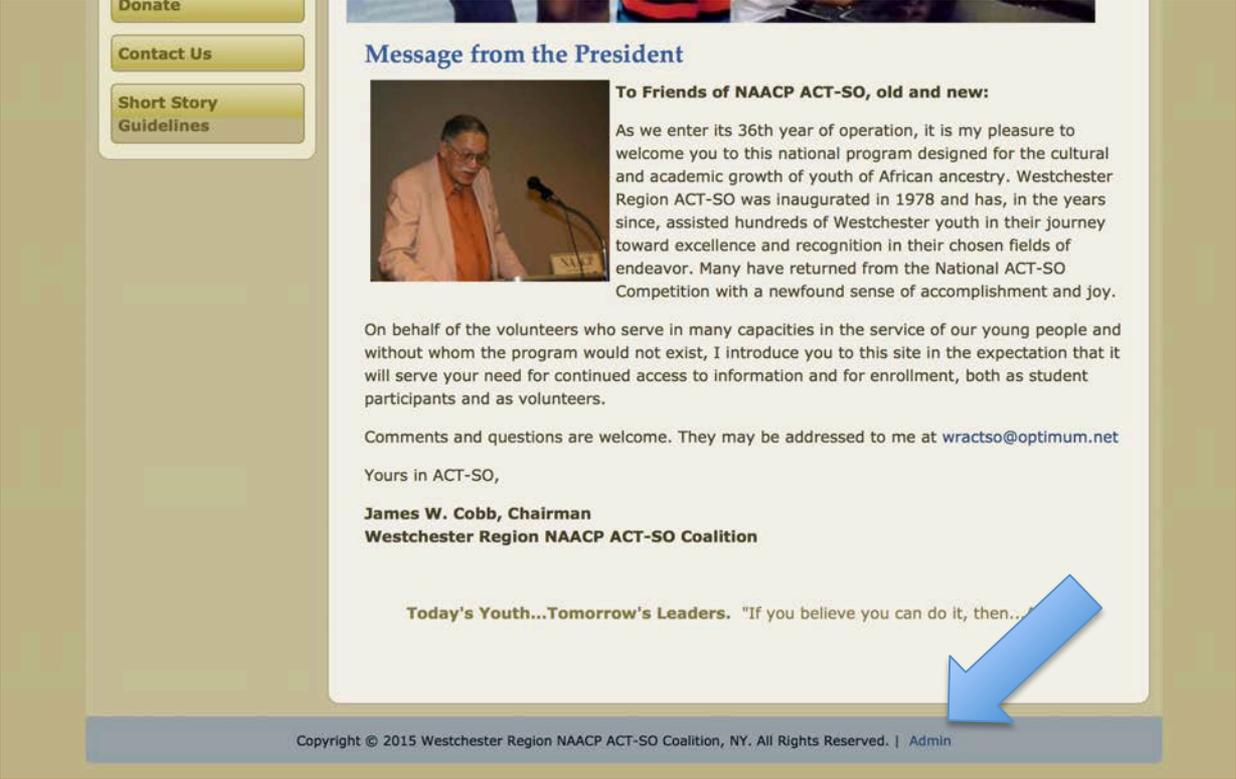


How To

View and Generate Roster Reports

1.

Go to WRACTSO.COM
and select ADMIN.



Donate

Contact Us

Short Story Guidelines

Message from the President

To Friends of NAACP ACT-SO, old and new:



As we enter its 36th year of operation, it is my pleasure to welcome you to this national program designed for the cultural and academic growth of youth of African ancestry. Westchester Region ACT-SO was inaugurated in 1978 and has, in the years since, assisted hundreds of Westchester youth in their journey toward excellence and recognition in their chosen fields of endeavor. Many have returned from the National ACT-SO Competition with a newfound sense of accomplishment and joy.

On behalf of the volunteers who serve in many capacities in the service of our young people and without whom the program would not exist, I introduce you to this site in the expectation that it will serve your need for continued access to information and for enrollment, both as student participants and as volunteers.

