

F.S.E.A. Online Reporting Training Documentation

A Guide to the FSEA Online Reporting

This document is provided to assist FSEA users in providing,
reviewing and confirming reporting. Updated 5/11/2014

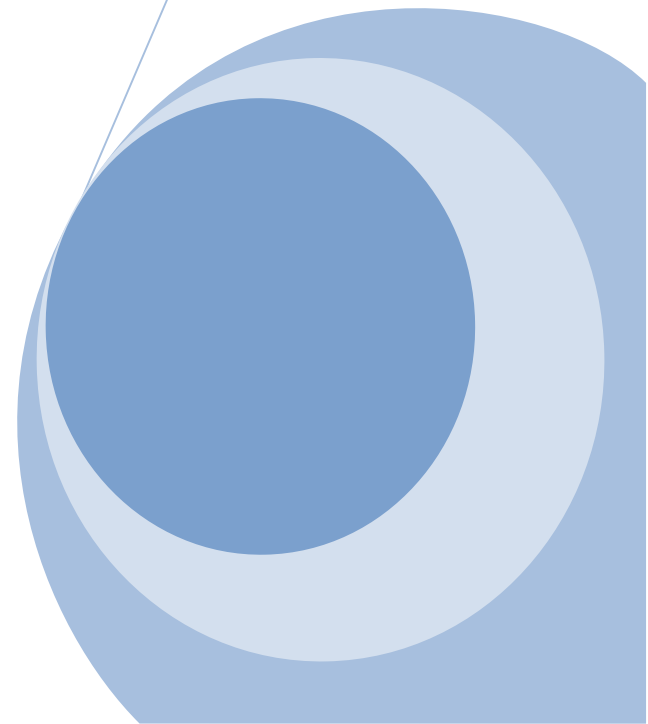


Table of Contents

Subject	Page
Access to online reporting	3
Entering Lodge Committee Reports	4-7
Selecting the reporting period (optional)	5
Reports status and existing reports	7
Viewing summarized reporting results	8-11
Analyzing Reporting Data	10, 11, 12
All Committee Totals YTD by Lodge	13, 14, 15
FSEA All Committees Reporting Totals & Percentages by Quarter	16, 17
FSEA All Committee Totals YTD	18
District Chairman – Lodge Committee Compliance Tracking Report	19, 20
Lodges with No Data to Report	21
Reporting Resources	22

Access to online reporting

- Access to reporting links provided through the www.flelks.org or www.floridaelks.org website by clicking on the **Online Reporting** button in the blue navigation menu.



- You will need a userid and password which may be obtained from your lodge's secretary. If you cannot get it from the secretary, email the FSEA webmaster.
- F.S.E.A. Webmaster Online Reporting Support
 - 1st level email: steve@floridaelks.org (preferred – quick response M-F during normal business hours)
 - 2nd level – phone: 813-508-2315

Entering Lodge Committee Reports

Once you click on the Online Reporting button, you will be taken to the following login page.

Welcome to the Florida State Elks Association Online Reporting system. You will need your lodge's userid and password to access this system. You should be able to get this from your lodge Secretary in order to enter, update or view reports. If for any reason you are unable to get your access information, please email Steve@floridaelks.org to request this access. Please be sure to provide your lodge number and contact information when making this request. If you need more immediate help during Monday-Friday business hours, please call the hotline at (813) 508-2315.

NOTE ON REPORTING DATES
REPORTING FOR ANY PERIOD IS DUE ON THE 15TH OF THE MONTH AFTER THE BEGINNING OF THE NEW QUARTER.

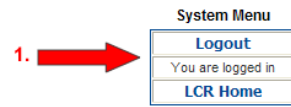
1ST QTR (APRIL-JUNE) – JULY 15
2ND QTR (JULY-SEP) – OCTOBER 15
3RD QTR (OCT-DEC) – JANUARY 15
4TH QTR (JAN-MAR) – APRIL 15

YOU WILL NOT BE ABLE TO BEGIN REPORTING UNTIL THE FIRST DAY OF THE NEW QUARTER (JULY 1, OCT 1, JAN 1, APR 1). YOU CAN ALWAYS DO REPORTING OR UPDATE REPORTS FOR THE CURRENT OR PRIOR PERIODS.

