

Annual Report

Do's & Don'ts

1. **Do** have your conference members enter their volunteer hours and miles by navigating to My Profile>Volunteer Tasks
2. **Do** enter/update your conference profile information by navigating to My Conference>Conference tab and Configuration tab
3. **Do** have your Caseworkers close all cases (that make sense to close) before October 1st
4. **Don't** remove conference members that left the conference membership during the fiscal year. After you have submitted your Annual Report, you can remove the member(s) by removing all their roles; they will no longer appear on the conference roster report
5. **Don't** try to update the "Membership" over 40 and status (active/associate) totals. If they are incorrect, you must update the totals by updating the member's profile