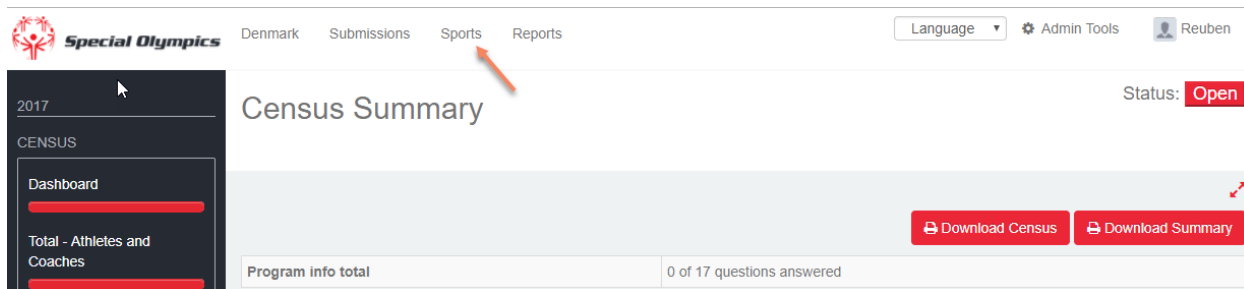
- Dashboard – Indicates your progress
- Total – Athletes and Coaches: Use this button to access your Program’s Sports Numbers (See page 6)
- Unified – Athlete, Partners and Coaches: Use this to enter your Programs Unified Athletes and Partners (See page 19)
- Program Info: This is your Program information, which MUST be filled out (see page 22)

NOTE: The Metrics M01 thru M09 is referenced in the 2017 Census Definitions and Guidance document. This document has detailed information on all of the Census metrics.

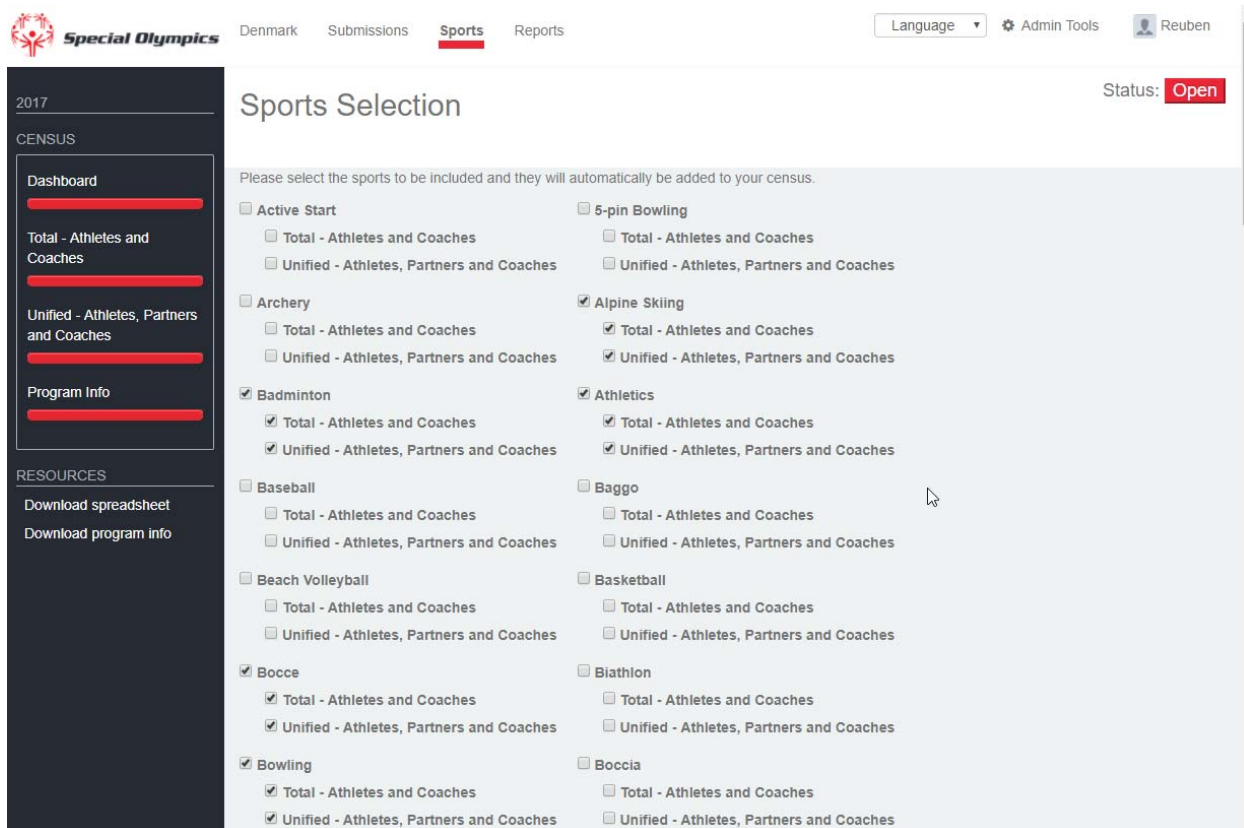
2017 Census Reporting

The first thing you need to do is verify your 2017 Sports. For the 2017 Census, you now have the option to select your specific Unified Sports. In previous years, your Sport selection for Unified was the same as Traditional Sports. Another change that we made for 2017 is you can no longer select Other Sports or Multi-Sports.

To select your sports, click on Sports at the top of the page.