Userid: *

Password: *

Enter the proper userid and password then click on the Log In link. If successful, you will be taken to the home page for the Lodge Committee Reporting application.



Lodge Committee Reporting Home

Welcome to the F.S.E.A. Lodge Committee Reporting Home page. Please click on the desired link below to use the system. The first link titled Data Entry is where you go to enter or update reports. The second link titled View Reporting is where you go to view the summarized reporting across the state by district. The third link is geared toward district chairs, Vice Presidents, State Chairs and higher authorities that need to review lodge compliance with required quarterly reporting.

Data Entry - Click this Link Below to Enter or Update Your Lodge Reports

2. [Enter/Update Lodge Committee Reports](#)

View Reporting - Click this Link Below to View the Reports

3. [View Online Lodge Committee Reports](#)

Lodge Compliance Tracking - Click this Link Below to View this Report

4. [View District Chairman Lodge Compliance Tracking Online Lodge Committee Reports](#)

1. This is the system menu that will be located in this location on all pages in the system. Click on the Logout link to log out. Click on the LCR Home to return to this page.
2. Click on this link to enter or update reports.
3. Click on this link to view all summarized reports generated from the data entered.
4. Click on this link to view lodge compliance to reporting requirements.

Entering Lodge Committee Report continued.

Lodge Committee Reporting

Lodge Information

UserID	Lodge Number
tampa708	708

NOTE: Lodge auto-selected based on login

Name	District
Tampa	WC

Reporting Year

Reporting Year	Description
2011	2011-2012

Reporting Period

Click the "Next" button to accept the default reporting period:

Period
3

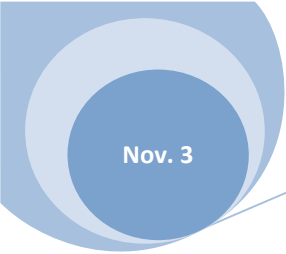
OR

Select one available period and click the "Next" button:

NOTE: ONLY A CURRENT OR PAST PERIOD WITHIN THE CURRENT LODGE YEAR WILL BE AVAILABLE. FUTURE PERIODS ARE NOT AVAILABLE.

- (1) April 1st - June 30th
- (2) July 1st - Sep 30th
- (3) Oct 1st - Dec 31st
- (4) Jan 1st - Mar 31st

Next



Nov. 3

[Home](#)

Lodge Number: 2010
Lodge Name: Naples
District: SSW

Reporting Period: 1
Reporting Year: 2010

Your Lodge Reporting Status

Note: Reports that have been completed will appear directly below and left of the reporting links. If nothing appears below then no reports have been completed for this lodge for this period. Upon completion of a report, you will be directed back to this page. To update an existing report, click on the "EDIT" link. Once directed to the report, you can modify and save the changes.

3. If no reports have been done for this lodge, reporting period and year this status column will be blank.

Click The Desired Report Below

- [Americanism Committee](#)
- [Community Activities](#)
- [Drug Awareness](#)
- [Elks Training](#)
- [Government Relations](#)
- [Harry-Anna Trust Fund](#)
- [Hoop Shoot](#)
- [Indoctrination](#)

[Indoctrination Contest](#)

- [Interlodge Visitation](#)
- [Ladies Organizations](#)
- [Lodge Activities](#)
- [National Foundation Certificates](#)
- [National Foundation Scholarships](#)
- [Officers Attendance](#)
- [Publicity & Public Relations](#)
- [Soccer Shoot](#)
- [Sports](#)
- [Veterans' Services](#)
- [Youth Activities](#)

Home

Report Selection

Lodge Number: 708
 Lodge Name: Tampa
 District: WC

Reporting Period: 1
 Reporting Year: 2010

Click The Desired Report Below

4. Status column shows existing reports that have been entered into the system.
Your Lodge Reporting Status

Note: Reports that have been completed will appear directly below and left of the reporting links. If nothing appears below then no reports have been completed for this lodge for this period. Upon completion of a report, you will be directed back to this page. To update an existing report, click on the "EDIT" link. Once directed to the report, you can modify and save the changes.

