

Setting up in EZ Reports: New 21st CCLC Grantees *this will walk you through steps if logged into at the program director level*	
Step 1: Log on to EZ Reports	<u>Website:</u> https://www.ezreports.org/indiana1718 <u>Username:</u> first initial of your first name and full last name; Example: John Smith would be jsmith
Step 2: Set up site(s) This is where you will create the individual pages for each of your sites. If you have multiple sites you will need to repeat this step multiple times.	<ol style="list-style-type: none"> 1. Navigate to Site→Manage Site→Add site 2. Enter school information 3. Enter Site Coordinator information This will be the ‘lead’ staff assigned to this site. 4. Create username/password for site coordinator 5. Click save and continue 6. You have two options at this point: <ul style="list-style-type: none"> • If your program site operates in a different location than the school(s) your youth attend: see step 2a. • If your program site operates in the same school(s) as your youth attend: When completing the above steps, click the “feeder school same as site” option at the very bottom of the page.
Step 2a: Set up feeder schools (if needed) This is where you will create a feeder school if your program site is not the same as the school (example: Boys & Girls Club, YMCA, etc.)	<ol style="list-style-type: none"> 1. Navigate to Site→Feeder School→Add 2. If while adding your feeder school, there is no school districts listed in the drop down menu, see step 2b. 3. Any other school information you may need here, including the school codes, can be found by calling the school directly or going to www.compass.doe.in.gov 4. Click save & close 5. Navigate to Site→Manage Site→Edit Site→Feeder Schools→Select the feeder schools you just created—be sure you see all appropriate feeder schools listed in this section under “active affiliated schools”
Step 2b: Set up new school district (if needed) This is where you will create a school district to link your feeder schools to.	<ol style="list-style-type: none"> 1. Navigate to Program→School District→Add 2. Any information you need can be found by calling the school district administration office or visiting www.compass.doe.in.gov
Step 3: Set up Provider/Partner information This is where you will set up individual information for any reoccurring providers or partners for your program	<ol style="list-style-type: none"> 1. Navigate to Program→Service Provider/Partner→Add
Step 4: Set up Grant information This is where you will set up 21 st CCLC funding/grant logistic information	<ol style="list-style-type: none"> 2. Navigate to Program→Grant→Add Grant 3. Grant Number should be ‘1’

	<ol style="list-style-type: none"> 4. Grant name is the name of your program (example: Boys & Girls Clubs of Indianapolis) 5. Grant Type is 21st CCLC 6. Project Description is 21st Century Community Learning Centers 7. Start/End dates are the same as the funding dates—June 1st of the year funding begins-May 31st of the year funding ends 8. If the grant director is the same as the program director, check that box. If the grant director is different than the program director, enter their information here. 9. Funder is 21st CCLC- State 10. Number of years funded is '4' 11. Funding amount is specific to what you were awarded 12. Click save and continue 13. Click add objectives—this is where you will enter what specifically you stated in your RFP—objectives and performance measures—(these objectives will be linked to the activities you create later, please make sure to enter all objects your RFP stated your program will aim to accomplish) 14. Click save and continue 15. Mark any 'other sources of funding' that apply to your program/organization; if none apply, click none 16. Click save and continue 17. Select all the sites that you created in step 2. 18. Click save and continue 19. Select the partners/providers you created in step 3—edit each of those partners info/contribution details for the year 20. Click close
<p>Step 5: Select Grant This is where you will link the grant you just created to your site(s)</p>	<ol style="list-style-type: none"> 1. Navigate to Site→Check the box next to the site that should be associated with that grant→Click "copy grant dates"→Enter operating budget for each site for the specific year
<p>Step 6: Create Activities This is where you will create activity groups (think of these as umbrella areas that will house specific daily sessions (Example: Activity would be 'Academic Enrichment' but the session (created by the site coordinator) would be labeled</p>	<ol style="list-style-type: none"> 1. Navigate to Program→Activity→Add 2. Enter in information relevant to that activity group 3. Click save and continue 4. Select the grant you created in Step 4 5. Click save and continue 6. Select the relevant objectives you created in Step 4

<p>'Homework Help' and linked under the Academic Enrichment activity.</p>	<ol style="list-style-type: none">7. Click save and continue8. Select any site participating in this activity9. Click save and close10. You can add as many activities as needed
<p>Step 7: Set up Local Evaluator information As a reminder, IDOE does not recommend evaluators.</p>	<ol style="list-style-type: none">1. Navigate to Program → Local Evaluator → Add2. If you wish for your local evaluator to have access to your information in EZ Reports, feel free to create a username and password for them (Administration → Users)