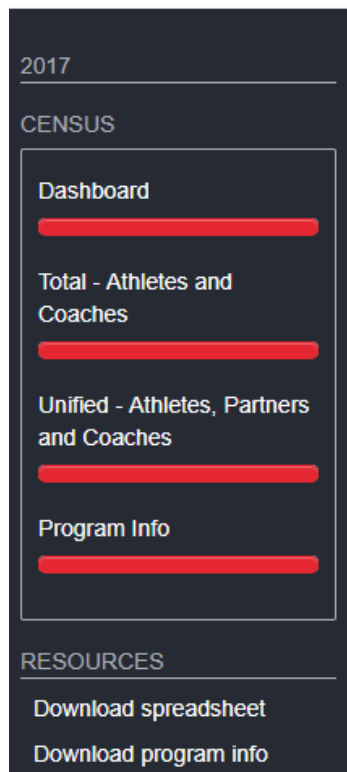
For each Sport your Program Participates in, check the Sport. If you offer this Sport for both Traditional (Total) and Unified Sports checking the Sport will select both. If you select just Total – Athletes and Coaches, you will not see this sport under Unified. To unselect, just select the checked box. You cannot select a Unified Sport without selecting Total, because the Athletes and Coaches MUST be included under Total Athlete and Coaches. You can change your selection of Sports anytime throughout the process. If you need to have a Sport Added contact Censushelp@specialolympics.org



2017 Census Reporting

To begin entering your Census data, click on Total –Athletes and Coaches, Unified – Athletes, Partners and Coaches or Program Info.

Under Resources, you can download Spreadsheets to be used to gather and import your M01 through M09 date (APS). Program information work sheet. Guidance documents.



Entering the Total – Total Athletes and Coaches or Unified Athletes, Partners and Coaches can be one of two ways:

Manual – There is where you manually enter your data on the website


Excel – You can import your data for the excel spreadsheet that you downloaded or GMS generated census export. See Page 15 on how to Import Dataset.

NOTE: If you are importing the excel spreadsheet for either GMS or a manually completed spreadsheet, it MUST be the 2017 version of the spreadsheet. Previous version may not import correctly.


You can import multiple Spreadsheets, example if you have different spreadsheets for each Area/Local Program, these can be imported individually, just use a unique name. You can also use both Manual and Imports to complete you Census. Just remember to validate each dataset. Dataset validation will be explained later in this document.

2017 Census Reporting

Total - Athletes and Coaches

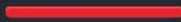
Click on  to enter you Athlete and Coach Information.


Now click on “View all datasets”

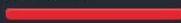
 Denmark Submissions Sports Reports Language Admin Tools Reuben

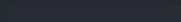
2017

CENSUS

Dashboard 

Total - Athletes and Coaches 

Unified - Athletes, Partners and Coaches 

Program Info 

RESOURCES

Download spreadsheet

Download program info

Total - Athletes and Coaches Summary

Status: Open

[View all datasets](#)


Dataset: Summary Download


Sport	M01: Total Athletes who Trained AND Competed - Athletes	M02: Total Athletes who Trained BUT did NOT Compete - Athletes	M03: Total Coaches (Certified and Uncertified) - Coaches	M03A: Number of Certified Coaches - Coaches	Total: Athletes	Total: Coaches
Alpine Skiing	0	0	0	0	0	0
Athletics	0	0	0	0	0	0
Badminton	0	0	0	0	0	0
Bocce	0	0	0	0	0	0
Bowling	0	0	0	0	0	0
Cross Country Skiing	0	0	0	0	0	0
Cycling	0	0	0	0	0	0
Distance Running	0	0	0	0	0	0
Equestrian	0	0	0	0	0	0
Figure Skating	0	0	0	0	0	0
Floorball	0	0	0	0	0	0
Football (Soccer)	0	0	0	0	0	0
Golf	0	0	0	0	0	0
Gymnastics, Rhythmic	0	0	0	0	0	0

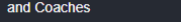
By default a Manual dataset is create automatically with the user name that has logged in.


2017

CENSUS

Dashboard 

Total - Athletes and Coaches 


Unified - Athletes, Partners and Coaches 

Program Info 

Total - Athletes and Coaches Datasets

Status: Open

1 entry

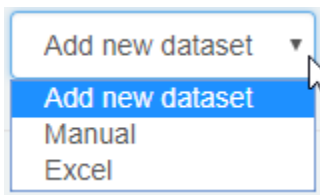
Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date	Verified	
Manual	Reuben_Silva 	0	0	12/21/2017	Reuben Silva	12/21/2017	<input type="checkbox"/>	Remove

Add new dataset





2017 Census Reporting

To add a dataset, click on the Add new dataset

And select what type of dataset you want to add



If you want to just use the default dataset, for manual data entry, select that dataset from the dataset bob. You can also add a new dataset from here.

NOTE: any time you see any of these symbols   associated with any Metric,  will give you the full metric and the  will details on report for that metric.

A screenshot of the Special Olympics Denmark 2017 Census 'Total - Athletes and Coaches Summary' page. The page shows a table with columns for Sport, M01: Total Athletes who Trained AND Competed - Athletes, M02: Total Athletes who Trained BUT did NOT Compete - Athletes, M03: Total Coaches (Certified and Uncertified), M03A: Certified Coaches, Total: Athletes, and Total: Coaches. The table lists sports like Alpine Skiing, Athletics, Badminton, Bocce, Bowling, and Cross Country. A red arrow points to the 'Dataset' dropdown menu, which is open, showing options: 'Summary', 'Reuben_Silva', and 'Add new dataset'. A 'Download' button is also visible. The status is 'Open'.

Once you have selected a dataset, you will notice the Sports are now in Red, this is the edit mode. While in the edit mode, you can now complete the data entry for the data set being displayed.

A screenshot of the Special Olympics Denmark 2017 Census 'Total - Athletes and Coaches Summary' page in edit mode. The page shows a table with columns for Sport, M01: Total Athletes who Trained AND Competed - Athletes, M02: Total Athletes who Trained BUT did NOT Compete - Athletes, M03: Total Coaches (Certified and Uncertified), M03A: Number of Certified Coaches - Coaches, Total: Athletes, and Total: Coaches. The table lists sports like Alpine Skiing, Athletics, and Badminton. The sports names are now in red. A message at the top says 'This dataset has errors. Please expand view to view details.' The 'Dataset' dropdown menu is set to 'Reuben_Silva' and the 'Download' button is visible.