Comments and questions are welcome. They may be addressed to me at wreactso@optimum.net

Yours in ACT-SO,

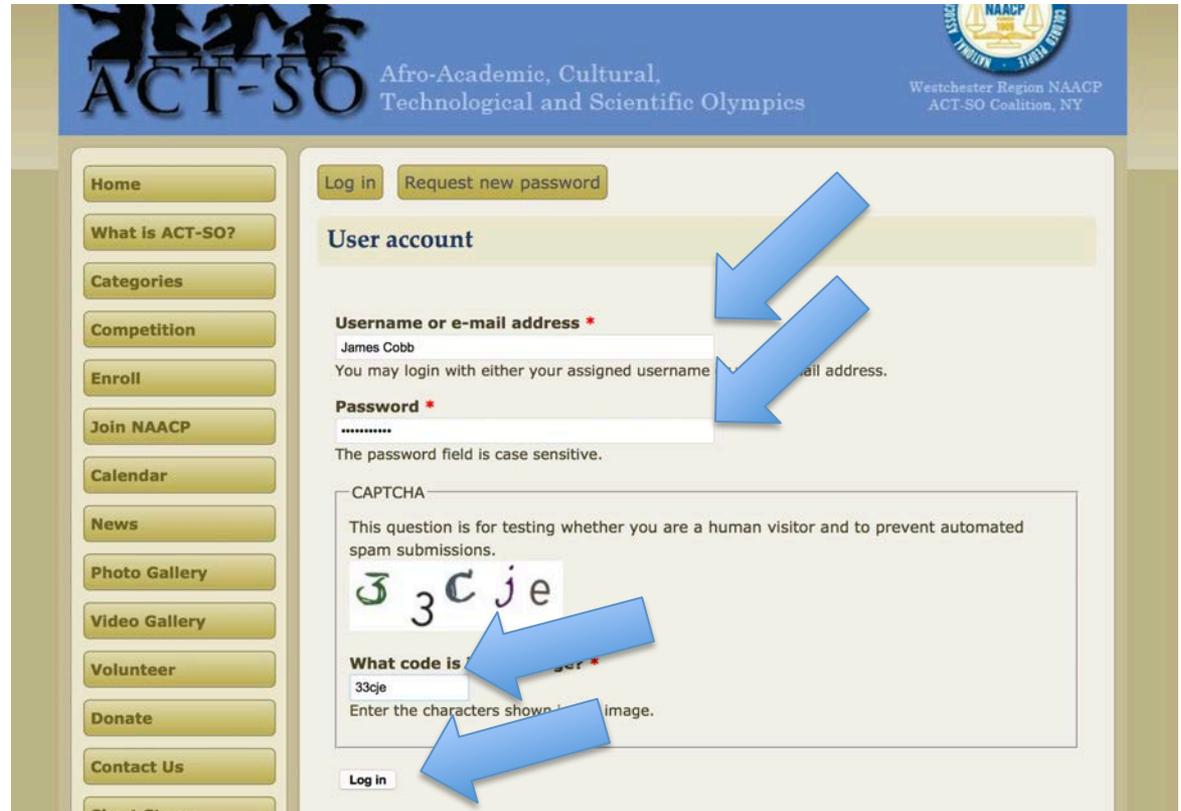
James W. Cobb, Chairman
Westchester Region NAACP ACT-SO Coalition

Today's Youth...Tomorrow's Leaders. "If you believe you can do it, then..."

Copyright © 2015 Westchester Region NAACP ACT-SO Coalition, NY. All Rights Reserved. | [Admin](#)

2.

Log in to the site by adding your USERNAME, PASSWORD, completing the CAPTCHA and selecting LOG IN.



The screenshot shows the ACT-SO website's login interface. The header features the ACT-SO logo and the text "Afro-Academic, Cultural, Technological and Scientific Olympics" on the left, and the NAACP Westchester Region logo and "Westchester Region NAACP ACT-SO Coalition, NY" on the right. A left sidebar contains navigation buttons: Home, What is ACT-SO?, Categories, Competition, Enroll, Join NAACP, Calendar, News, Photo Gallery, Video Gallery, Volunteer, Donate, Contact Us, and About Us. The main content area has "Log in" and "Request new password" buttons at the top. Below is the "User account" section with a "Username or e-mail address" field containing "James Cobb" and a "Password" field with masked characters. A CAPTCHA section follows, showing a grid of characters "3 3 C j e" and a "What code is" field with the text "33cje". A "Log in" button is at the bottom. Three blue arrows point to the username field, the password field, and the CAPTCHA input field.

Home

What is ACT-SO?

Categories

Competition

Enroll

Join NAACP

Calendar

News

Photo Gallery

Video Gallery

Volunteer

Donate

Contact Us

About Us

Log in Request new password

User account

Username or e-mail address *
James Cobb
You may login with either your assigned username or e-mail address.

