Outreaches: Step-by-Step Instructions on Entering an Outreach Event

1. Open the **Outreach** module from your Legal Server's main tool bar.
2. From the **Actions** menu, select **Add New Outreach**. A new outreach form will open with a series of fields (some required) to complete.
    a. **Outreach Title**: Come up with a short title that adequately describes the event.
    b. **Date Outreach Created or Date of Training**: Unless there is reason to use a different date, always put in the date of the event.
    c. **Active**: It defaults to active and should remain that way.
    d. **Outreach Types**: Select the type that best describes the event. Definitions are provided for each type.
    e. **Brief Description**: This is an optional open text field that allows you to add an additional description of what you did.
    f. **Location**: Also optional.
    g. **County**: Add the county where the event took place.
    h. **Organizations at which outreach takes place**: This is an optional field that allows you to add the name of a community partner or other organization that hosted the event.
        - If you opt to add an Organization, you will first need to create an "Organization" profile or select from the list of organizations that have already been added to our site. To find out if the organization already exists in the data base, start typing the name of the organization and see if you find a match.
    i. **Program**: Enter which program you work at.
    j. **Funding Code**: If your outreach event is not reportable as part of a special grant, CLA staff should choose LSC and CWJC staff should choose MLAC.
    k. **Staff**: This is where you enter your name.
    l. **Number of Attendees**: You have the option of entering an actual or estimated count.
    m. **Hit Continue**. This will save your entries and open an Outreach Profile (summary) of what you entered.
        - From the **Outreach Profile**, you can edit what you entered by selecting **Edit this Outreach** from the **Actions** menu.
    n. **Adding Brochures**:
        i. From the **Outreach Profile**, select **Add Brochure** from the **Actions** menu. This will open an additional form that allows you to select from a picklist the title of the brochure distributed, date distributed, and an actual or estimated count.
        ii. Make sure to hit **Continue** to save what you entered.
        iii. You can add multiple brochures by repeating the steps above.

        - If you would like to add a new brochure title to the picklist, send an email to Gordon or Hish