2017 Census Reporting

In the example below, Alpine Skiing is displayed:

M01 – Total Athletes who Trained and Competed - Enter the number of Male and Female Athletes by Age group that that “Trained and Competed” for that sport. If you have Athletes that **only** participated in Unified Sports only in M05 or M06 the Athletes MUST be counted in M01. The Total Column and Total will auto sum.

M02 – Total Athletes who Trained BUT did not Compete - Enter the number of Male and Female Athletes by Age group that that “Trained and Did Not Compete” for that sport. The Total Column and Total will auto sum. If you have Athletes that **only** participated in Unified Sports only in M04 the Athletes MUST be counted in M02. Under M02, you will see that the 2-7 Age Group is Grayed out. They Web site will not allow you to enter 2-7 year olds in any Sport, they can only be enter in Young Athletes

M03 – Total Coaches – Enter the total number of Coached, both Certified and Uncertified (including Unified Coaches) for the Sport.


M03A Number of Certified Coaches – Of the total number of coaches enter in M03, Enter the number of Certified Coaches. This total **cannot** be greater than M03.

The date you entered will Auto save, so it not necessary to click on the Save button at the bottom of the screen

The screenshot shows the 'Total - Athletes and Coaches - Data Entry' page for the year 2017. The interface includes a sidebar with navigation links for Dashboard, Total - Athletes and Coaches, Unified - Athletes, Partners and Coaches, and Program Info. The main content area displays a table for data entry, with a dropdown menu set to 'Alpine Skiing'. The table has columns for Metric, Age, Male, Female, and Total. The metrics listed are M01 (Total Athletes who Trained AND Competed - Athletes), M02 (Total Athletes who Trained BUT did NOT Compete - Athletes), M03 (Total Coaches (Certified and Uncertified) - Coaches), and M03A (Number of Certified Coaches - Coaches). The age groups for M01 and M02 are 8-15, 16-21, 22+, and Total. The age groups for M02 are 2-7, 6-7, 8-15, 16-21, 22+, and Total. The age groups for M03 and M03A are Total. The table shows that the 2-7 age group is grayed out. A 'Save' button is located at the bottom left of the table.

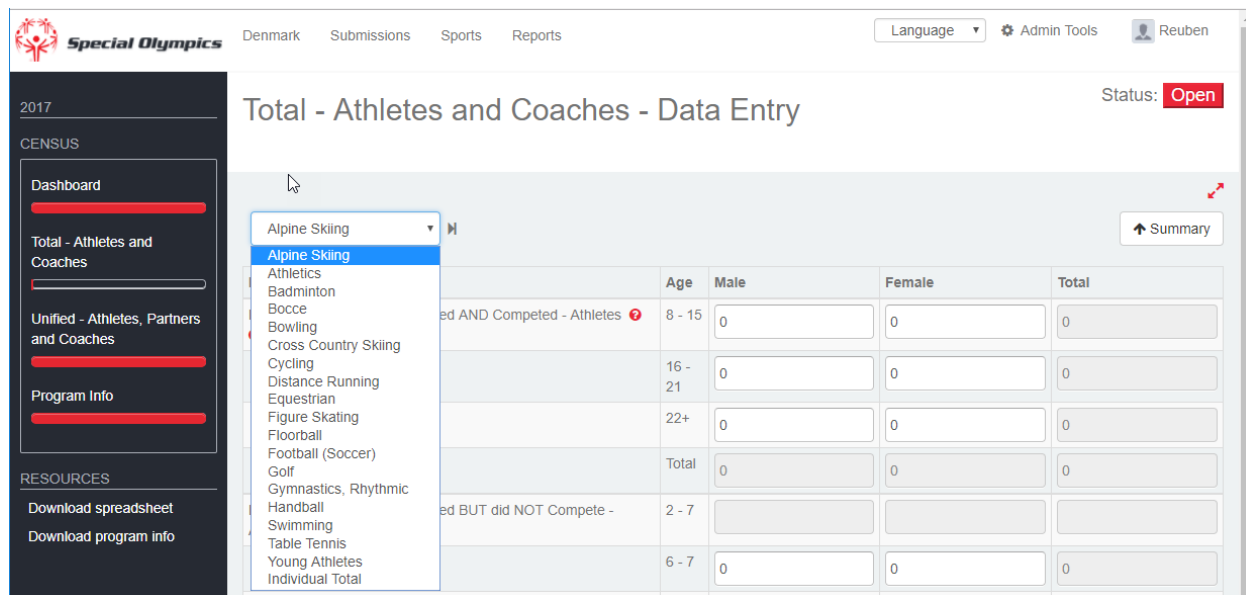
Metric	Age	Male	Female	Total
M01 - Total Athletes who Trained AND Competed - Athletes	8 - 15	0	0	0
	16 - 21	0	0	0
	22+	0	0	0
	Total	0	0	0
M02 - Total Athletes who Trained BUT did NOT Compete - Athletes	2 - 7			
	6 - 7	0	0	0
	8 - 15	0	0	0
	16 - 21	0	0	0
	22+	0	0	0
	Total	0	0	0
M03 - Total Coaches (Certified and Uncertified) - Coaches	Total	0	0	0
M03A - Number of Certified Coaches - Coaches	Total	0	0	0

2017 Census Reporting

Clicking on the  will take you the next Sport, or you can select the Sport from the drop down. You can complete the entries for Sports in any order.

If you notice that a Sport is missing or a Sport id listed that you are no longer doing, just click the Sports Label to Edit.

