Vision Computer Programming Services, Inc.
801 2nd Street North, Suite A Safety Harbor, FL 34695 888-425-6964   email@visioncps.com
www.visioncps.com

Community Outreach Tracking / Other Youth Served

There are 2 ways to track Community Outreach / Other Youth Served in the Member Tracking System.

(A) If you are gathering basic demographic data then you will add these other children into the MTS in a Unit called CO – Community Outreach or OYS – Other Youth Served. We recommend these children have a Membership Type and possibly Membership Status of "Community Outreach or Other Youth Served":
1. Open the Organization Information from the Main Menu and enter your name
2. Click on the Member Types tab
3. Add a new Member Type named Community Outreach or Other Youth Served
4. Click on the Member Status tab
5. Add the same status and select where to show/view this new status type
6. Close Organization Information
7. Open Unit Information from the Main Menu
8. Click Add Unit and name it CO – Community Outreach or OYS – Other Youth Served
9. It is recommended to make the Expiration Date Calculation Method = Variable with 7 or 30 days from the enrollment date
10. Close Unit Information
11. Open Users from the Main Menu
12. Click the Unit Permission tab and add permissions for any of your users that will need to View, Modify or scan for Activities
13. Go to the Members screen and add the new people in the new Unit
14. Enter minimum information such as Gender, Ethnicity and Date of Birth
15. They must have a Membership Number and that number can be calculated right in with your regular membership numbers
16. When they attend any activity, type in their name or membership number in the Quick Entry section of the program so their attendance is counted
17. Reports can be pulled for the Unit separately
18. When any of these children decide to become a member, you can use the Move Member tool at the bottom of the Members screen to move them from the CO or OYS Unit into an active Unit

NOTE: This option will give you unduplicated numbers for reporting purposes

(B) If you are just gathering a count of the Community Outreach or Other Youth Served then you will simply add a number in the "Other Members" field in the Activities section of the program:
1. Add an Activity to the Organization Information such as Baseball Game
2. Schedule the activity in the Activities section
3. Use Quick Entry to enter your regular members attendance into the activity
4. Go to the Activities screen from the Main Menu
5. Find the Activity on the calendar and double click on it
6. On the Session Details screen on the left center there are 2 fields "Other Members" and "Non-Members"
7. Fill in a count of the Community Outreach or Other Youth Served in the Other Members field
8. The Activity Reports will show a count of your Members and Other Youth Served for each Activity.

NOTE: This option will <u>NOT</u> give you unduplicated numbers since there is no way to count by a unique person.

NOTE: Community Outreach / Other Youth Served are those people who attend an activity at or with your organization who are not yet members. The goal is to enroll those people to become Members.