



## AIMS Event Reporting

Event Reporting allows a user to create named events into AIMS that they can then report both time and contacts. If the event is part of a series, each session can be “scheduled” in AIMS and then reported to at a later point.

Event Reporting also allows for multi-county events to “credit” each county’s Civil Rights Reports with the contacts from their county.

1. Go to AIMS, either through the “Employees Only” page or aims.uada.edu and log in using your Active Directory password.

2. Once logged in, go to the “my Reporting” page by clicking on the “my Reporting” button (Step 1



3. On the “my Reporting” page, find the objective the event most closely falls under and click “Event.”



4. Select the “New” link next to the method that best describes your event.

Act. Date	Event #	Methods/Event	Create a new event or Cancel an existing	Data Report
		Demonstrations/	<a href="#">New</a>	
		Educational Class: One session/	<a href="#">New</a>	
		Educational Class: Series 2-4 sessions/	<a href="#">New</a>	
		Educational Class: Series 5 or more sessions/	<a href="#">New</a>	
		Farm/Landowner Visit/	<a href="#">New</a>	
		Field Day/Tour/Camp/	<a href="#">New</a>	
		Meetings/	<a href="#">New</a>	
		One-on-One Consultation/	<a href="#">New</a>	
		Staffed Displays/	<a href="#">New</a>	
		Train the Trainer Workshop/	<a href="#">New</a>	
		Web-Based Instruction/Education/	<a href="#">New</a>	

5. You will be taken to the “scheduling” page. Enter in basic information related to your event, such as name, location, and projected attendees.

Event name should be descriptive enough that you will be able to know what event it refers to at a later point in time.

NOTE: If this is a series, you can schedule all the dates of your series using the bottom section of the page. Select each of the other session’s dates using the calendar feature.

Click “Submit” to save the event.

<b>Method: Educational Class: Series 2-4 sessions</b>					
Agent/Specialist Conducting Activity:	Mashburn, Diane <small>Cannot change this field.</small>				
Event name:					
Date of Activity:	2021 January ▾	14 ▾	7:00 AM ▾		
Location:	Example(High School, Church)				
City:					
Projected Attendees:	Youth: <input type="text"/>	Adult: <input type="text"/>			
Type:	<input checked="" type="radio"/> One County <input type="radio"/> Multi-County <input type="radio"/> Multi-State <input type="radio"/> Statewide				
<a href="#">Back</a> Enter all data and press <input type="button" value="Submit"/>					
OPTIONAL-PLANNING MULTIPLE DATES FOR THE SAME PROGRAM ACTIVITY: Select the date below for the same event or program to occur on a subsequent different date and Submit.					
<input checked="" type="radio"/> Date 2	<input type="radio"/> Date 3	<input type="radio"/> Date 4	<input type="radio"/> Date 5	<input type="radio"/> Date 6	<input type="radio"/> Date 7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: To edit any portion of the event, you can click on the name of the event on the Events page. Make the edits then click submit to save.

Act. Date	Event #	Methods/Event	Create a new event or Cancel an existing	Data Report
01/14/2021	CC013072-0001	Educational Class: Series 2-4 sessions/Apples 4-H Club	<a href="#">New</a> <a href="#">Cancel</a>	<input type="button" value="Output"/>

## Reporting Contacts & Time for an Event Session

Find the session to report to and click the “Output” button on the far right side of the page.

Act. Date	Event #	Methods/Event	Create a new event or Cancel an existing	Data Report
01/14/2021	CC013072-0001	<a href="#">Educational Class: Series 2-4 sessions/Apples 4-H Club</a>	<a href="#">New</a> <a href="#">Cancel</a>	<a href="#">Output</a>

### Direct Contacts

Event name: Apples 4-H Club

**Civil Rights Audience** ?

4H & Youth  
  ANR-other  
  Family & Consumer Science  
 ANR-Commercial  
  Community Development

Event Attendance: Community, Pro. & Econ Development (list of all counties)

Ethnicity: Hispanic/Latino: 0

Race:	Amer.Indian/ Alaska Native	Asian	Black/ African American	Hawaiian/ Pacific Islander	White	Two or More Races
	0	0	0	0	0	0

Gender: Total Female 0

Age: 5-8 0   9-13 0   14-19 0

[Back](#)  
 [Save/ Select Another County](#)  
 [Save/ Continue with Report](#)  
 [NO Save Continue](#)

**Direct Contacts** are those you delivered educational programming to and you can confirm they heard/saw/read the information you are delivering. Classes, one-on-one consultations, and staffed displays are all considered direct contacts.

When selecting your Civil Rights audience, remember programming meant for youth will go into “4-H & Youth” and programming meant for adults will go into “Family & Consumer Science.”

For your Hispanic/Latino contacts, unless they select a separate racial category, include them in your “two or more races” category.

For youth audiences, report your contacts by age categories. If contacts are not reported by age, they will be counted as adults in your data.

NOTE: Contacts that choose not to respond to one or more of the demographic categories (either by omitting the information or not answering at all)- Place those contacts under “unidentified.” – Please use only when necessary.