Password *
.....
The password field is case sensitive.

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

3 3 C j e

What code is *
33cje
Enter the characters shown in the image.

Log in

3.

Once logged in select the SHORTCUTS MENU ARROW to expose the shortcuts.

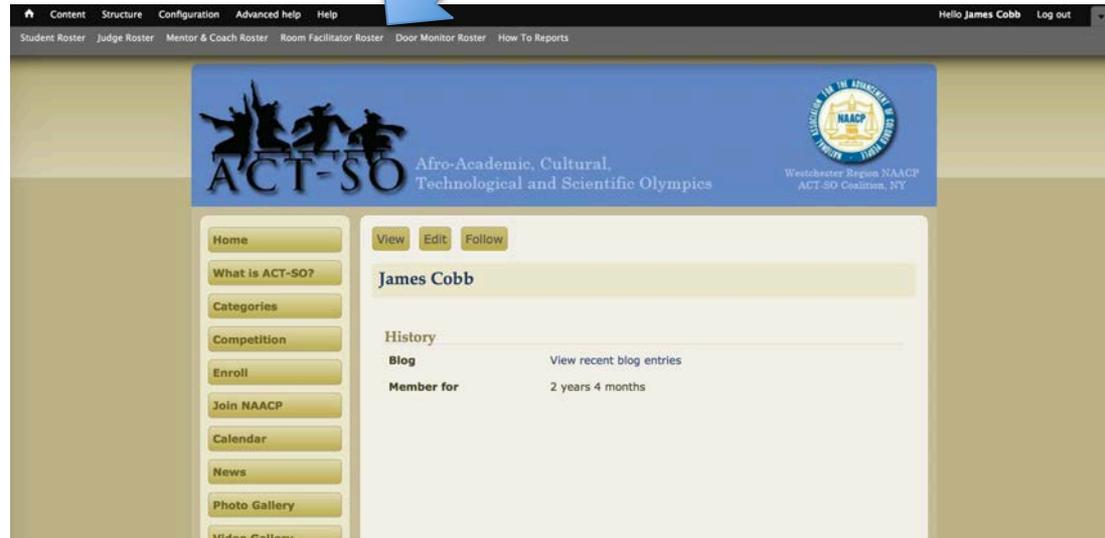


The screenshot shows a user profile page for James Cobb. The page has a dark header with navigation links: Content, Structure, Configuration, Advanced help, and Help. On the right side of the header, it says "Hello James Cobb" and "Log out". Below the header is a blue banner with the ACT-SO logo and the text "Afro-Academic, Cultural, Technological and Scientific Olympics". To the right of the banner is the NAACP logo and the text "Westchester Region NAACP ACT-SO Coalition, NY". The main content area is divided into two columns. The left column contains a vertical list of shortcuts: Home, What is ACT-SO?, Categories, Competition, Enroll, Join NAACP, Calendar, News, Photo Gallery, and Video Gallery. The right column shows the user's profile information, including the name "James Cobb", a "View Edit Follow" menu, and a "History" section with "Blog" (View recent blog entries) and "Member for" (2 years 4 months). A blue arrow points to a small square icon in the top right corner of the page, which is the shortcuts menu arrow.

4.

Once exposed the SHORTCUTS MENU offers six links:

- Student Roster
- Judge Roster
- Mentor & Coach Roster
- Room Facilitator Roster
- Door Monitor Roster
- How To Report



The screenshot shows the ACT-SO website interface. A blue arrow points to the 'How To Reports' link in the top navigation bar. The page features a header with the ACT-SO logo and the text 'Afro-Academic, Cultural, Technological and Scientific Olympics'. Below the header is a sidebar with a list of links: Home, What is ACT-SO?, Categories, Competition, Enroll, Join NAACP, Calendar, News, Photo Gallery, and Video Gallery. The main content area displays a profile for James Cobb, including a 'View Edit Follow' button, a 'History' section, and a 'Member for' field showing '2 years 4 months'.

NOTE:

- All the rosters are viewed and managed the same way.
- The Student Roster report will be used as example.
- The How To Report offers an Image Gallery presentation with this How To and a printable PDF file.

5.

Under the RESULTS tab, ANALYSIS is the landing page for all the rosters.

It displays the analysis of selected form components.

