**Sprockets Database Training – “Cheat Sheet”**

**Accessing YouthServices.net**

1. Type in the web address <https://www.youthservices.net/sprockets/index.asp>

2. At the login screen, enter your user name and password

 For the training use the following:

Username: sprockets2

Password: dxq5rhxb

3. Select the site where you are working (for the training, select Sample Site 1)

**Adding a Program Location or Facility**

1. Choose **Locations** on the main menu on the left of the screen

2. Choose the **Add Location** tab at the top of the screen

3. Enter the name of your location (e.g. “Maxfield Elementary” or “Hancock Rec Center”)

4. Click “Create” to add the location

**Adding a Program or Service**

Create Service Name

1. Determine the type of program you offer. There are three options available in the system:

- Group activities

 \* Each youth is marked as present or absent each time the activity is held.

 \* The majority of youth programs are group activities.

- Individual activities

 \* Each youth is marked present each time he or she attends

 \* Youth are not considered absent when they do not attend

 \* Good for one-on-one tutoring sessions and some drop-in activities

- Events

 \* Youth are not tracked by name, just by total number in attendance

 \* Good for community events, family nights, and some drop-in activities

**Adding a Program or Service (cont.)**

2. Select either **Groups/Activities**, **Individual Activities**, or **Events** from the main menu on the left

3. Choose the **Add Activity** tab at the top of the screen

4. Enter your program name and any other required fields

5. When complete, click the **Save & Proceed** button at the top of the screen

Select Program Categories

1. Choose one or more program types that best describe your program

2. When complete, click the **Save & Proceed** button at the top of the screen

3. If applicable, choose one or more subcategories that further define your program.

4. When complete, click the **Save & Proceed** button at the top of the screen

Create Service Schedule (group activities only)

1. Select **To Add Multiple Dates Click Here**

2. Enter the range of dates you want to add to the schedule as Begin Date and End Date

 *\* Note that you can enter only one year’s worth of dates at a time*

3. Enter the times that your program runs next to each weekday that you offer services

4. Click **Add Multiple Dates** to create the schedule.

Adding Locations and Staff (all activities)

1. Under Location choose **Click here to assign location**.

2. Click on the location of the program

 *Note: Location must be entered in the database before it can be assigned to a service. See page 1.*

3. Under Staff choose **Click here to assign staff**

4. Choose the staff or volunteer name from the dropdown

 *Note: Staff must be entered in the database before they can be assigned to a service. See page 5.*

5. Click **Assign Staff Now**

**Adding a Program or Service (cont.)**

Editing Program Information and schedules

1. On the General Info tab of the activity, click **Edit** next to any subject to change information

2. To add, remove, or change dates in a schedule (group activities only), click **Edit** next to **Schedule**

Remove a date (for example, a holiday when no services are offered)

 a. Click the checkbox next to the date

 b. Hit “Delete Selected”

 c. Confirm that no present records have been entered and hit **Confirm Delete**

Change the time for a single date (for example, an extended day session)

 a. Click **Time** next to the date

 b. Select the new times from the dropdowns

 c. Hit **Save and Return**

Add more dates (for example a new session of classes, or a special event)

 a. Select **Add Dates** at the top of the screen

b. Choose to add either multiple or single dates

 c. For multiple dates, enter the begin date, end date, and times for each

 weekday that you offer services. For single dates, enter the date and time

 that services will be offered.

 d. Click either **Add Single Date** or **Add Multiple Dates** to update the schedule

Editing an existing program

1. Select either **Groups/Activities**, **Individual Activities**, or **Events** from the main menu on the left

2. Click on the name of the activity to edit

**Accessing Existing Participant Records**

1. Choose **Participants & Staff** on the main menu on the left of the screen

2. Search for the participant you are interested in in one of three ways

 a. Click on **View Youth Participants** to see a list of all youth in the site

 b. Under **View by Last Name Initial** choose the initial of your participant

 c. Enter the first and last name of your participant under “Search” and click **Find Person**

3. Click on the participant’s name to open the record

**Adding a New Participant Record**

1. Choose **Participants & Staff** on the main menu on the left of the screen

2. First search for the person as described in the previous section to ensure that they are not

 already in the system.

