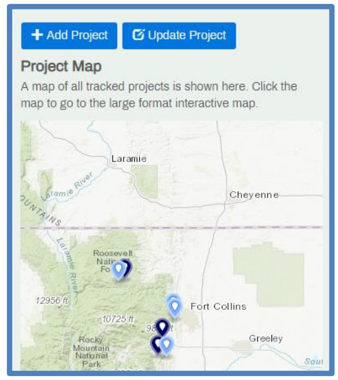
How to Add a Project to the Peaks to People
Watershed Health Outcomes Tracker

Note: *before you enter a project to be considered for funding by Peak to People, please send a polygon of the treatment units so that Peaks to People can provide initial feedback on whether it lines up with our priorities.*

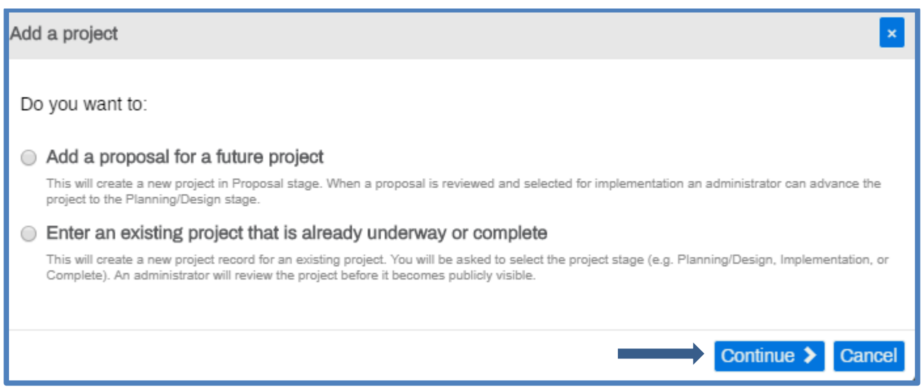
STEP 1: LOG IN

STEP 2: From Home page Select Add Project

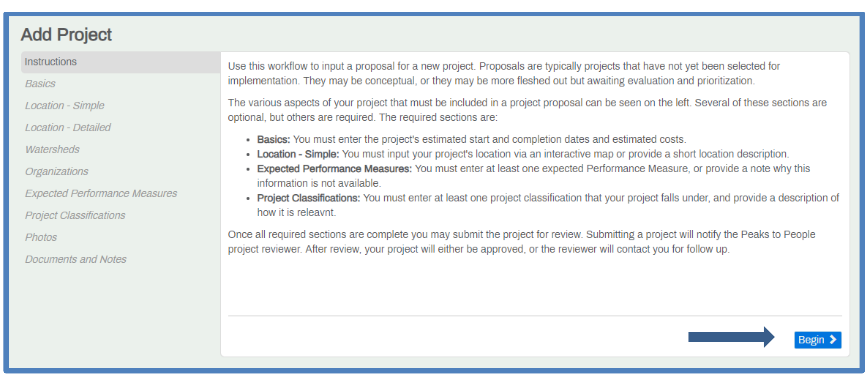


STEP 3: Choose Add a proposal for a future project **OR** Enter an existing project

Note: Proposals are intended to represent future projects that are candidates for funding/implemention. A proposal may stay as a proposal for an extended period of time before it is selected for funding, or ultimately rejected. A Pending Project is an actual funded project for which data entry is not yet complete. It's a way to start data entry but not make the record available to the public until the data is finalized and reviewed/approved.

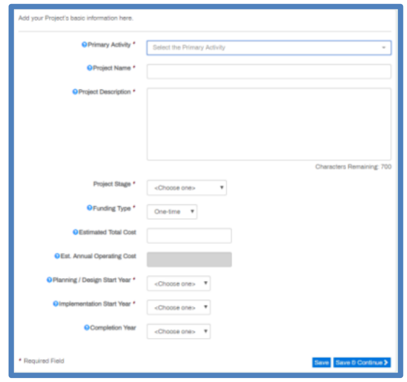


STEP 4: To add project click Begin



STEP 5: Add Basic Project info and click Save and Continue.