Lodge	Report	Entry Date	Details
708	Americanism	8/4/2010 11:28:13 AM	EDIT
708	Community Activities	8/16/2010 4:36:35 PM	EDIT
708	Drug Awareness	7/15/2010 11:32:43 AM	EDIT
708	Elks Training	7/15/2010 11:33:26 AM	EDIT
708	Govt. Relations	7/15/2010 11:34:05 AM	EDIT
708	HATF	7/15/2010 11:34:37 AM	EDIT
708	Hoop Shoot	7/15/2010 11:35:20 AM	EDIT
708	Indoctrination	8/4/2010 3:48:32 PM	EDIT

Americanism Committee

Community Activities

Drug Awareness

Elks Training


Government Relations

Harry-Anna Trust Fund

Hoop Shoot

Indoctrination

5. To enter a new report click on the link



6. To edit an existing report, click on the EDIT link.



NOTE: After entering a report, you will be brought back to this web page.

Viewing Summary Reporting Results

All of the data entry is pulled and summarized into the reporting below.



Online Reporting

Lodge Committee Reporting

Click on the desired report below

- Americanism Committee
- Community Activities
- Drug Awareness
- Elks Training
- Government Relations
- HATF Committee
- Hoop Shoot
- Indoctrination
- Indoctrination Contest Scores
- Interlodge Visitation
- Ladies Organizations
- Lodge Activities
- National Foundation Certificates
- National Foundation Scholarships
- Officers Attendance
- Publicity & Public Relations
- Soccer Shoot
- Sports
- Veterans Services
- Youth Activities

These reports are the summarized report for each Lodge Committee

Each is summarized by district, and period. District and grand totals are shown.

- All Committee Totals YTD By Lodge
- FSEA All Committees Reporting Totals & Percentages by Qtr
- FSEA All Committee Totals YTD

These are specialize reports showing totals across committees by lodge, quarter or YTD

To view any of these reports, just click on the link.

Analyzing Reporting Data

Online Reporting

Americanism Report Summary By District By Quarter [Help](#)

ReportingYr	Description	YrBeginDt	YrEndDt
2010	2010-2011	04/01/2010	03/31/2011

1st Quarter

Selected Quarter Summary by District - Current Year

ReportPd	Reported	DistrictID	LodgeCount	PctReported	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
1	6	C	6	100.00	432	231	51	345	98	443	1515	875	724.00
1	9	EC	9	100.00	114	35	9	236	88	224	600	90	881.18
1	5	N	5	100.00	95	27	22	69	44	113	195	180	125.00
1	9	NC	9	100.00	309	62	65	168	276	438	620	1008	890.00
1	7	NE	7	100.00	233	835	19	1071	19	840	485	20	2900.96
1	7	NW	8	87.50	192	81	15	465	13	70	581	30	1512.00
1	5	S	6	83.33	131	119	0	197	167	364	1602	1750	3767.00
1	3	SE	4	75.00	40	25	15	60	35	95	65	32	0.00
1	10	SEC	10	100.00	1929	306	116	2652	450	3076	4184	1272	1330.00
1	7	SSE	7	100.00	316	224	40	335	143	478	170	100	3540.00
1	12	SSW	12	100.00	382	133	47	225	46	221	844	301	600.00
1	8	SW	8	100.00	1189	602	90	1137	228.5	1365.5	7009	932	1265.00
1	8	SWC	8	100.00	221	136	79	196	103	297	262	169	1010.00
1	9	WC	9	100.00	417	218	89	747	267	894	1087	240	1194.50

Selected Quarter Totals - Current Year

Reported	PctReported	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
105	97.22	6000	3034	657	7903	1977.5	8918.5	19219	6999	19739.64

Annotations:

- Shows Reporting Yr Information:** Points to the ReportingYr, Description, YrBeginDt, and YrEndDt table.
- Select quarter desired:** Points to the 1st Quarter dropdown menu.
- Column heading links when clicked on will sort report by that column:** Points to the ReportPd column header in the main table.
- Totals for selected quarter:** Points to the Selected Quarter Totals table.