3. Select the **Add Participant** tab at the top of the screen

4. Enter the participant’s name and click **Find Person**

5. If the system finds an exact match, click **Assign** to open the participant’s record

 *Note: Many students have the same name, so please make sure birth date and school match*

 *before assigning a person to your site. If you are unsure whether a person is an exact match*

 *please call Wilder to confirm using address or phone number*

6. If the system does not find an exact match, choose **Click here to add new person**

7. Enter a first and last name (or confirm that what is entered is correct) and hit **Add Person**

*Note: Please take care with spelling and do not use nicknames so that others in your*

 *organization can find the participant quickly*

8. Click **View Record** to enter the remaining information

 *Note: Although you have the option of immediately creating another new person, this is not*

 *recommended*

**Entering Information for New Participants**

General Tab - Basic Information

1. Enter name and birth date, as well as nickname if applicable.

2. Choose a school name from the dropdown (you can begin typing the name for a faster search)

 *Note: Schools named for individuals are listed by last name (e.g. Obama Service Learning)*

3. If the participant’s school is not in the dropdown, select “Other” and enter the name below.

4. Select the participant’s grade level

5. Select the type of school the participant attends

6. Click **Save** before continuing

 *Note: Once you save, current age will calculate from the birth date*

 *Note: Save often! If you navigate away without saving you will lose all of your work!*

General Tab - Demographics

1. Select all races that apply. If a student does not report a race select “Unknown”

2. If you track specific ethnicity for black and Asian students, select an ethnic subcategory

3. If you track home language, select a language from the dropdown or choose “Other”

4. Select the participant’s gender

5. Enter address by entering first the building number (e.g. “1600”) then the street (e.g. Pennsylvania Avenue). If the student is not in Saint Paul select the student’s city, state, and county. Enter ZIP.

6. Select who lives at the address (the youth and parents, the youth alone, etc.)

7. Click **Save** before continuing

General Tab - School Services

1. If either the youth or the school report on the school services received, fill out this section.

2. Click **Save** before continuing

**Entering Information for New Participants (cont.)**

Additional Tab

1. From the participant’s record (see page 4 for how to access), select the **Additional** tab at the top

2. Enter any information that you use for program management. Everything else can be left blank.

Family Tab

1. From the participant’s record (see page 4 for how to access), select the **Family** tab at the top.

2. If the participant already has siblings in the system:

 a. Select the family under **Link to Existing Family**

 b. Click **Link**

c. Next to the participant’s name choose **Child** from the dropdown

 d. Select **Add Related Persons**

e. Click **Return** to go back to the participant’s record

3. If the participant does not already have siblings in the program:

 a. Click the **Create Family** button on the family tab

 b. For the family name enter “[Participant’s First and Last Name]’s Family”

 c. Fill out any information that you track about the family. One parent name is required.

 d. When the form is complete, click **Add**

**Enrolling Participants in a Group Activity**

From the Participant Record (good for first-time enrollment)

1. From the participant’s record (see page 4 for how to access), select the **Enrollment** tab at the top.

2. Click **Add Activity**

3. Select the box next to the activity or activities the participant is enrolling in

4. Click **Enroll**

5. Enter the participant’s enrollment date

6. Click **Enroll**

 From the Activity Record

1. Choose **Groups/Activities** on the main menu on the left side of the screen

2. Click the name of the activity for which you want to enroll students

3. Click **Enrollment** at the top of the screen

4. Click the **Enroll** button

5. Enter the name of the participant you want to enroll

6. Click **Find Person**

7. Select the box next to the participant’s name

8. Click **Next Step**

9. Enter the participant’s enrollment date

10. Click **Next Step**

11. Click **Done** to finish enrolling the participant

*Note: A participant must be entered in the system before they can be enrolled. Students already enrolled in an activity will not appear on the list of eligible students to enroll.*

**Dropping Participants from a Group Activity**

1. Choose **Groups/Activities** on the main menu on the left side of the screen

2. Click the name of the activity for which you want to enroll students

3. Click **Enrollment** at the top of the screen

4. Click **Edit** next to the name of the person you wish to drop

5. Click **Edit** next to “Reason for Drop”

 *Note: DO NOT use the* ***Un-Enroll*** *button for a regular drop, since this will delete all attendance*

 *for that participant. Use* ***Un-Enroll*** *only if the person was enrolled by mistake and has never*

 *attended the program*

6. Enter the date the student left the program and any other information you wish to track

7. Click **Save**. All attendance records after the drop date will be removed.

**Entering Attendance for a Group Activity (Manual method)**

From the Participant Record (good for first-time enrollment)