Home • Enroll
Enroll

VIEW EDIT WEBFORM OUTLINE RESULTS ACL

Submissions Analysis Table Download Upload

This page shows analysis of submitted data, such as the number of submissions per component value, calculations, and averages. Additional components may be added under the "Add analysis components" fieldset.

Grade

9th Grade	24
10th Grade	33
11th Grade	51
12th Grade	51

Competition Year

2015	103
------	-----

School

Academy of Our Lady of Good Hope, White Plains	2
Croton-Harmon High School, Croton-on-Hudson	1
John F. Kennedy Catholic High School, Somers	1
Lincoln High School (Yonkers, New York), Yonkers	25
Nelson Mandela Community High School, Mount Vernon	1
Mount Vernon High School, Mount Vernon	10
New Rochelle High School, New Rochelle	12
Ossining High School, Ossining	36
Palisade Preparatory School, Yonkers	8

Parent State

New York	157
North Carolina	1
Virginia	1

Categories

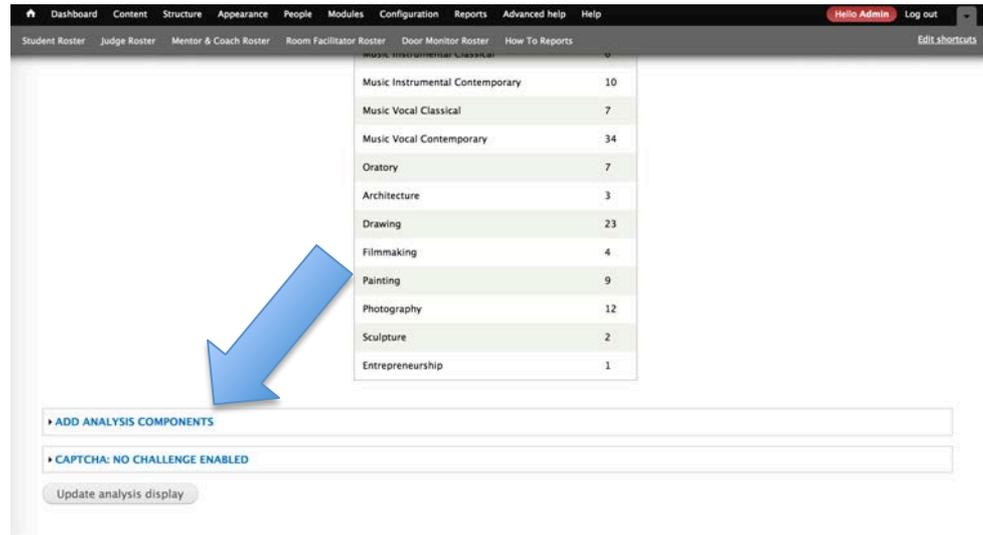
Biology/Microbiology	16
Computer Science	4
Earth and Space Sciences	1
Engineering	3
Mathematics	1
Medicine and Health	7
Physics	1
Music Composition	5
Short Story	4
Playwriting	7
Poetry	40
Dance	15
Dramatics	9
Music Instrumental Classical	6
Music Instrumental Contemporary	10
Music Vocal Classical	7
Music Vocal Contemporary	33

Mentor/Coach Information

Mentor	144
Coach	15

6.

Scroll down to edit the components displayed in the analysis by selecting ADD ANALYSIS COMPONENTS.



The screenshot displays a web application interface with a navigation menu at the top. The main content area shows a list of analysis components with their respective counts. A blue arrow points to the 'ADD ANALYSIS COMPONENTS' button at the bottom of the list.

Component	Count
Music Instrumental Contemporary	10
Music Vocal Classical	7
Music Vocal Contemporary	34
Oratory	7
Architecture	3
Drawing	23
Filmmaking	4
Painting	9
Photography	12
Sculpture	2
Entrepreneurship	1

Navigation menu: Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, Advanced help, Help. User: Hello Admin, Log out. Edit shortcuts.

Buttons: ADD ANALYSIS COMPONENTS, CAPTCHA: NO CHALLENGE ENABLED, Update analysis display.

7.

In ADD ANALYSIS COMPONENTS select the components to be shown in the ANALYSIS report display.

Student Roster Judge Roster Mentor & Coach Roster Room Facilitator Roster Door Monitor Roster How To Reports Edit shortcuts

Sculpture	2
Entrepreneurship	1

ADD ANALYSIS COMPONENTS
The selected components will be shown on the analysis page.