NOTE: All prior year data is color coded in Sienna and positioned just below the current year to allow for comparison

Selected Quarter Summary by District - Prior Year

Reported	DistrictID	LodgeCount	PctReported	ReportPd	Prior Reporting Yr		Description		YrBeginDt		YrEndDt		ElksMiles	HelperMiles	Funds
					2009	2009-2010	2009-2010	2009-2010	04/01/2009	03/31/2010	04/01/2009	03/31/2010			
6	C	6	100.00	1	306	206	81	737	161	898	3460	1198	724.00		
9	EC	9	100.00	1	455	331	181	659	209	868	1870	701	1896.00		
5	N	5	100.00	1	179	116	29	549	72	621	1278	368	3375.00		
9	NC	9	100.00	1	487	288	147	219	177	396	1705	504	930.00		
6	NE	7	85.71	1	240	167	73	686	167	843	1235	376	2607.00		
6	NW	8	75.00	1	13	13	0	26	0	0	42	0	200.00		
4	S	6	66.67	1	220	78	10	327	4	48	4	4	3280.00		
4	SE	4	100.00	1	145	100	45	153	60	213	350	40	520.00		
10	SEC	10	100.00	1	806	318	74	775	111	586	1250	220	3963.50		
6	SSE	7	85.71	1	148	92	41	133	160	293	206	202	250.00		
11	SSW	12	91.67	1	402	312	176	296	90	366	673	276	2130.50		
8	SW	8	100.00	1	1032	933	132	1036	268	1304	7801	565	1058.00		
7	SWC	8	87.50	1	155	20	2	61	6	67	138	12	20.00		
9	WC	9	100.00	1	648	511	45	214	154	267	1360	420	280.81		

Selected Quarter Totals - Prior Year

Reported	PctReported	Participants	Elks	Helpers	ElksHrs	HelperHrs	ToTHrs	ElksMiles	HelperMiles	Funds
100	92.59	5236	3485	1036	5871	1639	6770	21372	4886	21234.81

Analyzing Reporting Data...continued

Detail Reporting show the totals that each lodge has submitted by quarter. Note that this report also may be sorted by any column.

Detail Reporting By Lodge - Current YTD

DistrictID	ReportYr	ReportPd	PctReported	Participants	Elks	Helpers	ElksHrs	HelperHrs	ToTHrs	ElksMiles	HelperMiles	Funds	LodgeNum	LodgeName
C	2010	1	16.67	79	36	35	95	43	138	0	0	436.00	1079	Oriando
C	2010	1	16.67	0	0	0	0	0	0	0	0	0.00	1873	Kissimmee
C	2010	1	16.67	220	70	10	210	30	240	1440	800	88.00	2520	Aripeka
C	2010	1	16.67	0	0	0	0	0	0	0	0	0.00	2582	Brooksville
C	2010	1	16.67	0	0	0	0	0	0	0	0	0.00	2693	West Citrus
C	2010	1	16.67	133	125	6	40	25	65	75	75	200.00	2731	Zephyrhills
EC	2010	1	11.11	0	6	0	0	0	0	40	0	0.00	1141	Daytona Beach
EC	2010	1	11.11	0	0	0	0	0	0	0	0	0.00	1241	Sanford
EC	2010	1	11.11	0	0	0	0	0	0	0	0	0.00	1463	Deland
EC	2010	1	11.11	2	2	0	4	0	4	40	0	25.00	1557	Edgewater-New Smyrna Beach
EC	2010	1	11.11	0	0	0	0	0	0	0	0	0.00	2113	Titusville
EC	2010	1	11.11	30	5	0	100	0	0	300	0	200.00	2193	Ormond Beach
EC	2010	1	11.11	82	22	9	132	88	220	220	90	656.18	2650	Merritt Island
EC	2010	1	11.11	0	0	0	0	0	0	0	0	0.00	2709	Palm Coast
EC	2010	1	11.11	0	0	0	0	0	0	0	0	0.00	2723	Port Orange
N	2010	1	20.00	65	15	12	45	24	69	75	80	100.00	893	Lake City
N	2010	1	20.00	0	0	0	0	0	0	0	0	0.00	937	Tallahassee
N	2010	1	20.00	0	0	0	0	0	0	0	0	0.00	1165	Live Oak
N	2010	1	20.00	0	0	0	0	0	0	0	0	0.00	1516	Marianna

Click on the Prior Year Detail button compare last years detail with the current year. Note that this button is located just below the current year totals and above the prior year numbers.

