



YOUNG ARTS PROJECT REPORTING

For SOCIETIES

ALL YA PROJECTS NEED TO BE REPORTED – WHETHER THEY ARE FOR YOUNG PEOPLE OR OTHER MEMBERS OF YOUR LOCAL COMMUNITY.

Reporting is important because it is a measure of the value The Arts Society gives each year to our communities across the UK. Please report your project on completion. There is no need to wait until the year end.

PROCESS:

LOGIN to the Members Area of The Arts Society website **to obtain a login see below

Scroll down page – on R-hand side under '*Quick Links*' are frequently-used links. The second one is the '*YA Project Report Form*' – click on it. The form opens up..

- Are you reporting as a Society or an Area?

Select 'Society'

- Did your Society contribute to an Area project?

If so, click the pink link at the top of the form, complete that very short form, and submit it.

Otherwise proceed to complete the Society YA Project form.

Only report what your Society did and/or spent in that calendar year. If your project was joint with another Society just report your own Society's contribution, and the other Society will report theirs.

Have the details to hand before you start eg:

- The date, or finish date, of the project;
- The amount of money spent
- What the project was, and where;
- any additional funding eg grant, donation, sponsorship,
- no. of beneficiaries (a 'guesstimate' is fine if there were many).

Start inputting the details onto the form



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Enter the Area name twice..

- once to type in,
- secondly to select from dropdown menu.

This ensures that the form attaches to the correct Area in our database. If the wrong Area is entered – eg West Mercia instead of West Midlands – then the form attaches to the wrong Area.

All red star* boxes are compulsory fields

PHOTOS - If you have some photos – do upload them at the end.

To do this the photo(s) should be in Jpeg, Png or Gif type, and up to 10MB in size. Save them in a file in your computer, then click 'Choose file' and select the image from your file, and click on 'Upload'. The image will attach to the Report form - it will show as the title, not the image.

When you've completed the form press '**Submit**'.

Confirmation emails will be automatically generated and sent to you and to your YA Area Coordinator, and to Guilford Street.

THANK YOU!!

** If you are a new YA Rep please contact Membership Dept of The Arts Society on membership@theartsociety.org to obtain your login details of User Name and Password.