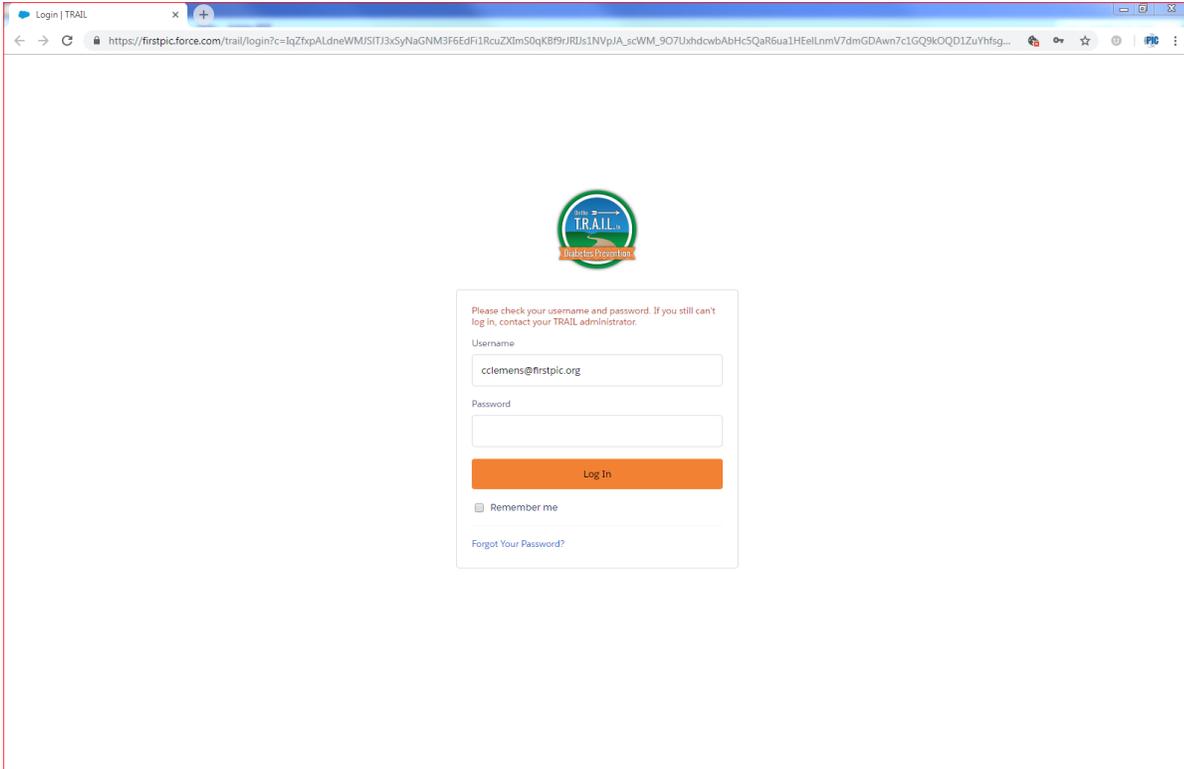
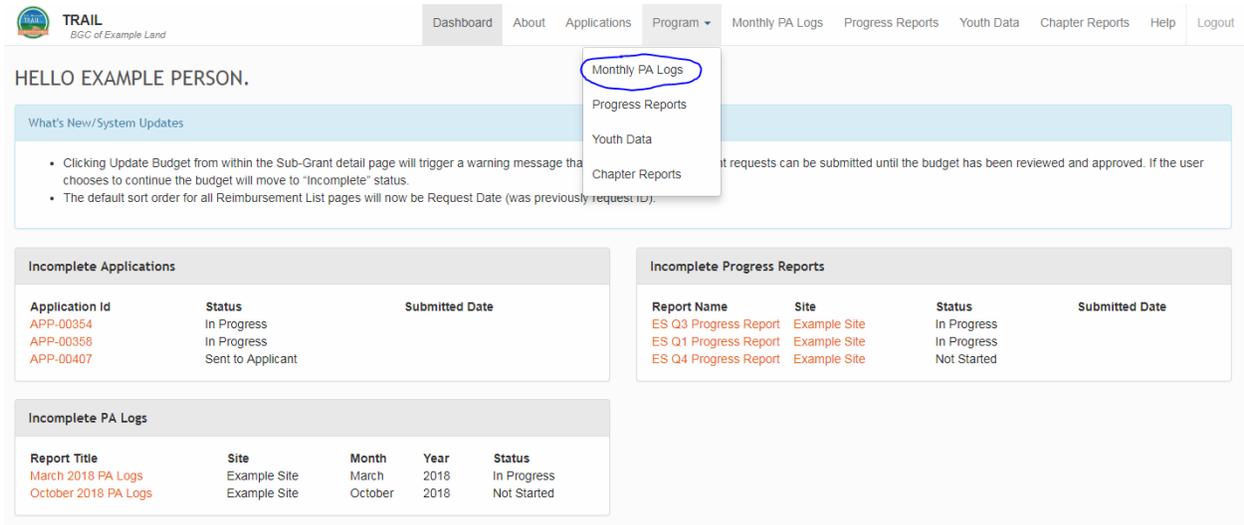