Selected Quarter Totals - Current Year

Reported	PctReported	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
105	97.22	6000	3034	657	7903	1977.5	8918.5	19219	6999	19739.64

Selected Quarter Summary by District - Prior Year



Prior Year Detail

Prior Reporting Yr	Description	YrBeginDt	YrEndDt
2009	2009-2010	04/01/2009	03/31/2010

LodgeCount	PctReported	ReportPd	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
6	100.00	1	306	206	81	737	161	898	3460	1198	724.00
6	100.00	1	455	224	184	655	200	855	4970	704	1092.00

Analyzing Reporting Data...continued



Online Reporting

Prior Year Detail - Note the report year and that all periods are present

Back to Previous Page

Americanism Prior YTD Detail

ReportPd	ReportYr	DistrictID	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds	LodgeNum	LodgeName
1	2009	C	55	44	11	53	5	58	0	0	225.00	1079	Orlando
2	2009	C	5	5	0	26	0	26	0	0	50.00	1079	Orlando
3	2009	C	0	0	0	0	0	0	0	0	0.00	1079	Orlando
4	2009	C	9	2	1	8	2	10	0	0	0.00	1079	Orlando
1	2009	C	32	29	3	38	1	39	0	0	200.00	1873	Kissimmee
2	2009	C	70	54	5	70	5	75	0	0	125.00	1873	Kissimmee
3	2009	C	0	0	0	0	0	0	0	0	0.00	1873	Kissimmee
4	2009	C	0	0	0	0	0	0	0	0	0.00	1873	Kissimmee
1	2009	C	50	22	9	44	18	62	942	378	85.00	2520	Aripeka
2	2009	C	310	52	34	89	46	135	1002	428	385.00	2520	Aripeka
3	2009	C	0	0	0	0	0	0	0	0	0.00	2520	Aripeka
4	2009	C	0	0	0	0	0	0	0	0	0.00	2520	Aripeka
1	2009	C	0	0	0	0	0	0	0	0	0.00	2582	Brooksville
2	2009	C	1	2	0	1	0	1	0	0	0.00	2582	Brooksville
3	2009	C	0	0	0	0	0	0	0	0	0.00	2582	Brooksville
4	2009	C	0	0	0	0	0	0	0	0	0.00	2582	Brooksville

Prior year data is a new feature to the Lodge Committee Reporting system and can be a great tool. Comparing current and prior year detail will allow you to determine problems and take proactive actions to correct the numbers for the next quarter.

All Committee Totals YTD by Lodge

This is a new report for this year and it shows a lodge's individual performance across all of the committees and is one of the bottom three specialized reports.



Online Reporting

Lodge Committee Reporting

Click on the desired report below

- Americanism Committee
- Community Activities
- Drug Awareness
- Elks Training
- Government Relations
- HATF Committee
- Hoop Shoot
- Indoctrination
- Indoctrination Contest Scores
- Interlodge Visitation
- Ladies Organizations
- Lodge Activities
- National Foundation Certificates
- National Foundation Scholarships
- Officers Attendance
- Publicity & Public Relations
- Soccer Shoot
- Sports
- Veterans Services
- Youth Activities

-  [All Committee Totals YTD By Lodge](#)
 - [FSEA All Committees Reporting Totals & Percentages by Qtr](#)
 - [FSEA All Committee Totals YTD](#)
-

All Committee Totals YTD by Lodge....continued



Online Reporting

FSEA Standard Metrics Reports For All Committees By Lodge YTD

ReportingYr	Description	YrBeginDt	YrEndDt
2010	2010-2011	04/01/2010	03/31/2011

Select the desired lodge

Tampa



Committee	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
Americanism	65	47	5	84	75	159	235	30	350.00
CommunityAct	90	75	15	186	9	195	584	90	3884.00
DrugAwareness	40	12	4	72	24	96	80	10	420.00
ElksTraining	0	0	0	0	0	0	0	0	0.00
ENF Certificates	0	0	0	0	0	0	0	0	250.00
ENF Scholarships	0	0	0	0	0	0	0	0	0.00
GovtRelations	147	55	0	125	0	0	0	0	2305.00
HatfCommittee	75	65	10	250	100	350	60	20	500.00
HoopShoot	0	0	0	0	0	0	0	0	0.00
Indoctrination	17	10	1	22	2	24	186	7	120.00
LadiesOrganization	30	42	20	613	230	843	505	100	850.00
Lodge Activities	0	0	0	0	0	0	0	0	0.00
Publicity/Public Relations	16	12	4	96	32	128	480	160	1500.00
Soccer Shoot	0	0	0	0	0	0	0	0	0.00
Sports	0	0	0	0	0	0	0	0	0.00
Veterans Services	51	14	10	135	45	180	320	100	550.00
Youth Activity	120	15	5	160	30	190	130	12	620.00

Lodge Totals Current YTD

Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
651	347	74	1743	547	2165	2580	529	11349.00

All Committee Totals YTD by Lodge....continued

Note that this report also has prior year data.