If you don't complete the Sports entries you can come back at any time to complete your data entry. The information you entered will be saved, just remember to select the correct dataset.



Age	Male	Female	Total
8 - 15	0	0	0
16 - 21	0	0	0
22+	0	0	0
Total	0	0	0
2 - 7			
6 - 7	0	0	0

If you are Reporting Young Athletes, 2 – 7 year olds, they can only be reported Under Young Athletes, M02 in the 2-7 age group. All other age groups are grayed out for data entry.

Young Athletes are athletes 2-7 years old with and without Intellectual Disabilities, who participated in a structured sports skills development program in a school, community or home, using Special Olympics Young Athletes materials.

Remember to Include Young Athletes Coaches in M03/M03A. This includes anyone referred to as a Young Athletes coach, teacher, trainer, assistant, or instructor.

2017 Census Reporting

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

RESOURCES

Download spreadsheet

Download program info

Denmark Submissions Sports Reports

Language Admin Tools Reuben

Status: Open

Total - Athletes and Coaches - Data Entry

Young Athletes

Summary

Metric	Age	Male	Female	Total
M01 - Total Athletes who Trained AND Competed - Athletes	8 - 15			
	16 - 21			
	22+			
	Total			
M02 - Total Athletes who Trained BUT did NOT Compete - Athletes	2 - 7	0	0	0
	6 - 7			
	8 - 15			
	16 - 21			
	22+			
	Total	0	0	0
M03 - Total Coaches (Certified and Uncertified) - Coaches	Total	0	0	0
M03A - Number of Certified Coaches - Coaches	Total	0	0	0

Save

Once you have completed the data entry for all the Sports, including Young Athletes if applicable, you **MUST** complete the Individual Total.

The Individual Total is where you Report the “Unique” total of Athletes and Coaches for your Program.

Important instructions:

1. Count all athletes who trained and competed in Traditional and / or Unified Sports even if they trained in Unified Sports only.
2. Do not count Unified Sports partners.
3. If an athlete trained and competed in 3 different sports (e.g. bocce, tennis and volleyball) report him / her in each sport. This athlete will be automatically counted 3 times in the **Total Participation**, BUT must be reported as 1 athlete in the **Individual Total**.

The **Individual Total** of athletes for each age / gender category **must be equal to or be larger than** the highest number of athletes reported in any sport for this age / gender category.

2017 Census Reporting

Denmark Submissions Sports Reports
Language Admin Tools Reuben

2017
CENSUS
Dashboard
Total - Athletes and Coaches
Unified - Athletes, Partners and Coaches
Program Info
RESOURCES
Download spreadsheet
Download program info

Total - Athletes and Coaches - Data Entry
Status: Open

Individual Total
Summary

Metric	Age	Male	Female	Total
M01 - Total Athletes who Trained AND Competed - Athletes	8 - 15	0	0	0
	16 - 21	0	0	0
	22+	0	0	0
	Total	0	0	0
M02 - Total Athletes who Trained BUT did NOT Compete - Athletes	2 - 7	0	0	0
	6 - 7	0	0	0
	8 - 15	0	0	0
	16 - 21	0	0	0
	22+	0	0	0
	Total	0	0	0
M03 - Total Coaches (Certified and Uncertified) - Coaches	Total	0	0	0
M03A - Number of Certified Coaches - Coaches	Total	0	0	0

Save

Once you have completed your data entry for Total – Athletes and Coaches, Look at you Total Athletes and Coaches Summary screen and see if there are any errors. An error will be indicated by the appearing by the View all Data sets. If you click on View all datasets, you will see which dataset contains an error if you see a , this indicates a Critical error and must be corrected. If you see a , this indicates a warning. A warning will allow you to Verify your dataset and submit you Census.

Click on the dataset that indicates the error(s).


Total - Athletes and Coaches DatasetsStatus: Open


2 entries

Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date	Verified	
Manual	Reuben_Silva	30	184	12/13/2017	Reuben Silva	12/13/2017	<input type="checkbox"/>	Remove
Manual	Test	0	0	12/22/2017	Reuben Silva	12/22/2017	<input type="checkbox"/>	Remove

Add new dataset

2017 Census Reporting

You will see where the error is, to correct the error click on the , this will expand the view and open the dataset edit mode.


Alaska
Submissions
Sports
Reports

Language ▾

Admin Tools

Reuben

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info


RESOURCES

Download spreadsheet

Download program info

Total - Athletes and Coaches Summary












Status: **Open**

View all datasets 


Dataset: Reuben_Silva

Download

This dataset has errors. Please expand view to view details.

Sport	M01: Total Athletes who Trained AND Competed - Athletes  	M02: Total Athletes who Trained BUT did NOT Compete - Athletes  	M03: Total Coaches (Certified and Uncertified) - Coaches  	M03A: Number of Certified Coaches - Coaches  	Total: Athletes	Total: Coaches
Alpine Skiing	60	0	10	10	60	10
Athletics	60	4	10	5	64	10
Basketball	40	0	4	1	40	4
Young Athletes	0	20	2	0	20	2
Individual Total	85  	24 	20	10	109	20
Total Participation	160	24	26	16	184	26

In the expanded view, if you place your mouse pointer on the triangle you will see the error being report.