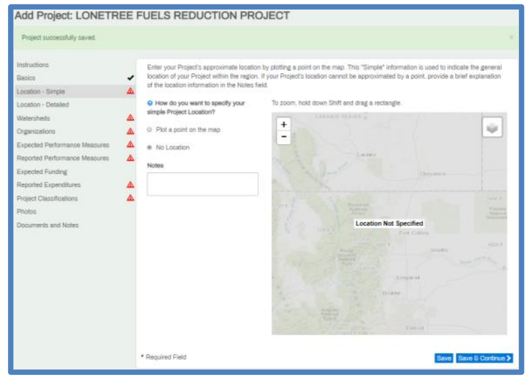
Note: *Required Fields*



STEP 6: Enter approximate location of project.

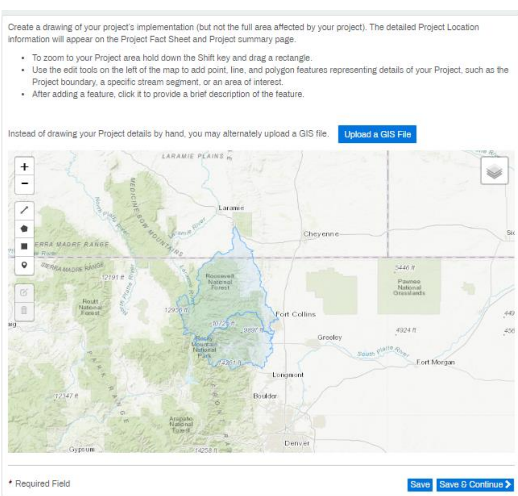
Point and Click on map to select, to change location point to a new spot and click.

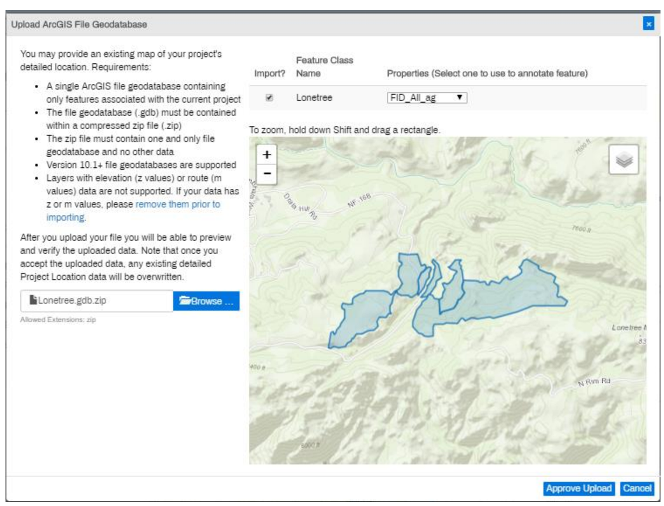
* If no location is specified, select No Location and enter explanation in Notes in order to Save and Continue.



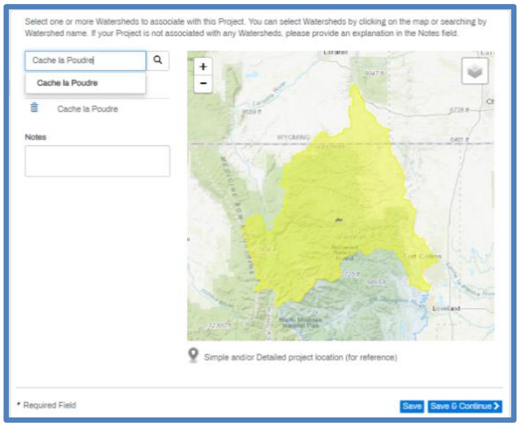
STEP 7: Enter detailed location of project.