Physical Activity Logs

1. Login to your T.R.A.I.L. Online Reporting Site home page at <https://firstpic.force.com/trail/>



2. Once logged in, you will arrive at your Dashboard. From there, click on the “Monthly PA Logs” option under the “Program” Tab.



HELLO EXAMPLE PERSON.

What's New/System Updates

- Clicking Update Budget from within the Sub-Grant detail page will trigger a warning message that chooses to continue the budget will move to "Incomplete" status.
- The default sort order for all Reimbursement List pages will now be Request Date (was previously requestor).

Application Id	Status	Submitted Date
APP-00354	In Progress	
APP-00358	In Progress	
APP-00407	Sent to Applicant	

Report Name	Site	Status	Submitted Date
ES Q3 Progress Report	Example Site	In Progress	
ES Q1 Progress Report	Example Site	In Progress	
ES Q4 Progress Report	Example Site	Not Started	

Report Title	Site	Month	Year	Status
March 2018 PA Logs	Example Site	March	2018	In Progress
October 2018 PA Logs	Example Site	October	2018	Not Started

3. In the *Monthly PA Logs* Section, click on the month under the “Report Title” column that corresponds with the month you will be entering data for. Example Site will be entering data for October 2018.

MONTHLY PA LOGS

Site: Month: Year: 2018

Sort By: Report Title

PA Log Count	Days Reported Open	Minutes Reported / Average per Day		Boys Reported / Average per Day		Girls Reported / Average per Day	
3	24	345.00 / 3.97		785 / 9.02		212 / 2.44	

Reports								
Report Title	Site	Month	Year	Days Open	# of Boys / Average	# of Girls / Average	Minutes / Average	Status
Example February 2018 PA Logs	Example Site	February	2018	22	664 / 30.18	114 / 5.18	165.00 / 7.50	Revisions Needed
March 2018 PA Logs	Example Site	March	2018	2	121 / 60.50	98 / 49.00	180.00 / 90.00	In Progress
October 2018 PA Logs	Example Site	October	2018	0	0 / 0.00	0 / 0.00	0.00 / 0.00	Not Started

- Data should be entered into each day of the selected month. Please note that data entry will not show up for dates that have not yet occurred. Therefore, because the data in this example is being entered in mid-October, the text boxes for data entry stop after 10/15.

EXAMPLE SITE

OCTOBER 2018 PA LOGS

Grant: BGC Example Land	Month: October	Year: 2018	Status: Not Started
Average # of Boys: 0.00	Average # of Girls: 0.00	Average Minutes of Activity: 0.00	Total Days Reported Open: 0

PA Logs				
Date	Activity Status	# of Boys	# of Girls	Minutes of Activity
10/1/2018	--None--			
10/2/2018	--None--			
10/3/2018	--None--			
10/4/2018	--None--			
10/5/2018	--None--			
10/6/2018	--None--			
10/7/2018	--None--			
10/8/2018	--None--			
10/9/2018	--None--			
10/10/2018	--None--			
10/11/2018	--None--			
10/12/2018	--None--			
10/13/2018	--None--			
10/14/2018	--None--			
10/15/2018	--None--			
10/16/2018				
10/17/2018				
10/18/2018				
10/19/2018				
10/20/2018				

- On each date, go to the drop-down menu under "Activity Status" and choose either "Club Activity", "Club Closed", or "No Activity".
 - "Club Activity" indicates that the Club was open and physical activity occurred.
 - "Club Closed" indicates that the Club was not open.
 - "No Activity" indicates that the Club was open but no physical activity occurred

Grant: BGC Example Land Month: October Year: 2018 Status: Not Started
 Average # of Boys: 0.00 Average # of Girls: 0.00 Average Minutes of Activity: 0.00 Total Days Reported Open: 0

