

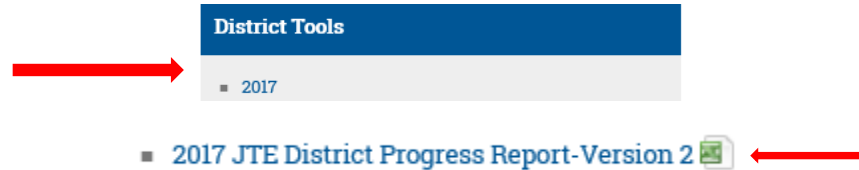
District Progress Report Instructions

You will work with two Excel documents.

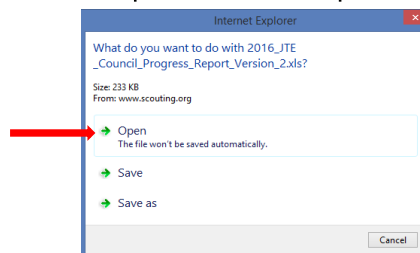
Spreadsheet 1 – from scouting.org/jte website

Step 1 – Go to the Journey to Excellence website at www.scouting.org/jte.

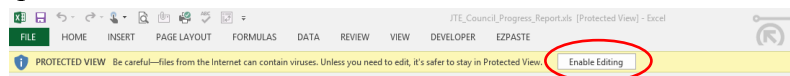
Step 2 – Scroll down to District Tools and click the link for 2017. Find the *2017 JTE District Progress Report Version 2* and click the Excel icon next to it.



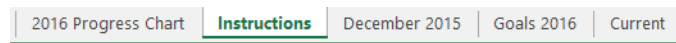
Step 3 – Click the link and choose to open the *Excel* report.



Step 4 – When opened, be sure to click the *Enable Editing* button (if it appears) at the top of the form prior to using the worksheet.



Step 5 – The report should be on the Instructions tab.



Notice the other worksheets on the report.

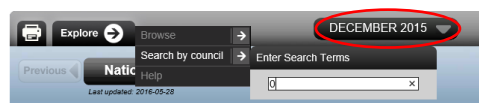
- The data for the *December 2016* and *Current* worksheets will be retrieved from the JTE dashboard.
- *The data for the *Goals 2017* worksheet will need to be entered manually as follows: enter year-end goals for all eighteen criteria in the Goal Value column. Enter the point goals for each criterion in the Goal Points column.

*You may wait to do this step last.

Spreadsheet 2 – from the JTE dashboard

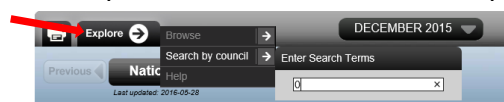
Data for the December 2016 and Current worksheets.

Step 6 – Log on to the JTE dashboard and use the drop-down box to select December 2016. (*Council level volunteers and staff – skip to Step 8.*)

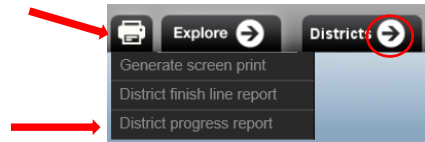


Step 7 – Begin with the *Explore* tab to locate the council you wish to review.

(*Area, regional, and national level volunteers and staff will be able to select any council. Others will have access to their council only and will not need to take any action at this step.*)



Step 8 – Once the selected council dashboard appears, select a district. Next, click the reports icon (printer icon), and from the drop-down menu, click *District Progress Report*.



Step 9 – A pop up box as below will appear at the bottom of the screen. Choose to Open the report.



The dashboard will output the data in *Excel* format.

1	Criterion	Year	Month	Effective Date	Council Number	Council Name	Subscribed Measure	Value	Performance Measure	Wags	Points	Level
2	1	2016	4	April 30, 2016	010	Grand Canyon Council	Unrestricted net assets: expense (ratio)	0.0	Percentage outdoor expense (percent)	-12.2	100	1
3	2	2016	4	April 30, 2016	010	Grand Canyon Council	Contributors % increase over 3 year average	-20.4	None	0.0	0	0
4	3	2016	4	April 30, 2016	010	Grand Canyon Council	New endorsement operating expense (percent)	1.4	Endowment net assets: operating expense (ratio)	1.4	80	2
5	4	2016	4	April 30, 2016	010	Grand Canyon Council	Total youth services TAV	6.6	Percent increased over last year	13.7	300	3
6	5	2016	4	April 30, 2016	010	Grand Canyon Council	Membership % growth over prior year	14.8	None	0.0	300	3
7	6	2016	4	April 30, 2016	010	Grand Canyon Council	Percent youth retained	85.1	Percentage points increase	11.0	200	3
8	7	2016	4	April 30, 2016	010	Grand Canyon Council	Barment actions of last 1 year	41.4	Barment points increase	4.4	80	1

Step 10 – You may see the *Enable Editing* button at the top of the Excel sheet. For this exercise, you do not need to enable for editing since you will only copy the data.

Step 11 – Highlight and copy all data from cells A1 to O19.

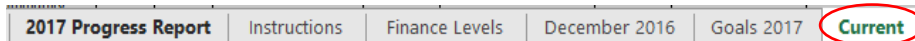
Step 12 – Go to the opened *2017 JTE District Progress Report Version 2* and paste the copied data on the December 2016 worksheet in Cell A3.



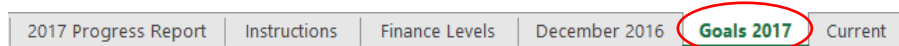
Step 13 – After pasting, return to the *Excel* report with the dashboard data (shown in Step 9) and close it.

Step 14 – Go back to the JTE dashboard and select the current month (refer to Step 6). (If the system times out, be sure to drill down to the correct district).

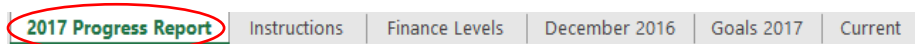
Step 15 – Repeat Steps 8 through 13 (as applicable), this time pasting the data in the Current worksheet of the *2017 JTE District Progress Report Version 2*



Step 16 – *Remember to input your 2017 goals if you have not yet entered them.



Step 17 – Click the 2017 Progress Report tab on the same worksheet to review the results.



This report may be updated throughout the year by replacing the data on the current tab.

The export of data may be used by the council in designing its own custom reports without having to manually type it.