- School Zipcode
- Zipcode
- E-mail
- Cell Phone
- Home Phone
- Date of Birth
- Gender
- Grade

CAPTCHA: NO CHALLENGE ENABLED

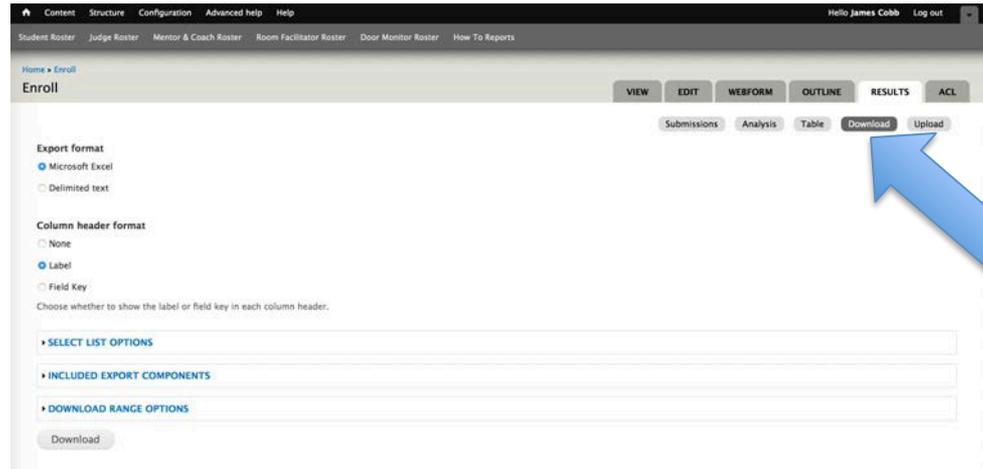
Update analysis display

NOTE:

- Not all the offered fields offered in ADD ANALYSIS REPORT yield data that generate analysis.
- Try selecting different options to generate different analysis displays.

9.

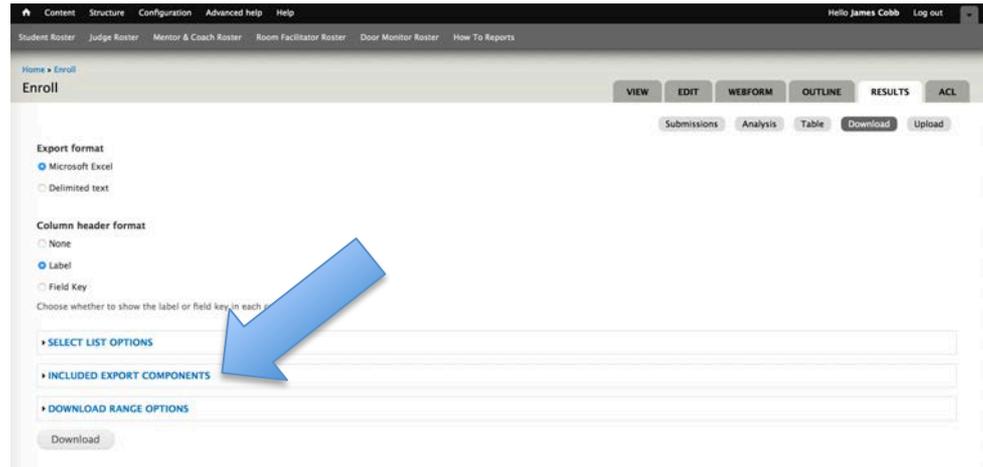
Select the DOWNLOAD button to open the form that allows to generate a customized downloadable report.



The screenshot shows a web application interface for an 'Enroll' page. At the top, there is a navigation bar with links for 'Content', 'Structure', 'Configuration', 'Advanced help', and 'Help'. On the right side of the navigation bar, it says 'Hello James Cobb' and 'Log out'. Below the navigation bar, there is a breadcrumb trail: 'Home > Enroll'. The main content area has a header with 'Enroll' and a set of tabs: 'VIEW', 'EDIT', 'WEBFORM', 'OUTLINE', 'RESULTS', and 'ACL'. Below these tabs, there is a row of buttons: 'Submissions', 'Analysis', 'Table', 'Download', and 'Upload'. A large blue arrow points to the 'Download' button. The main content area contains several sections: 'Export format' with radio buttons for 'Microsoft Excel' (selected) and 'Delimited text'; 'Column header format' with radio buttons for 'None' and 'Label' (selected); and three expandable sections: 'SELECT LIST OPTIONS', 'INCLUDED EXPORT COMPONENTS', and 'DOWNLOAD RANGE OPTIONS'. At the bottom of the main content area, there is a 'Download' button.