1. From the participant’s record (see page 4 for how to access), select the **Enrollment** tab at the top.

2. Click the **A** next the activity for which you want to enter attendance

3. Select either **Present** or **Absent**  for all days when attendance was taken

4. Hit **Save**

From the Activity Record

1. Choose **Groups/Activities** on the main menu on the left side of the screen

2. Click the name of the activity for which you want to enroll students

3. Click **Attendance** at the top of the screen

4. Click the date for which you wish to take attendance

5. Click either **Present** or **Absent** for each student

6. Click the **Save** button if you are finished, or **Save & Next Day** at the bottom of the screen if you have multiple days worth of attendance to enter.

**Entering Attendance for an Individual Activity**

1. Choose **Individual Activities** on the main menu on the left side of the screen

2. Click the name of the activity for which you want to enroll students

3. Click **Attendance** at the top of the screen

4. Click **Add** to add the day’s attendance

5. Enter date and duration of the activity and the staff or volunteer assigned

 *Note: Staff and volunteers must be assigned to the activity before they will appear here*

 *See page 2.*

6. Enter the name of the participant

7. Click **Find Person**

7. Check the box next to the participant’s name

8. Click **Add Record**

*Note: To enter the same participant in several activities choose* ***Add Record and Hold Name***

**Entering Attendance for an Event**

1. Choose **Events** on the main menu on the left side of the screen

2. Click the name of the activity for which you want to enroll students

3. Click **Attendance** at the top of the screen

4. Click **Add** to add the day’s attendance

5. Enter the date, duration, and number of attendees

6. Click **Save** to enter attendance for another date or **Save & Return** if you are finished.

**Printing Rosters (group activities only)**

1. Choose **Groups/Activities** on the main menu on the left side of the screen

2. Click the name of the activity for which you want to print a roster

3. Click the **Reports** tab at the top of the screen

4. Choose **Single Day Attendance Sheet**

5. Enter the date for the roster or click **Today** for today’s roster

6. Select **Print Bar Codes**

7. Hit **Generate**. If the report does not open in a new window choose **Click here if report does not open in a new window**, or change your browser settings to allow pop-ups.

8. Print the resulting report on a laser printer

9. To print rosters for all services occurring on a single day, choose **Reports** on the main menu

10. Choose **Single Day Attendance Sheet**, and follow steps 5-8 above.

**Scanning Attendance (group activities only)**

1. Choose **Utilities** on the main menu on the left side of the screen

2. Select **Attendance Barcode Scann**

3. Click **Launch Barcode Scanner** (may need to change your browser settings to allow pop-ups)

4. Scan the barcode next to each present student’s name on the printed roster (make sure the scan registers after each name is scanned. Your cursor needs to be in the “Please Scan Barcode” box.

5. Once you have scanned all present participants, scan the barcode at the bottom right of the printed roster to mark all others absent.

**Adding and Accessing Volunteer Records**

1. Follow the same procedure described on page 4, except use **View Volunteers** to search for existing volunteers, and use the **Add Volunteers** tab to add new volunteers. Only first and last name are required for new volunteers, all other fields should be filled in only if you need them for management.

Note that volunteers can now be enrolled in training activities, or assigned to youth activities

**Adding and Accessing Staff Records**

1. Follow the same procedure described on page 4, except use **View Staff** to search for existing staff, and use the **Add Staff** tab to add new staff. Only first and last name are required for new staff, all other fields should be filled in only if you need them for management.

Note that staff can now be enrolled in training activities, or assigned to youth activities to track hours

**Running Reports**

1. Choose **Reports** on the main menu on the left side of the screen

2. Click on the name of the report you want to run

3. Enter the dates for which you want to run the report, and any other required information

4. Hit **Generate**. If the report does not open in a new window choose **Click here if report does not open in a new window**, or change your browser settings to allow pop-ups.

*Note: Not all reports are running correctly from the Sprockets data. Some that are include:*

 *Unenrolled Participants: See which participants have been entered but not enrolled in an activity*

*Average Daily Attendance: See the average number of participants attending your program*

*during the given time period*

*Attendance by Service: See average attendance rate for each activity over a given period*

 *See which students have not had attendance entered*

 *Birthday Report: See all of your currently enrolled student’s birthdays*