Upload a compressed GIS File and Click Approve Upload

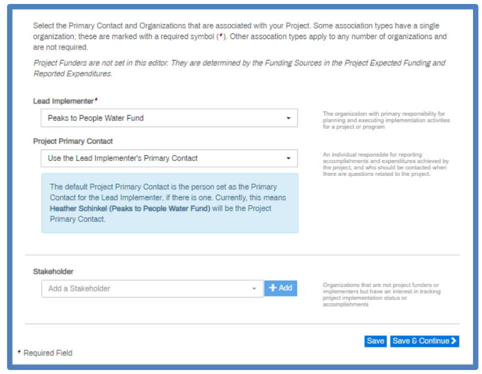




STEP 8: Select Watershed

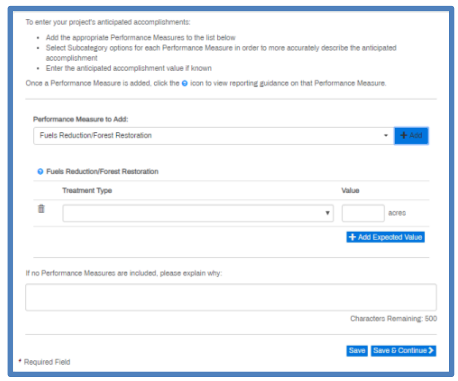


STEP 9: Select Primary Contact and Organizations associated with project . Stakeholders may also be added.



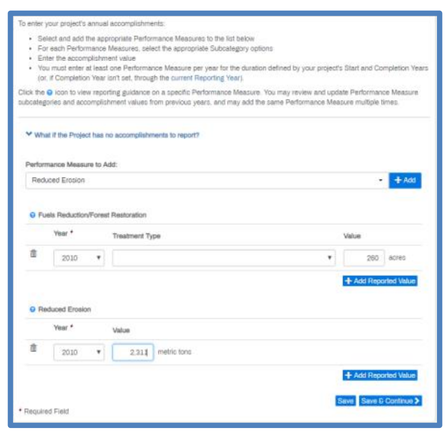
STEP 10: Enter Expected Performance Measures

- Select Performance measure and click add to enter details.
- If no Expected Performance measure are available, enter notes to explain Why before clicking Save & Continue

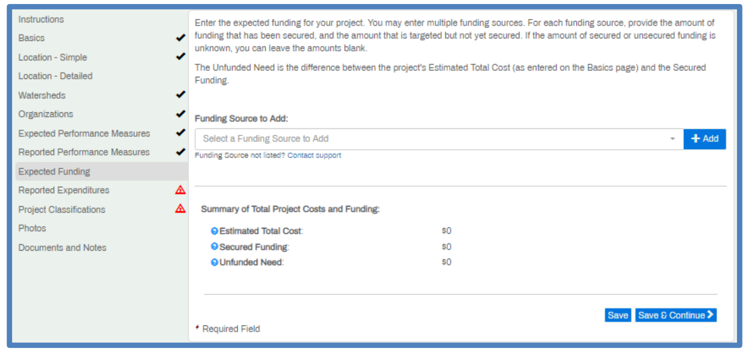


STEP 11: Enter Reported Performance Measures

- Select Performance measure and click Add to enter details.
- New entries will appear at the bottom of the list.
- Scroll to down to enter each new measure.

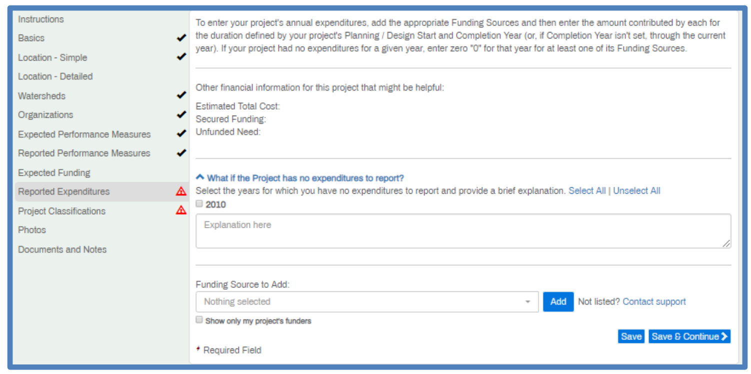


STEP 12: Enter Expected Funding if applicable.