Alaska
Submissions
Sports
Reports


Language ▾

Admin Tools









Reuben

Total - Athletes and Coaches Summary

Status: **Open**

View all datasets 

Dataset: Reuben_Silva ▾


	M01 : Total Athletes who Trained AND Competed  								M02 : Total Athletes who Trained BUT did NOT Compete  								M03 : Total Coaches (Certified and Uncertified)  				M03A : Number of Certified Coaches  	
	Athletes				Athletes				Athletes				Coaches				Coaches					
	Male				Female				Male				Female				Total					
Sport	8 - 15	16 - 21	22+	Total	8 - 15	16 - 21	22+	Total	2 - 7	6 - 15	8 - 21	16 - 21	22+	Total	2 - 7	6 - 15	8 - 21	16 - 21	22+	Total	Total	Total
Alpine Skiing	10	10	10	30	10	10	10	30	0	0	0	0	0	0	0	0	0	0	0	0	10	10
Athletics	10	10	10	30	10	10	10	30	0	2	0	0	0	2	0	2	0	0	0	2	10	5
Basketball	0	0	20	20	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	4	1
Young Athletes	0	0	0	0	0	0	0	0	10	0	0	0	0	10	10	0	0	0	0	10	2	0
Individual Total	15	21	7	43	15	20	7	42	10	2	0	0	0	12	10	2	0	0	0	12	20	10
Total Participation	20	20	40	80	20	20	40	80	10	2	0	0	0	12	10	2	0	0	0	12	26	16

2017 Census Reporting

In the first column with an error, this is a Critical Error message indicating the Individual Total (21) is Greater Than the Total Participation (20). The Individual Total cannot exceed the Total Participation.


The Total Participation row is auto summed, this is the Total Sport Participation, including Young athletes and MATP.

Sport	8 - 15	16 - 21	22+	Total	8 - 15	16 - 21	22+
Alpine Skiing	10	10	10	30	10	10	10
Athletics	10	10	10	30	10	10	10
Basketball	0	0	20	20	0	0	20
Young Athletes	0	0	0	0	0	0	0
Individual Total	15	21	7	43	15	20	7
Total Participation	20	20	40	80	20	20	40

 Greater Than Total Participation

In the next column with an error, this is a Critical Error message indicating the Individual Total (7) is less than Max Participation (Basketball 20). The Individual Total must be equal to or greater than the highest individual Sport count.

	Male				Female			
Sport	8 - 15	16 - 21	22+	Total	8 - 15	16 - 21	22+	Total
Alpine Skiing	10	10	10	30	10	10	10	30
Athletics	10	10	10	30	10	10	10	30
Basketball	0	0	20	20	0	0	20	20
Young Athletes	0	0	0	0	0	0	0	0
Individual Total	15	21	7	43	15	20	7	42
Total Participation	20	20	40	80	20	20	40	80

 Less Than Max Participation

2017 Census Reporting

The next column with an error is a Warning error, the error indicates that the Individual Total is Equal to the Total Participation. This means that the Athletes in this Column are participating in only one Sport, which is not normal for most Programs. We expect to see the Individual Total and Total Participation being equal in Young Athletes.

Sport	8 - 15	16 - 21	22+	Total	8 - 15	16 - 21	22+	Total	2 - 7	6 - 11	8 - 15
Alpine Skiing	10	10	10	30	10	10	10	30	0	0	0
Athletics	10	10	10	30	10	10	10	30	0	2	0
Basketball	0	0	20	20	0	0	20	20	0	0	0
Young Athletes	0	0	0	0	0	0	0	0	10	0	0
Individual Total	15	21	7	43	15	20	7	42	10	2	0
Total Participation	20	20	40	80	20	20	40	80	10	2	0

Total – Athletes and Coaches Error Messages:

Critical Errors: Cannot verify dataset or submit Census



Individual Total is Greater than Total Participation


Individual Total is Less Than the Highest Individual Sport Total

Warning Errors: Will allow you to verify dataset and submit your Census

Once you have cleared all of the issues that caused the red triangle warnings, you can check the Verified box. Checking the Verified box will populate the dash board with the totals for all Verified datasets. See next page

2 entries

Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date	Verified	
Manual	Reuben_Silva 	30	184	12/13/2017	Reuben Silva	12/13/2017	<input checked="" type="checkbox"/>	Remove
Manual	Test 	0	0	12/22/2017	Reuben Silva	12/22/2017	<input type="checkbox"/>	Remove

Add new dataset 

2017 Census Reporting

The screenshot shows the 2017 Census Reporting dashboard. The top navigation bar includes the Special Olympics logo, Alaska, Submissions, Sports, Reports, a Language dropdown, Admin Tools, and a user profile for Reuben. The main header displays 'Census Summary' and a 'Status: Open' indicator. On the left sidebar, under 'CENSUS', the 'Total - Athletes and Coaches' option is selected. The main content area features a 'Download Census' and 'Download Summary' button. Below this, a table titled 'Program info total' shows '16 of 17 questions answered'. The table lists various metrics and their counts for Athletes, Partners, Coaches, and a Total.

Metric	Athletes	Partners	Coaches	Total
M01 - Total Athletes who Trained AND Competed (Total - Athletes and Coaches)	115	0	0	115
M02 - Total Athletes who Trained BUT did NOT Compete (Total - Athletes and Coaches)	24	0	0	24
M03 - Total Coaches (Certified and Uncertified) (Total - Athletes and Coaches)	0	0	20	20
M03A - Number of Certified Coaches (Total - Athletes and Coaches)	0	0	10	10
M04 - Unified Sports Recreation Model (Unified - Athletes, Partners and Coaches)	0	0	0	0
M05 - Unified Player Development Model (Unified - Athletes, Partners and Coaches)	0	0	0	0
M06 - Unified Competitive Model (Unified - Athletes, Partners and Coaches)	0	0	0	0
M07 - Unified Totals Athletes and Partners (Unified - Athletes, Partners and Coaches)	0	0	0	0
M08 - Youth Unified Athletes and Partners (Unified - Athletes, Partners and Coaches)	0	0	0	0
M09 - Total Unified Coaches (Unified - Athletes, Partners and Coaches)	0	0	0	0

Info Item	Total
Total Number of Athletes	139
Total Number of Unified Partners	0
Total Number of Athletes and Partners	139

To Import a dataset, for Total Athletes and Coaches click on Total – Athletes and Coaches. For Unified, click on Unified – Athletes, Partners and Coaches. The import procedures are the same for both.

