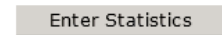


How to Enter Statistics

1. Log into your on-line account.
2. Click the “Statistics” tab.



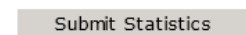
3. Click “Enter Statistic” – note: you may have to scroll down to access this button.



4. Enter your information
 - a. The date will automatically fill – do not change it, this may cause your entry to be lost!
 - b. For Pantries – You MUST enter in the total number of PEOPLE in the people field. If you do not, it will tell us that your program served 0 people. When we run reports your agency will not be recognized. Make sure it is the number of people and not families.
 - c. For Meal Programs – You MUST enter in the total number of People and Meals. If it is the same number, make sure to enter them both.
 - d. Make sure to label your entry in the comments box. Here is an example:

Comments:	2014 3RD QTR STATS
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5. Click “Submit Statistics”.



6. Once your entry is successfully submitted, you will receive this message:

Thank-you! Your statistics were successfully submitted.


Click [here](#) for a PDF summary of your statistics.

Sample is on the back page.

Sample:

This is the form you will see and use. Here is an example of a food pantry.


Logged as: F6002 | [My Agency](#) | [Logout](#) | [Help](#)



Home Orders Agency Retail pickup Grants Statistics Other Agency Info My Docs

Order Entry

Enter Statistics

Date: 

Meals:

People:

Males:

Females:

Comments:

Category	Quantity	Comment
ADULTS	<input type="text" value="602"/>	<input type="text"/>
AFRIC-AMER	<input type="text" value="75"/>	<input type="text"/>
AMER. IND.	<input type="text" value="25"/>	<input type="text"/>
ASIAN-AMER	<input type="text" value="50"/>	<input type="text"/>
CHILDREN	<input type="text" value="300"/>	<input type="text"/>
EURO-AMER	<input type="text" value="800"/>	<input type="text"/>
HISP-AMER	<input type="text" value="52"/>	<input type="text"/>
SENIORS	<input type="text" value="100"/>	<input type="text"/>

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Keep in mind the total number of people should equal each of these added up separately:

Males & Females added together

Children (0-17yrs), Adults (18-64yrs) & Seniors (65+yrs) added together

Ethnicities added together