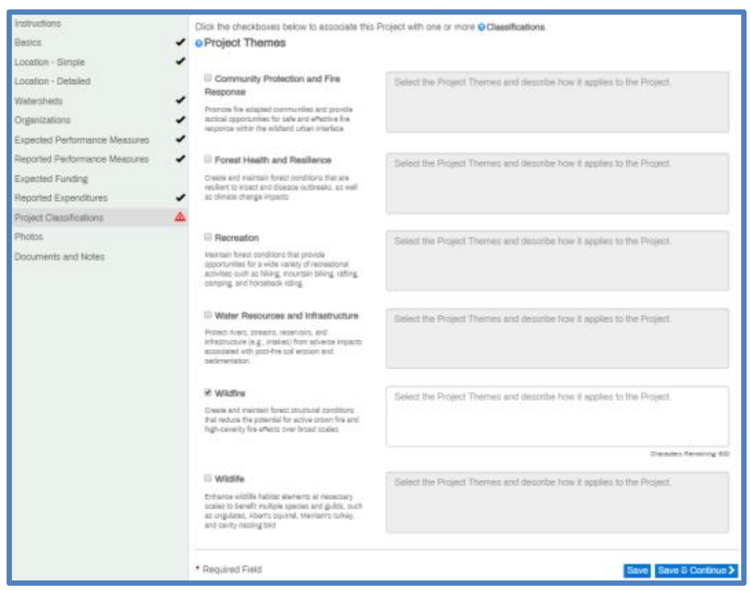


STEP 13: Enter Reported Expenditures.

If the project has No Expenditures to report Click "What if the Project has no expenditures to report?", select year and enter explanation.



STEP 14: Select one or more Project themes and describe how it applies to project



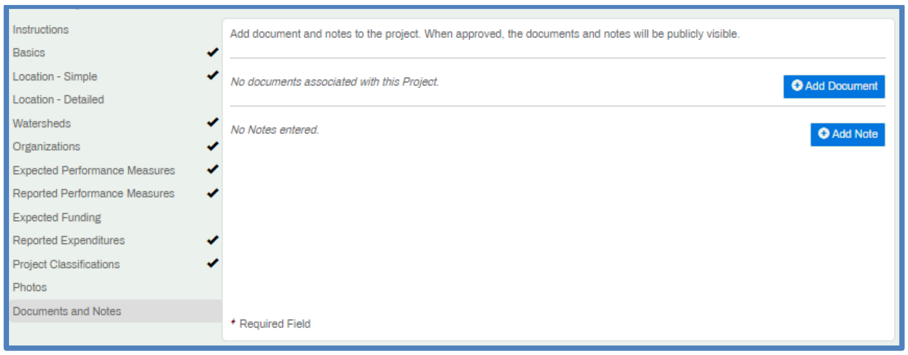
STEP 15: Upload any 'before' photos of the project if available.

STEP 16: Add any documents and notes useful for project approval.

Note: When approved, documents and notes will be publicly visible.

STEP 17: Review and confirm Proposal Details and **SUBMIT**.

NOTE- All required forms and fields must be completed and saved to proposal before a project may be submitted for review. Check marks must appear next to the following fields: Basics, Location- Simple, Watersheds, Organizations, Expected Performance Measures, Reported Performance measures, Reported Expenditures and Project Classifications. Should any warning icons appear select parameter and enter required data.



Successfully Submitted Proposal Page View