Click on View all datasets, then click on Add new dataset and select Excel.

NOTE: The dataset can either be one manually filled out from the downloaded Spreadsheet or the GMS created Census Export.

The screenshot shows the 'Total - Athletes and Coaches' dataset page. The left sidebar is the same as the previous screenshot. The main content area shows '1 entry' in a table with columns 'Entry Method' and 'Dataset Name'. The entry shows 'Manual' and 'Reuben_Silva'. Below the table, there is a dropdown menu labeled 'Add new dataset' with options 'Manual' and 'Excel'. The 'Excel' option is highlighted by a mouse cursor.

Entry Method	Dataset Name
Manual	Reuben_Silva

Add new dataset ▼

Add new dataset
Manual
Excel

2017 Census Reporting

Give the dataset a Name

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

2017

Andorra Submissions Sports Reports

Language

Total - Athletes and Coaches Datasets

1 entry

Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date
Manual	Reuben_Silva	0	0	12/22/2017	Reuben Silva	12/22/2017

Excel Dataset name Select local file: Browse... Add Cancel

Now select the data you want to import, you can either type the path to the file or use the Browse button to find the file. Once the file name appears in the select location box, click Add.

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

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Andorra Submissions Sports Reports

Language Admin Tools Reuben

Status: Open

Total - Athletes and Coaches Datasets

1 entry

Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date	Verified	Remove
Manual	Reuben_Silva	0	0	12/22/2017	Reuben Silva	12/22/2017		Remove

Excel Athletes 1 Census Import Testing 2017 Browse... Add Cancel

Once the file is imported you will see it in your list of datasets. Click on the dataset name to open it.

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

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Andorra Submissions Sports Reports

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Status: Open


Total - Athletes and Coaches Datasets


2 entries

Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date	Verified	Remove
Manual	Reuben_Silva	0	0	12/22/2017	Reuben Silva	12/22/2017		Remove
Excel	Athletes 1	780	2,581	12/22/2017	Reuben Silva	12/22/2017		Remove

Excel Athletes 1 Census Import Testing 2017 Browse... Add Cancel

2017 Census Reporting



Once the file has been imported, you can manually edit the imported data by clicking on the  to expand the dataset.


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CENSUS
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Total - Athletes and Coaches
Unified - Athletes, Partners and Coaches
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





Total - Athletes and Coaches Summary

Status: Open

View all datasets  

Dataset: Athletes 1 Download

This dataset has errors. Please expand view to view details.

Sport	M01: Total Athletes who Trained AND Completed - Athletes  	M02: Total Athletes who Trained BUT did NOT Compete - Athletes  	M03: Total Coaches (Certified and Uncertified) - Coaches  	M03A: Number of Certified Coaches - Coaches  	Total: Athletes	Total: Coaches
Alpine Skiing	397	0	130	70	397	130
Cross Country Skiing	370	0	109	62	370	109
Figure Skating	162	0	50	31	162	50
Floor Hockey	546	0	130	93	546	130
Floorball	368	0	31	10	368	31
Short Track Speed Skating	197	0	65	33	197	65
Snowshoeing	341	0	118	72	341	118
Stick Shooting	136	0	24	24	136	24
Individual Total	2,581 	0	687 	93	2,581	687
Total Participation	2,517	0	657	395	2,517	657

Editing is done the same way that as Manual data enter listed above.

2017 Census Reporting



Special Olympics

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Total - Athletes and Coaches Summary


Status: **Open**

[View all datasets](#) ▲ ▶

Dataset:
Athletes 1

	M01 : Total Athletes who Trained AND Completed									M02 : Total Athletes who Trained BUT did NOT Compete									M03 : Total Coaches (Certified and Uncertified)					M03A : Number of Certified Coaches	
	Athletes									Athletes									Coaches					Coaches	
	Male				Female					Male					Female				Total					Total	
Sport	8 - 15	16 - 21	22+	Total	8 - 15	16 - 21	22+	Total	2 - 7	6 - 7	8 - 15	16 - 21	22+	Total	2 - 7	6 - 7	8 - 15	16 - 21	22+	Total	Total	Total			
Alpine Skiing	8	55	171	234	9	42	112	163	0	0	0	0	0	0	0	0	0	0	0	0	130	70			
Cross Country Skiing	10	48	157	215	8	42	105	155	0	0	0	0	0	0	0	0	0	0	0	0	109	62			
Figure Skating	12	26	34	72	9	48	33	90	0	0	0	0	0	0	0	0	0	0	0	0	50	31			
Floor Hockey	15	193	281	489	3	35	19	57	0	0	0	0	0	0	0	0	0	0	0	0	130	93			
Floorball	19	125	163	307	10	38	13	61	0	0	0	0	0	0	0	0	0	0	0	0	31	10			
Short Track Speed Skating	18	59	40	117	11	33	36	80	0	0	0	0	0	0	0	0	0	0	0	0	65	33			
Snowshoeing	9	64	111	184	15	54	88	157	0	0	0	0	0	0	0	0	0	0	0	0	118	72			
Stick Shooting	0	3	109	112	0	0	24	24	0	0	0	0	0	0	0	0	0	0	0	0	24	24			
Individual Total	92	580	1099	1771	66	302	442	810	0	0	0	0	0	0	0	0	0	0	0	0	687	93			
Total Participation	91	573	1066	1730	65	292	430	787	0	0	0	0	0	0	0	0	0	0	0	0	657	395			

Unified - Athletes, Partners and Coaches

Unified – Athletes, Partners and Coaches data entry, click on  then select or add a dataset.