FSEA Standard Metrics Reports For All Committees By Lodge - Prior YTD

Committee	Prior Reporting Yr		Description	YrBeginDt	YrEndDt									
	2009	2009-2010	2009-2010	04/01/2009	03/31/2010	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
Americanism	30	12	18	72	108	180	450	250	200.00					
CommunityAct	113	50	63	200	70	270	1000	630	175.00					
DrugAwareness	75	10	12	100	20	120	120	10	600.00					
ElksTraining	0	0	0	0	0	0	0	0	0.00					
ENF Certificates	2	1	1	1	1	2	70	0	30.00					
ENF Scholarships	0	0	0	0	0	0	0	0	0.00					
GovtRelations	420	286	134	858	402	1260	572	272	4602.00					
HatfCommittee	0	4	0	2	0	2	0	0	200.00					
HoopShoot	0	0	0	0	0	0	0	0	0.00					
Indoctrination	15	15	0	45	0	45	130	0	60.00					
LadiesOrganization	0	0	0	0	0	0	0	0	0.00					
Lodge Activities	0	0	0	0	0	0	0	0	0.00					
Publicity/Public Relations	45	34	11	120	33	153	569	123	1150.00					
Soccer Shoot	0	0	0	0	0	0	0	0	0.00					
Sports	26	4	12	5	5	10	25	25	100.00					
Veterans Services	24	15	9	32	52	84	270	210	1196.65					
Youth Activity	75	10	12	100	20	120	120	10	600.00					

Lodge Totals - Prior YTD

Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
825	441	272	1535	711	2246	3326	1530	8913.65

FSEA All Committees Reporting Totals & Percentages by Qtr.

The purpose of this report is to give you a bird's eye view from the state level of how all of the reporting is performing. One of the most highly used metrics on this report is PctReported which represents the percent of all lodges in Florida that have completed a report.



Online Reporting

Lodge Committee Reporting

Click on the desired report below

- [Americanism Committee](#)
- [Community Activities](#)
- [Drug Awareness](#)
- [Elks Training](#)
- [Government Relations](#)
- [HATF Committee](#)
- [Hoop Shoot](#)
- [Indoctrination](#)
- [Indoctrination Contest Scores](#)
- [Interlodge Visitation](#)
- [Ladies Organizations](#)
- [Lodge Activities](#)
- [National Foundation Certificates](#)
- [National Foundation Scholarships](#)
- [Officers Attendance](#)
- [Publicity & Public Relations](#)
- [Soccer Shoot](#)
- [Sports](#)
- [Veterans Services](#)
- [Youth Activities](#)

All Committee Totals YTD By Lodge



- [FSEA All Committees Reporting Totals & Percentages by Qtr](#)**
 - [FSEA All Committee Totals YTD](#)
-