If the event/activity was for a single county, click “Save/Continue with Report” to finish your Event Report.

## Multi-County Event Reporting

For events that involve participants from multiple counties, AIMS allows you to divide those contacts for Civil Rights purposes. They will still show up as contacts for the employee who entered the contacts.

Enter in each county's contacts separately following the instructions above for Direct Contacts plus change the Event Attendance field to reflect which county you are entering in contacts.

In between counties, click "Save/Select Another County" to add an additional county.

As you enter in contacts, you will see a list of the counties that have been entered. Screenshot below.

Last 5 records entered for this event.				
Date entered	County	# of Direct Contacts	# Ethnicity	
01/14/2021 14:17:59	Cleveland	6	1	<a href="#">Edit/ Del</a>
01/14/2021 14:17:35	Ashley	6	1	<a href="#">Edit/ Del</a>

Once you have completed entering in all counties' contacts, click "Save/Continue with Report."

## Planning, Development & Delivery Hours

Starting with hours, enter in the total number of hours worked on this event in the Planning & Delivery Time section.

If the event was multistate or integrated in nature, put the number of hours worked into the Integrated or Multistate field.

NOTE: If you entered in your time anywhere else in AIMS, do not enter it in again on this page. Time is only entered once and AIMS will save it for you. Also, do not enter in time that you personally did not work (i.e. hours for program assistants).

Planning, Development, & Delivery Time	
Program Planning & Delivery Time (Hours)	0 Hours
<b>NOTE:</b> If any of the time entered above involves <b>Integrated or Multi State Extension efforts</b> report those hours <b>AGAIN</b> in the following sections.	
<b>Integrated Extension &amp; Research</b> ▾	0 Hours
<b>Multi State Extension Activity</b> ▾ Select Multistate	0 Hours
If "Other" is selected Multi State Extension Activity, enter description. <input type="text"/>	

## Volunteers (If applicable)

**Volunteers** are any people who assist you (unpaid) in delivering your programs. Examples are teachers who pass out your handouts, a person who helps you assemble packets before a program, or someone who serves on your advisory committee.

Volunteerism Contacts		
Volunteer Audience <small>Select choice</small> ▼	Other Audience <input type="text"/>	<small>If "Other" is selected for Volunteer Audience, enter description.</small>
	Total # Volunteers	Total # Volunteer Hours
Direct Service <small>⌵</small>	<input type="text" value="0"/>	<input type="text" value="0"/>
InDirect Service <small>⌵</small>	<input type="text" value="0"/>	<input type="text" value="0"/>
Service Learning <small>⌵</small>	<input type="text" value="0"/>	<input type="text" value="0"/>
Boards/Commissions/Advisory Councils <small>⌵</small>	<input type="text" value="0"/>	<input type="text" value="0"/>

Select the “Volunteer Audience” that best describes who the volunteers are. If there is not a category that fits, you can select “Other” and describe them in the text box on the right.

Place the information under the type of service they performed:

- Direct Service- Those who had direct contact with your audience- e.g. Teacher who distributed your handouts during a lesson, 4-H club leader teaching a group of 4-Hers.
- InDirect Service- Those who did NOT have direct contact with your audience- e.g. Person who helped you assemble packets before a program or set up the room.
- Service Learning- Those who are being trained to serve your audience- e.g. Master Gardeners training sessions, 4-H Volunteer trainings.
- Boards/Commissions/Advisory Councils- Those who are advising the direction of your program- e.g. People serving on your County Extension Council.

Enter in the number of volunteers that assisted you and the TOTAL number of hours they all served. For example, if you have 5 volunteers who helped you for 2 hours each, you enter “5” under “Total # of Volunteers” and “10” under “Total # Volunteer Hours.”

## My Notes (Optional)

Notes are helpful for recording notes to yourself (what went well, what didn’t), quotes or impact observation (“more of the students seemed receptive to trying new veggies than the last time I did a lesson”), or other information you would like to remember later on.

Remember that if you pull a report of just your notes, you will not see your contact information with it. Make sure your notes are going to be helpful if you only see the text you entered into that section.

My Notes

- Description of event.

**When Finished Entering All Your Data Remember to Click “SUBMIT” to save all your hard work 😊**

Enter all data and press

## Adding another Session for an Event or Duplicating

To add an additional session to an event (with or without data entered), you will go to the Events page and click the “New” button next to the event name.

You will be taken to the event scheduling page with all the same information copied into the new entry. Change the date of the session to reflect when the new session will occur and click “submit.”

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## Deleting an event

To delete an event (with or without data entered), you will go to the Events page and click the “Cancel button” next to the event name. Know that deletion cannot be reversed.

Act. Date	Event #	Methods/Event	Create a new event or Cancel an existing	Data Report
01/14/2021	CC013072- 0001	<a href="#">Educational Class: Series 2-4 sessions/Apples 4-H Club</a>	<input type="button" value="New"/> <input type="button" value="Cancel"/>	<input type="button" value="Output"/>

If you have any AIMS questions, contact Amy Cofer at 501-671-2327 or [acofer@uada.edu](mailto:acofer@uada.edu).