



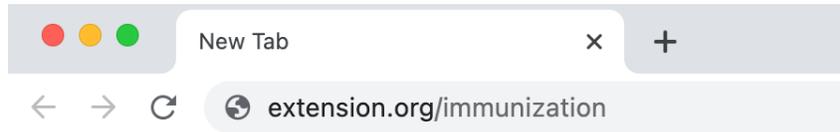
**Extension Collaboration on Immunization Teaching and Engagement (EXCITE)**

# ACTIVITY 1 USER GUIDE

Vaccinate with Confidence

## Getting Started

1. You can access the reporting form at <https://extension.org/immunization>



2. Look under the Quick Links heading and Reporting subheading for the Activity 1 Reporting form on that web page.

## Quick Links

### Reporting

- Landscape Reporting: National Registry of Cooperative Extension Programs & Assets (NRCEPA)
- Activity 1 Reporting 
  - Activity 1 User Guide
- Activity 2 Reporting

3. When you click on Activity 1 Reporting, you will be prompted to input your project password. Your password is excitea1.



**This form is password protected.**

Please enter the password to view and fill out this form.

Continue

If multiple members of your project will enter data, they will use the same password to access your project's reporting form. Individual projects can decide who and how many team members are involved in reporting. The Project PI is ultimately responsible for complete and accurate reporting.

4. When completing the reporting form, you can save the form at any point and return to the form later. If you save and leave your form, you will receive an email with a link that will allow you to pick up where you left off.

## Reporting Elements

1. To begin your report, select your project name from the dropdown list.

### EXCITE Activity 1 Reporting

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Your Project Name \*

Please choose your project from the dropdown. The project title is the same you used on your application.

2. Your first monthly report includes items that will only have to be completed one time. These items relate to your project and institution's contact information and your project's priority population descriptors.

What would you like to do today? \*

- Create the first monthly report for your project
- Report months 2-12
- Make changes to contact information

Changes to your project's information can be made by clicking the third radio button listed under the question, "What would you like to do today?"

3. When providing information on your priority population, be specific with your selection of the age range, where your priority population lives, race, ethnicity, and other salient descriptors. On many of these items, you can select more than one option. For example, two racial groups are indicated as being in the priority population in the following example.

What is the race of your priority population? Select all that apply. \*

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or other Pacific Islander
- Other (specify)

4. When reporting academic institution partners, you will select the name of the collaborating institution from a dropdown list and designate each respective partner existing before the development of your EXCITE Activity 1 funded project or new as a result of your EXCITE Activity 1 funded project.

Do you have an academic institution to list as a project collaborator? \*

- Yes
- No

Select EXISTING academic institutions with whom you collaborate for this project. \*

Select items

Select NEW academic institutions with whom you collaborate for this project (if applicable). \*

Select items

5. For healthcare or other community partners, type in each organization's name, not the name of individual collaborators. You can add more organizational partners by clicking the plus sign (+) under the Organization box.

Do you have a healthcare or community partner to add a project collaborator? \*

- Yes  
 No

Provide a list of healthcare or other community partners with whom you collaborate for this project. \*

Organization	Partnership
<input type="text"/>	Please Select ▼
<input data-bbox="293 709 345 741" type="button" value="+"/>	

6. For each selected project engagement activity, you will get a follow-up question that asks the number of activities (for example, event/s, post/s, clinic/s) provided and the reach of the selected activity. For this project, reach is the number of individuals who engaged in a select activity. Reach will be captured for each selected activity. For virtual live event, in-person event, and vaccination clinic, reach must be reported by the county where the event took place.

Which of the following project engagement activities were used during the last reporting period? Select all that apply. \*

- Virtual Live Event
- In-person Event
- Radio
- TV
- Social Media
- Instant Messages
- Print Media
- Direct Mailing
- Direct Text Campaign
- Email
- Print Materials
- Vaccination Clinic
- No Engagement Activities to Report
- Other (please describe)

In the following example, an in-person activity is being reported.

Which of the following project engagement activities were used during the last reporting period? Select all that apply. \*

- Virtual Live Event
- In-person Event
- Radio
- TV
- Social Media
- Instant Messages
- Print Media
- Direct Mailing
- Direct Text Campaign
- Email
- Print Materials
- Vaccination Clinic
- No Engagement Activities to Report
- Other (please describe)

7. Boxes to report reach and county appear under the activity item. You must type in the county name and add counties to the list by clicking the plus sign (+) under the County Name box.

How many in-person events were provided? \*

How many individuals were reached at in-person events by county? \*

County Name	Reach
<input type="text"/>	<input type="text"/>
<input type="button" value="+"/>	

Again, you only report reach per county for virtual live event, in-person event, and vaccination clinic.

8. You can upload educational campaign products (assets) that you DEVELOP or ADOPT for EXCITE Activity 1. If you indicate that you have assets to report, you will be prompted to identify the asset type and upload that asset and any related digital links. The example below illustrates reporting items related to assets DEVELOPED. Items for assets ADOPTED are identical to these. You only need to report project assets once. There is no need to report on the same asset in multiple monthly reports.

Have you DEVELOPED educational campaign products (assets) as part of your project? If you have provided these assets in a previous reporting period, you do not have to report them again. \*

- Yes  
 No

Select educational campaign products (assets) DEVELOPED as part of your project. \*

- Evaluation Tools  
 Image  
 Infographic  
 Slide Deck  
 Social Media Graphic  
 Survey Forms  
 Text/Image for Direct Mail or Email Campaigns  
 Text/Image for Print Media/Popular Press  
 Text for Instant Messenger Campaigns  
 Text for Talking Points or Radio Public Service Announcement  
 Video  
 Other (please describe)

Please upload educational campaign products (assets) DEVELOPED as part of your project. If you have links to add, you may add those on the next question.



**Browse Files**  
Drag and drop files here

9. The last item of the form asks you to describe how your project successfully promotes the uptake of COVID-19 vaccines. The question provides the opportunity for you to summarize your project's success story.

In 2-3 sentences describe how your project is successfully promoting the uptake of COVID-19 vaccines.

## Submitting Your Report

1. Your report is not final until you click the green Submit button on the final reporting screen.
2. Once you submit the report, you will receive an email confirmation that your monthly report was successfully submitted, along with a PDF copy of your report. Katie Stofer, EXCITE Assistant Project Director, will also receive a confirmation email.