PA Logs

Date	Activity Status	# of Boys	# of Girls	Minutes of Activity
10/1/2018	Club Activity	12	13	60
10/2/2018	Club Activity	15	7	75
10/3/2018	Club Activity	14	16	120
10/4/2018	No Activity	12	13	0
10/5/2018	Club Activity	6	9	60
10/6/2018	Club Closed	0	0	0
10/7/2018	Club Closed	0	0	0
10/8/2018	No Activity	17	15	0
10/9/2018	Club Activity	14	15	110
10/10/2018	Club Activity	16	11	60
10/11/2018	Club Activity	12	11	50
10/12/2018	Club Activity	4	10	100
10/13/2018	Club Closed	0	0	0
10/14/2018	Club Closed	0	0	0
10/15/2018	No Activity	12	10	0
10/16/2018				

- Once you have updated your PA Log information, take a moment to review the information for any mistakes. Once you have confirmed the information is correct, scroll down to the bottom of the page and hit "Save". Once this occurs, you can log out, and your progress will remain until you return to add further PA Log information.

PA Logs

Date	Activity Status	# of Boys	# of Girls	Minutes of Activity
10/1/2018	Club Activity	12	13	60.00
10/2/2018	Club Activity	15	7	75.00
10/3/2018	Club Activity	14	16	120.00
10/4/2018	No Activity	12	13	0.00
10/5/2018	Club Activity	6	9	60.00
10/6/2018	Club Closed	0	0	0.00
10/7/2018	Club Closed	0	0	0.00
10/8/2018	No Activity	17	15	0.00
10/9/2018	Club Activity	14	15	110.00
10/10/2018	Club Activity	16	11	60.00
10/11/2018	Club Activity	12	11	50.00
10/12/2018	Club Activity	4	10	100.00
10/13/2018	Club Closed	0	0	0.00
10/14/2018	Club Closed	0	0	0.00
10/15/2018	No Activity	12	10	0.00
10/16/2018	--None--			
10/17/2018	--None--			
10/18/2018				
10/19/2018				
10/20/2018				
10/21/2018				
10/22/2018				
10/23/2018				
10/24/2018				
10/25/2018				
10/26/2018				
10/27/2018				
10/28/2018				
10/29/2018				
10/30/2018				
10/31/2018				

Save

7. If it is not yet the end of the month, you will be unable to finalize the report until all data has been entered for each day. In the example above, you only have the option to save your progress. However, once the month is complete, you will have the option to “Submit”. Once your full month of data is correct in the system, hit the submit button.

Average # of Boys: 60.50 Average # of Girls: 49.00 Average Minutes of Activity: 90.00 Total Days Reported Open: 2

PA Logs

Date	Activity Status	# of Boys	# of Girls	Minutes of Activity
3/1/2018	Club Activity	45	32	90.00
3/2/2018	Club Activity	43	43	60.00
3/3/2018	Club Closed	0	0	0.00
3/4/2018	Club Closed	0	0	0.00
3/5/2018	Club Activity	56	45	120.00
3/6/2018	No Activity	34	65	55.00
3/7/2018	Club Activity	45	75	45.00
3/8/2018	Club Activity	66	54	60.00
3/9/2018	Club Activity	23	55	90.00
3/10/2018	Club Closed	0	0	0.00
3/11/2018	Club Closed	0	0	0.00
3/12/2018	Club Closed	0	0	0.00
3/13/2018	Club Closed	0	0	0.00
3/14/2018	Club Activity	33	42	60.00
3/15/2018	Club Activity	23	31	95.00
3/16/2018	Club Activity	25	36	100.00
3/17/2018	Club Closed	0	0	0.00
3/18/2018	Club Closed	0	0	0.00
3/19/2018	No Activity	34	27	60.00
3/20/2018	No Activity	86	74	120.00
3/21/2018	Club Activity	54	43	100.00
3/22/2018	Club Activity	42	66	90.00
3/23/2018	No Activity	11	41	55.00
3/24/2018	Club Closed	0	0	0.00
3/25/2018	Club Closed	0	0	0.00
3/26/2018	No Activity	58	36	60.00
3/27/2018	Club Activity	66	36	80.00
3/28/2018	Club Activity	53	42	60.00
3/29/2018	No Activity	54	11	75.00
3/30/2018	Club Activity	42	67	60.00
3/31/2018	Club Closed	0	0	0.00

Save **Submit**

8. After you have submitted your report, FirstPic staff will review the logs for accuracy and either approve them or send them back for any necessary revisions.