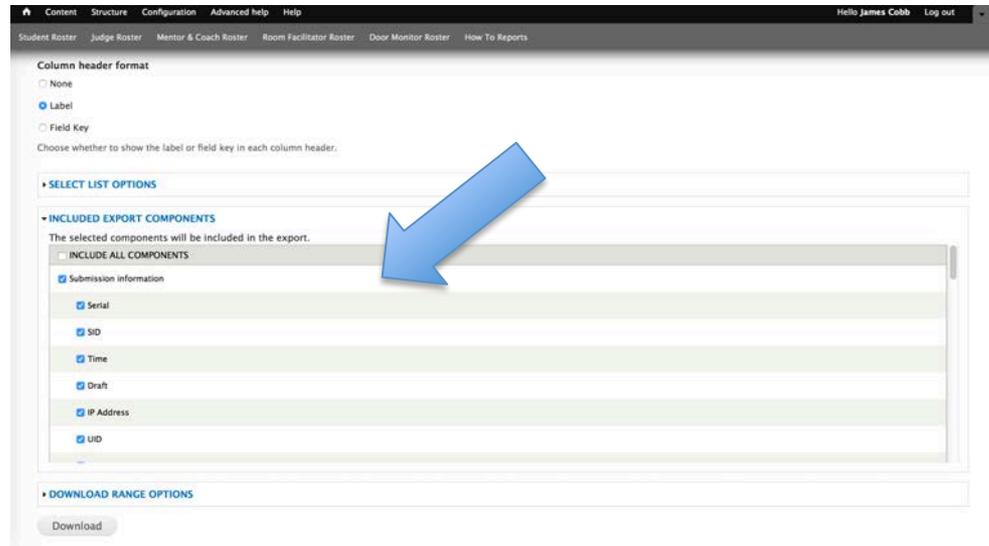
10.

Select INCLUDED EXPORT COMPONENTS to expand the options and choose the fields to be included in the report.



11.

In INCLUDED EXPORT COMPONENTS select the fields to be included in the report.



The screenshot shows a web application interface for configuring a report. The top navigation bar includes links for Content, Structure, Configuration, Advanced help, and Help. The user is logged in as James Cobb. The main content area is titled 'Column header format' and has three radio button options: 'None', 'Label' (selected), and 'Field Key'. Below this is a section for 'SELECT LIST OPTIONS' and a section for 'INCLUDED EXPORT COMPONENTS'. The 'INCLUDED EXPORT COMPONENTS' section has a sub-section 'INCLUDE ALL COMPONENTS' which is unchecked. Below this, there is a list of components with checkboxes: 'Submission information' (unchecked), 'Serial' (checked), 'SID' (checked), 'Time' (checked), 'Draft' (checked), 'IP Address' (checked), and 'UID' (checked). A blue arrow points to the 'INCLUDE ALL COMPONENTS' checkbox. At the bottom, there is a 'DOWNLOAD RANGE OPTIONS' section with a 'Download' button.

NOTE:

The option SUBMISSION INFORMATION offers fields related to the database structure and doesn't need to be selected.

12.

Expand **DOWNLOAD RANGE OPTIONS** to select the submissions to be included in the downloadable report.

SELECT LIST OPTIONS

INCLUDED EXPORT COMPONENTS
The selected components will be included in the export.

- IP Address
- UID
- Username
- Name
- Student Address
- City
- State
- School Zipcode
- Zipcode

DOWNLOAD RANGE OPTIONS

- All submissions (336 total)
- Only new submissions since your last download (1 new since 03/05/2015)
- Only the latest submissions
- All submissions starting from: 240 and optionally to: (Last downloaded end submission number: 335.)

Download

NOTE:

The **DOWNLOAD RANGE OPTIONS** allows to choose the submissions to be included by their ID #s. The ID #s can be found under **TABLE**.

Home » Enroll
Enroll o

VIEW EDIT WEBFORM OUTLINE RESULTS ACL

Submissions Analysis TABLE Download Upload

Showing 1 - 50 of 200 results per page.

