

How to go Online and fill out your Service Log or Event Log

- 1) Log onto the Exchange website at www.nslexchange.org, and click on the link that says Academy login.
- 2) Enter your username and password (if you don't remember yours, send an email to exchange@nylc.org with your first/last name and email address), then click submit.
- 3) Click on Academy Homepage
- 4) When you get to the Academy Homepage, click on the link that says "Enter Service/Event logs"
- 5) When you click on this link, one of 3 things will happen:
 - a) A page will be displayed that says, "You are not currently in the database as a 'Resource' who would have 'Service Logs.' Please contact the Exchange if this is incorrect." If this happens and you have Service/Event Logs to enter – please email the National Center at exchang@nylc.org and let them know that you need to have access to this area.
 - b) A page will be displayed that says, "Service Logs" at the top with three links: "Create a New Client," "Create a Client Request," and "Print"
 - c) A page will be displayed that says, "Service Logs" at the top and if you already have some client's you will see a your own table (or chart) of clients. The table will have the following headings (and could possibly have Service/Event Logs already connected with these clients):

Client Name|Request Date|Consultation

Joe Smith	1/1/00	New Service Log	New Event Log
		1/10/2000	
		1/30/2000 (Event Log)	

"Create a New Client"

"Create a New Client Request"

"Print"

- 6) If you have option a) happen to you, email the Exchange and then when you get a response you will have either option b) or c) to go from. If you have either option b) or c) happen go on to #7
- 7) Whether you see option b) or c) there are two approaches you can take to enter the information or data from your Service/Event Log, which will depend on what you see or don't see on your table.

***** Remember when entering data to NEVER, EVER hit the Back button because then your information will not be saved or sent into the Exchange.**

- 8) Choose one of the following options that pertain to you:
 - a) If you don't see the client's name in your table/on your page
OR
 - b) If you see the client's name in your table/on your page
- 9) If your choice is a) you will want to:
 - 1) Click on "Create a New Client" ** Make certain to enter FN/LN, address, city, state, work phone, zip and in the SL information section fill out as much as you are able to discern from your interactions with this person/group
 - 2) Click on "Save Client" (remember, before you enter the information for the service/event log, you have to have the information on the request entered)
 - 3) From there, proceed to click on "Create a New Client Request" - In the boxes provided, please enter the Client's First and Last Name and then click on "next step"
 - 4) Select the client that you are making the Request for from the dropdown box, and then click on "Create Request"
 - 5) Scroll down to "Request Data." Enter the date of the request, any details that pertain to the request, and then from the list of topics given – choose the topic area that best fits with what your client is requesting a consultation on.
 - 6) Click on "Save Request"
 - 7) Now you can enter your log. If you have a Service Log – click on "New Service Log," if you have an Event Log – click on "New Event Log."
 - 8) Information to be entered for:

Service Logs: Scroll down to "Consultation Data;" enter the Begin/End Dates; the approx. amt. of emails/phone calls/faxes/site visits; the approx. amt. of hours spent on the consultation in decimal form; a summary of what occurred during the consultation; check the appropriate answers to f) and g); and then if the consultation is finished click on the completed box – then click on "Save Consultation"

Event Logs: Scroll down to "Event Data;" enter the title of the event, city, state; enter the start and end date of the event; who the event sponsor was and the primary purpose

of the event (if the purpose relates to one of the topic categories please highlight this in the given area, i.e. Getting started with Service-Learning); enter the approx. amt. of time spent on the event; the type of event it was; a brief description of the event and the total # of people who attended the event (broken down by sectors if you know this information) – then click on “Save Event Log”

***** If your client is already on your table/page – follow the directions from 9) 3)**

- You won't need to “Create a New Client” but you will need to click “Create a New Client Request,” even if the client is not new, per say.

~ When you are done entering your information you may either logout or enter more data, by starting at #9 again.