2017 Census Reporting

Just like entering data for the Total, you select the dataset, the Sports Name turns red, (Edit mode) select a Sport

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

RESOURCES

Download spreadsheet

Download program info

Unified - Athletes, Partners and Coaches Summary

Status: **Open**

View all datasets >

Dataset: Reuben_Silva **Download**

This dataset has errors. Please expand view to view details.

	M04		M05		M06		M07		M08		M09
	Unified Sports Recreation Model - Athletes	Unified Sports Recreation Model - Partners	Unified Player Development Model - Athletes	Unified Player Development Model - Partners	Unified Competitive Model - Athletes	Unified Competitive Model - Partners	Unified Totals Athletes and Partners - Athletes	Unified Totals Athletes and Partners - Partners	Youth Unified Athletes and Partners - Athletes	Youth Unified Athletes and Partners - Partners	Total Unified Coaches
Sport	?	?	?	?	?	?	?	?	?	?	?
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
Individual Total	0	0	0	0	0	0	0	0	0	0	0
Total Participation	0	0	0	0	0	0	0	0	0	0	0

Under the Total Column you enter the Totals for:

M04 – Unified Sports Recreation Model (Athletes and Partners)

M05 – Unified Sports Player Development (Athletes and Partners)

M06 - Unified Sport Competitive (Athletes and Partners)

In M07 You Must enter the Unique Total of Athletes and Partners on M04, M05 and M06.

Example: You have an athlete doing all 3 Unified Sports Models in Football, he/she would be counted once in M07.

M08 Youth Unified, this is subset of the M07 Total for those Athletes and Partners that are between the Ages of 8 -25.

M09 are your Coaches that coach Unified Sports, Insure these coaches are included in M03/M03A.

NOTE: If you have athletes that only Participate in Unified Sports, you **MUST** count the in M01.

Young Athletes cannot be counted in Unified Sports because they are under 8 years of age.

2017 Census Reporting



Special Olympics

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Language ▾

⚙ Admin Tools

👤 Reuben

2017

CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

RESOURCES

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Unified - Athletes, Partners and Coaches - Data Entry

Status: **Open**

Figure Skating ▾

↑ Summary

Metric	Age	Total
M04 - Unified Sports Recreation Model - Athletes ? ⓘ	All	<input type="text" value="0"/>
M04 - Unified Sports Recreation Model - Partners ? ⓘ	All	<input type="text" value="0"/>
M05 - Unified Player Development Model - Athletes ? ⓘ	All	<input type="text" value="0"/>
M05 - Unified Player Development Model - Partners ? ⓘ	All	<input type="text" value="0"/>
M06 - Unified Competitive Model - Athletes ? ⓘ	All	<input type="text" value="0"/>
M06 - Unified Competitive Model - Partners ? ⓘ	All	<input type="text" value="0"/>
M07 - Unified Totals Athletes and Partners - Athletes ? ⓘ	All	<input type="text" value="0"/>
M07 - Unified Totals Athletes and Partners - Partners ? ⓘ	All	<input type="text" value="0"/>
M08 - Youth Unified Athletes and Partners - Athletes ? ⓘ	All	<input type="text" value="0"/>
M08 - Youth Unified Athletes and Partners - Partners ? ⓘ	All	<input type="text" value="0"/>
M09 - Total Unified Coaches - Coaches ? ⓘ	All	<input type="text" value="0"/>

Save

You Must complete the Individual Totals for your Unified Sports.

2017 Census Reporting



Andorra Submissions Sports Reports

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CENSUS

Dashboard

Total - Athletes and Coaches

Unified - Athletes, Partners and Coaches

Program Info

RESOURCES

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Unified - Athletes, Partners and Coaches - Data Entry

Status: **Open**

Individual Total

Summary

Metric	Age	Total
M04 - Unified Sports Recreation Model - Athletes ? i	All	0
M04 - Unified Sports Recreation Model - Partners ? i	All	0
M05 - Unified Player Development Model - Athletes ? i	All	0
M05 - Unified Player Development Model - Partners ? i	All	0
M06 - Unified Competitive Model - Athletes ? i	All	0
M06 - Unified Competitive Model - Partners ? i	All	0
M07 - Unified Totals Athletes and Partners - Athletes ? i	All	0
M07 - Unified Totals Athletes and Partners - Partners ? i	All	0
M08 - Youth Unified Athletes and Partners - Athletes ? i	All	0
M08 - Youth Unified Athletes and Partners - Partners ? i	All	0
M09 - Total Unified Coaches - Coaches ? i	All	0

Save

Error Message are Similar to the ones reporter under Total – Athletes and Coaches. The Addition error is Under M07 by Sport if you don't indicate a Sport Count for Mo7 you will get the following error, this **Must** be corrected. The error is telling you did not enter a unique total.

Figure Skating	0	0	0	0	1	6	0	Value required if M04, M05 or M06 indicates any value
----------------	---	---	---	---	---	---	---	---

Dataset:

Unified

Download

This dataset has errors. Please expand view to view details.

	M04		M05		M06		M07		M08		M09
Sport	Unified Sports Recreation Model - Athletes	Unified Sports Recreation Model - Partners	Unified Player Development Model - Athletes	Unified Player Development Model - Partners	Unified Competitive Model - Athletes	Unified Competitive Model - Partners	Unified Totals Athletes and Partners - Athletes	Unified Totals Athletes and Partners - Partners	Youth Unified Athletes and Partners - Athletes	Youth Unified Athletes and Partners - Partners	Total Unified Coaches - Coaches
Figure Skating	0	0	0	0	1	6	0	6	0	3	0
Floor Hockey	0	0	0	0	77	62	77	62	57	44	0
Floorball	0	0	0	0	60	37	60	37	59	37	0
Individual Total	0	0	0	0	138	105	138	105	0	0	0
Total Participation	0	0	0	0	138	105	137	105	116	84	0

2017 Census Reporting

The Last section of the Census in the Program Info. Click on Program Info





Program Info



































The Definitions and Guidance Document explains in detail each of the metrics below.