	SUBMITTED	USER	IP ADDRESS	NAME	STUDENT ADDRESS	CITY	STATE	SCHOOL_ZIPCODE	ZIPCODE	E-MAIL	CELL PHONE	HOME PHONE	DATE OF BIRTH	GENDER
335	03/04/2015 - 7:36pm	Anonymous (not verified)	69.74.224.11	Redick, Lawrence	189 Brookdale Drive	Yonkers	NY	10704	10710	lr4andarr@AOL.com	914-602-6403	914-395-1363	06/06/1998	Male
334	03/04/2015 - 4:27pm	Anonymous (not verified)	69.117.55.223	Campbell,Jenna	82 Waring Place	Yonkers	NY	10705	10705	abcsrjcc@gmail.com	914-308-2066	914-207-7623	10/21/1999	Female
333	03/04/2015 - 3:49pm	Anonymous (not verified)	69.117.55.223	Cherasand,Jenna	82 Waring Place	Yonkers	NY	10705	10703	abcsrjcc@gmail.com	914-308-2066	914-207-7623	10/21/1999	Female
332	03/04/2015 - 3:03pm	Anonymous (not verified)	69.74.224.11	Webster, Christyn A	341 concord road	Yonkers	NY	10704	10710	iroxatacting@gmail.com	914-434-6188	914-793-8933	11/29/1998	Female
331	03/04/2015 - 3:03pm	Anonymous (not verified)	69.74.224.11	Webster Christyn A	341 concord road	Yonkers	NY	10704	10710	iroxatacting@gmail.com	914-434-6188	914-793-8933	11/29/1998	Female

12.

Expand **DOWNLOAD RANGE OPTIONS** to select the submissions to be included in the downloadable report.

Select **DOWNLOAD** to export the file.

SELECT LIST OPTIONS

INCLUDED EXPORT COMPONENTS
The selected components will be included in the export.

- IP Address
- UID
- Username
- Name
- Student Address
- City
- State
- School Zipcode
- Zipcode

DOWNLOAD RANGE OPTIONS

- All submissions (336 total)
- Only new submissions since your last download (1 new since 03/05/2015)
- Only the latest submissions
- All submissions starting from: 240 and optionally to: (Last downloaded end submission number: 335.)

Download

NOTE:

The **DOWNLOAD RANGE OPTIONS** allows to choose the submissions to be included by their ID #s. The ID #s can be found under **TABLE**.

Home » Enroll
Enroll

Showing 1 - 50 of 100 | 100 | All results per page.

	SUBMITTED	USER	IP ADDRESS	NAME	STUDENT ADDRESS	CITY	STATE	SCHOOL_ZIPCODE	ZIPCODE	E-MAIL	CELL PHONE	HOME PHONE	DATE OF BIRTH	GENDER
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332	03/04/2015 - 3:01pm	Anonymous (not verified)	69.74.224.11	Webster, Christyn A	341 concord road	Yonkers	NY	10704	10710	iroxatacing@gmail.com	914-434-6188	914-793-8933	11/29/1998	Female
331	03/04/2015 - 3:01pm	Anonymous (not verified)	69.74.224.11	Webster Christyn A	341 concord road	Yonkers	NY	10704	10710	iroxatacing@gmail.com	914-434-6188	914-793-8933	11/29/1998	Female

13.

Select DOWNLOAD to export the file.

• SELECT LIST OPTIONS

• INCLUDED EXPORT COMPONENTS

The selected components will be included in the export.

- IP Address
- UID
- Username
- Name
- Student Address
- City
- State
- School Zipcode
- Zipcode

• DOWNLOAD RANGE OPTIONS

All submissions

Only new submissions since your last download (1 new since 03/05/2015)

Only the last submissions

All submissions from: 240 and optionally to: (Last downloaded end submission number: 335.)

Download

NOTE:

Depending on the Operational System and/or Browser a dialog box will appear to either allow you to choose the location to save the file or to open it. Once the file is generated an option to download it will appear in case the download does not start automatically.

Home » Enroll

VIEW EDIT WEBFORM OUTLINE RESULTS ACL

Submissions Analysis Table Download Upload

Export creation complete. Your download should begin now. If it does not start, [download the file here](#). This file may only be downloaded once.

Export format

- Microsoft Excel
- Delimited text

Column header format

- None
- Label
- Field Key

Choose whether to show the label or field key in each column header.

• SELECT LIST OPTIONS

• INCLUDED EXPORT COMPONENTS

• DOWNLOAD RANGE OPTIONS

Download