FSEA All Committees Reporting Totals & Percentages by Qtr....continued



Online Reporting

FSEA Standard Metrics Report Summary For All Committees By Quarter

ReportingYr	Description	YrBeginDt	YrEndDt
2010	2010-2011	04/01/2010	03/31/2011

1st Quarter

Select the desired quarter

Selected Quarter Summary by Committee - Current Year

Committee	ReportPd	Reported	PctReported	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
Americanism	1	105	97.22	6000	3034	657	7903	1977.5	8918.5	19219	6999	19739.64
CommunityAct	1	103	95.37	17676	6948	1662	23658.5	41249	63814.5	45793	13780	121815.72
DrugAwareness	1	104	96.30	8483	390	129	2718	840	3487	6335	1824	6744.20
ElksTraining	1	106	98.15	73	74	0	147	0	96	56	0	0.00
ENF Certificates	1	106	98.15	3519	3250	347	5908	1543	6991	24452	1915	38617.99
ENF Scholarships	1	102	94.44	2990	1269	248	2536	1068	3474	4355	1625	26404.17
GovtRelations	1	105	97.22	5124	1532	300	4248	948	5016	8445	2736	20855.00
HalfCommittee	1	103	95.37	7739	5819	326	14183	1152	15071	43376	2828	64002.50
HoopShoot	1	104	96.30	15	11	5	39	13	52	199	45	30.00
Indoctrination	1	104	96.30	1786	1251	112	3196.75	320	2729.75	12063	819	2011.38
LadiesOrganization	1	102	94.44	1431	289	305	22629.8	4294	18422.8	59469.5	5020	52778.25
Lodge Activities	1	103	95.37	35261	17153	5117	67057	13742	80626	215706	29596	111909.83
Publicity/Public Relations	1	105	97.22	16664	8147	526	12499.5	2229.2	14308.7	14893.2	3133.6	81812.10
Soccer Shoot	1	104	96.30	310	12	14	34	35	65	115	100	0.00
Sports	1	105	97.22	5479	2713	313	20275	4834	24725	53034	15070	32394.00
Veterans Services	1	103	95.37	22160	5940	1204	15929	4126	18778	58794	14389	165432.53
Youth Activity	1	105	97.22	8257	1446	1171	5240.5	4810	9996.5	11514	11403	136316.18

Selected Quarter FSEA Standard Metrics Grand Totals - Current Year

ReportPd	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
1	142967	59278	12436	208202.05	83180.7	276571.75	577818.7	111282.6	880863.49

The middle section offers some specialized metrics.

Selected Quarter Reporting Percentage for Non-Standard Committee Reports - Current Year

Committee	PctReported	ReportPd
Interlodge Visitation	99.07	1
Officer Attendance	97.22	1

This shows the reporting percentages for non-standard reports. These reports do not track the same common metrics

Selected Quarter Average Reporting Percentage for All Committees - Current Year

Avg PctReported
96.54

This shows the average reporting percentage across all reports

NOTE: All of these same metrics are reported for the prior year further down the report.



FSEA All Committee Totals YTD

This reports purpose is to provide a quick view of all committee totals YTD.

Online Reporting

Lodge Committee Reporting

Click on the desired report below

- Americanism Committee**
- Community Activities**
- Drug Awareness**
- Elks Training**
- Government Relations**
- HATF Committee**
- Hoop Shoot**
- Indoctrination**
- Indoctrination Contest Scores**
- Interlodge Visitation**
- Ladies Organizations**
- Lodge Activities**
- National Foundation Certificates**
- National Foundation Scholarships**
- Officers Attendance**
- Publicity & Public Relations**
- Soccer Shoot**
- Sports**
- Veterans Services**
- Youth Activities**

All Committee Totals YTD By Lodge

FSEA All Committees Reporting Totals & Percentages by Qtr

FSEA All Committee Totals YTD



District Chairman – Lodge Committee Compliance Tracking

This is a specialized report with the specific purpose of giving the district and state chairpersons along with the VP a snapshot view of how each committee chair is performing in their tasks. The most useful aspect of the report is the real time ability to determine any lodge that has not submitted a report. Additionally, there are areas where the district chair may enter information about their specific activities that they have taken to get all lodges to report.



TIP: Click the "Remember" checkbox to use these values across multiple searches regardless of the values in the drop-down lists. This is useful when attempting to search across districts, committees or periods. Example: I want to see how all districts are reporting for Soccer Shoot for period 4 and don't want to keep having to change the committee and period drop-down lists.

District Chairman - Lodge Committee Compliance Tracking

NOTE: Optionally you may click the "Remember" checkboxes to save your choices during this session. Example: You plan view all districts for a specific report and period.

1. Select District → **Select Your District**
 Central [v]
 Selected District: Central
 Remember Selected District
 WC

2. Select Committee → **Select Your Committee**
 Americanism [v]
 Remember Committee
 SS

3. Select Reporting Period → **Select Reporting Period**
 (1) April 1st - June 30th [v]
 Remember Period
 4

Once you select the above options, you are directed to the main report. The report is broken into three sections.