NOTE: Where you see one Metric indented, that means that that metric is a subset of the metric above it.

Example: the first two metrics below, Total Number of Competitions (traditional and Unified) is the Total Competition you offered (100 both traditional and Unified).

Number of Unified Competitions (30 just the number of Unified Competitions)

NOTE: any time you see any of these symbols   associated with any Metric,  will give you the full metric and the  will details on report for that metric.

Metric	Total
Total Number of Competitions (traditional and Unified)  	<input type="text" value="100"/>
Number of Unified Competitions  	<input type="text" value="30"/>
Total number of Volunteers  	<input type="text"/>
Number of Youth Volunteers (aged 8-25)  	<input type="text"/>
Number of Athlete Leaders  	<input type="text"/>
Number of Youth Leaders (aged 8-25)  	<input type="text"/>
Total Number of Registered Family Members  	<input type="text"/>
Number of Family Leaders  	<input type="text"/>
Does your Program have a Full-Time Paid Program Director/CEO?  	<input type="radio"/> yes <input type="radio"/> no
Total Number of Paid Staff (full and part-time)  	<input type="text"/>
Number of Paid Staff with Intellectual Disabilities  	<input type="text"/>
Number of Unpaid Staff with Intellectual Disabilities  	<input type="text"/>
Total Number of Schools Engaged in Special Olympics  	<input type="text"/>
Number of Unified Schools  	<input type="text"/>
Number of Unified Champion Schools  	<input type="text"/>
Total Number of Local Clubs/Programs  	<input type="text"/>
Number of Local Clubs/Programs conducting Unified Sports (executing Unified Schools)  	<input type="text"/>

2017 Census Reporting

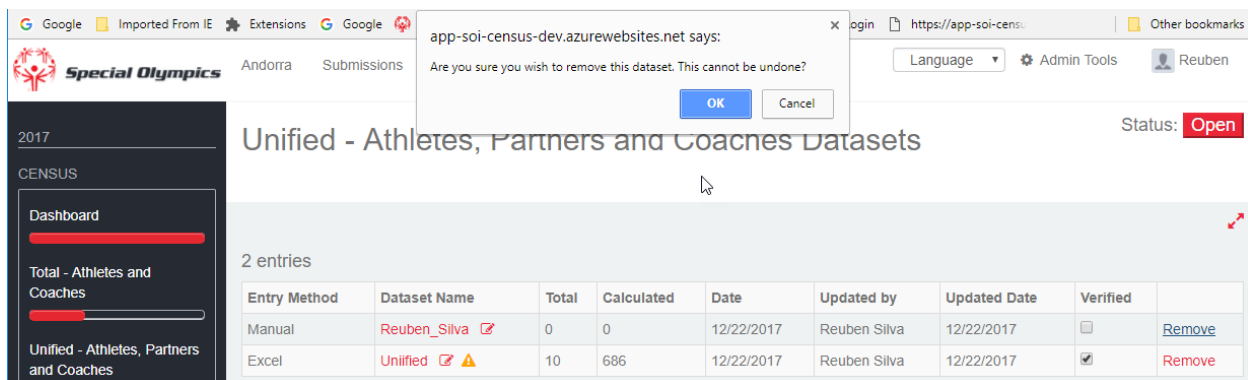
Remember You Must check the Verified for All datasets you want included for you Census. You can select multiple datasets.

It is strongly recommend that you remove any unneeded dataset. See below on removing datasets.




2 entries								
Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date	Verified	
Manual	Reuben_Silva 	0	0	12/22/2017	Reuben Silva	12/22/2017	<input type="checkbox"/>	Remove
Excel	Unified  	10	686	12/22/2017	Reuben Silva	12/22/2017	<input checked="" type="checkbox"/>	Remove

To remove a dataset, click on Remove, you will receive a confirmation message, click Ok and that dataset will be removed.

NOTE: There is any way to recover a deleted dataset.



The screenshot shows the Special Olympics 2017 Census dashboard. A confirmation dialog box is open, asking "Are you sure you wish to remove this dataset. This cannot be undone?" with "OK" and "Cancel" buttons. The dialog is titled "app-soi-census-dev.azurewebsites.net says:". The dashboard shows the "Unified - Athletes, Partners and Coaches Datasets" section with a status of "Open". Below this, there is a table with 2 entries:

Entry Method	Dataset Name	Total	Calculated	Date	Updated by	Updated Date	Verified	
Manual	Reuben_Silva 	0	0	12/22/2017	Reuben Silva	12/22/2017	<input type="checkbox"/>	Remove
Excel	Unified  	10	686	12/22/2017	Reuben Silva	12/22/2017	<input checked="" type="checkbox"/>	Remove

Once you are sure you have completed you Census, you must submit it, click on open Button.

Status: **Open**

2017 Census Reporting

Insure all the datasets you want included in your Census are verified. If they are not verified, you can check the verify box. If the box does not remained checked, that dataset contains an error and must be corrected.

Once you click on the Submit Button, you can no longer edit your Census. If you need to make any correction, contact Censushelp@specialolympics.org to have your Census reopened.


After you complete your Census, it is recommended that you download your Spreadsheets and Program Info for your records.

Confirmation

Program Info

17 of 17 questions answered

Datasets

Class	Entry Method	Dataset name	Owner	Date	Total	Calculated	Verified
Total - Athletes and Coaches	Manual	Reuben_Silva	Reuben Silva	22/12/2017	0	0	<input checked="" type="checkbox"/>
Total - Athletes and	Excel	Athletes 1 	Reuben Silva	22/12/2017	780	2,581	<input checked="" type="checkbox"/>

If you have any Questions, please contact: Censushelp@specialolympics.org