District Chairman - Lodge Committee Compliance Tracking Officers Attendance Committee

District: WC
Period: 1

Lodge Reporting for the Selected Period

Lodge	LodgeNum	Entry Date	ReportYr	ReportPd
Holiday Isles	1912	7/14/2010 10:18:09 AM	2010	1
Largo	2159	7/16/2010 11:45:30 AM	2010	1
New Port Richey	2284	7/9/2010 12:19:14 PM	2010	1
Pinellas Park	2217	7/9/2010 8:06:01 AM	2010	1
Seminole	2519	7/13/2010 1:28:06 PM	2010	1
St. Petersburg	1224	7/9/2010 1:35:52 PM	2010	1
Tampa	708	7/13/2010 12:09:24 PM	2010	1
Tarpon Springs	1719	7/15/2010 10:33:54 PM	2010	1

← This report shows lodge that have completed their reports for this committee

District Chairman – Lodge Committee Compliance Tracking....continued

Click Below to Verify Lodge's Reports

Note: If a lodge has already been verified, it does not need to be verified again. If done, the original verify date will not be updated.

- Arcadia
- Brandon
- Lake Placid
- Lake Wales
- Lakeland
- Plant City
- Sebring
- Winter Haven

This section shows lodges that have reported and allows the chairman to verify that they have confirmed the reporting. The chairperson checks off to confirm

Lodges Already Verified by District Chairman

Lodge	Lodge#	Verify Dt_
Arcadia	1524	2010-07-07
Lake Placid	2661	2010-07-07
Lakeland	1291	2010-07-07
Lake Wales	1974	2010-07-11
Plant City	1727	2010-07-11
Brandon	2383	2010-07-14
Sebring	1529	2010-07-14
Winter Haven	1672	2010-07-14

This section shows the timestamp of when the district chair verified the reports. Once verified the timestamps cannot be changed

Lodge with No Reports

LodgeNum	Name
2866	Mandarin St. Johns

This section shows lodge that have provided no report

Actions taken to get 100% reporting

Contact ER and Secretary

This section allows the chair to communicate the actions taken to get compliance

District Chairperson Name:

Lodges with No Data to Report

Lodges that have no activity to report for the current period will select this option when entering their report. The data on this has now been added to all reports. This portion of the report is displayed just below the Prior Year data which uses the Sienna coloring. This shows all lodges that have chosen this option for the period.

Selected Quarter Totals - Prior Year

Reported	PctReported	Participants	Elks	Helpers	ElksHrs	HelperHrs	TotHrs	ElksMiles	HelperMiles	Funds
100	92.59	5236	3485	1036	5871	1639	6770	21372	4886	21234.81

Lodges - No Data To Report for this Period

LodgeName	LodgeNum	DistrictID	ReportPd
Apopka	2422	NC	1
Cape Coral	2596	SSW	1
Cocoa	1532	SEC	1
Dunedin/Clearwater	1525	WC	1
Englewood	2378	SSW	1
Fort Myers	1288	SSW	1
Holiday Isles	1912	WC	1
Jupiter	2469	SE	1
Kissimmee	1873	C	1
Live Oak	1165	N	1
Mandarin St. Johns	2866	NE	1
Margate	2463	SSE	1
Melbourne	1744	SEC	1
Plant City	1727	SWC	1
Pompano Beach	1898	SSE	1
Port Charlotte	2153	SSW	1
Sanford	1241	EC	1
Sarasota South	2495	SW	1
Sebastian	2714	SEC	1
South Lake	1848	NC	1
West Citrus	2693	C	1
West Palm Beach	1352	SE	1
Winter Park	1830	NC	1

September 2010

All online Lodge Committee Reports that offer the "No Data To Report" option now show which lodges selected this for the report in the selected quarter.

It is located just below the Prior Year data and above the current year detail data.

Total Lodges With No Data To Report

23

Reporting Resources

All of the data grids used in the Lodge Committee Reporting system can be copied and pasted into Microsoft Excel © by holding down your left mouse button and highlighting the grid (dragging your mouse) from top left to bottom right. Once this is highlighted you can hold your CTRL button down and press the C key to copy the data. Once in Excel, click within a cell and press the CTRL button again but this time press the V key to paste the data into Excel. This is a convenient way to pull data to create your own reporting.

Don't have Microsoft Excel?

If you do not have a copy of Microsoft Excel, you can download a free piece of software called Open Office © from <http://www.openoffice.org/>

Open Office © have all of the capabilities of Excel, can open most file types and can save documents as a PDF. It is relatively easy to install, just follow the directions