Online Reporting

Let us start

Go To

www.sigbi.org/members
Online Reporting

In the box put in your Surname and Membership Number and click on Login.
Online Reporting

• Please use the [Programme Report Template](#) to pre-plan Step 2 of your Programme Reports before putting them on the SIGBI Programme Database. When completed you can copy and paste the information from this template directly into the online form.

• Hints and Tips are given for each field at the end of the form so that you refer to them if necessary or delete them if you do not need them.

• This form is divided into the same five Steps as you will find on the online form. Required fields are marked with an asterisk, as they are on the online form.
Once you login, scroll down and click on Manage Membership Programme Database
Online Reporting

Now Add Programme Report, and if you have saved the report to work on it later then you can click on Manage saved Programme
Step 1

The page opens to this. Your name and club is auto filled. Now follow the steps and fill the data.
Step 1 – Project Information

1. **Scope***
   - Club Project
   - Region
   - National Association
   - Network
   - Federation

Please check the following box if you are inputting this report on behalf of a Region/National Association/Country

Note: this box allows you to specify that it is a Region/NA/Country Report, and the Club Name will be removed from your details. Only tick this box if you are completing the form on behalf of a Region/National Association/Country, NOT if you are completing it on behalf of a Club that is participating in a Region/NA/Country project.
These fields are all pre-populated (Name, Club, Region/NA/Country, Email) (If you have ticked the Region box as shown above, the Club Name will not be displayed).
6. Project Title*

7. Start Date
   Enter the date your Project started: .../.../....

8. End Date (if applicable)
   Enter the date your Project ended: .../.../....

9. Country in which the project took place

10. Did you have an outside Organisation as a partner on this Project?
    – Only identify organisations you worked actively with on this project, not ones to which you made a donation. Please enter the name of the Organisation below

11. Did you work with a Friendship Link on this Project?
    – Please select the Friendship Link that you worked with from the list below.
The Story of your Project . . .

Your project should demonstrate how the lives of women and girls have been improved through education, empowerment and enabling opportunities using awareness raising, advocacy and action. Use these words where possible in the write up below. Overwrite the words already in the boxes:
12. Please enter a concise summary of your project below, so that it could be used in publicity material.*

Type a summary of your report. This should give all the salient information about the project – the Charity helped, what that charity does, how the lives of women and girls were improved by this project and if applicable how much was raised and what the funds raised would finance. The information provided should be able to be extracted in its entirety and used, for example, in Soroptimist News.

500 characters (approx. 80 words)
13. Why did your Club/Region/NA/Network choose this project? What issue did you tackle with this project?*

What was the reason that your Club chose this Project? It may be that it is an issue close to your Club President’s heart, or you may have had a speaker on the subject and decided to support it for that reason.

700 characters (approx. 120 words)
14. What did the project involve?*

What did your Club actually do in support of this project? What event(s) did you hold to raise funds? Did the project involve hands on service such as packing toilet bags for your local refuge or volunteering at the local food bank?

700 characters (approx. 120 words)
15. What was the result of this project?*

How were the lives of women and girls improved as a result of this Project?

700 characters (approx. 120 words)
16. Please select the P that your project fits into from the list shown:

- People
- Prosperity
- Planet
- Peace
- Partnership

• Note: If you choose People from the list, then the following will be displayed – each P displays a different list of SDGs for you to select. You can choose more than one P and SDG, but only one can be selected as the “Primary SDG”.

As you select each SDG, it will be added to the table (as shown here). The first SDG selected will be displayed as the Primary SDG.

There MUST be a Primary SDG shown before you can move on. You can select SDGs from other Ps as well.
The Ps and SDGs selected will be displayed in a table. You can change the Primary SDG if you wish by ticking another SDG in the Primary SDG column.

You can also remove an SDG from the list if it was chosen in error. If the SDG that you remove is the Primary SDG then you will not be able to move on until you select a Primary SDG.

<table>
<thead>
<tr>
<th>UN5P</th>
<th>UNSDG</th>
<th>Primary SDG</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>No Poverty</td>
<td>Yes ✔️</td>
<td></td>
</tr>
<tr>
<td>People</td>
<td>Zero Hunger</td>
<td>No</td>
<td>Remove</td>
</tr>
<tr>
<td>People</td>
<td>Good Health and Well-being</td>
<td>No</td>
<td>Remove</td>
</tr>
</tbody>
</table>
17. Please tick which of the 3E's and 3As below apply to your project:

You need to select at least one E and one A from the list, but can select two or three of each, if appropriate.

<table>
<thead>
<tr>
<th>Educate - To impart knowledge or skill;</th>
<th>Awareness - Knowledge of...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable - To make possible</td>
<td>Advocacy - Plead in support of...</td>
</tr>
<tr>
<td>Empower - To give power to</td>
<td>Action - To take active steps...</td>
</tr>
</tbody>
</table>
18. Our project’s main targets were:
   - Women/Girls
   - Children
   - Community

19. How many people benefitted from your project in total?
   If you know the actual number of Women and Girls helped enter the number in the box on the right. Enter only a whole number, no letters or symbols. Otherwise tick the “Number not known” box.

   Number not Known
   [ ]

20. How much did you raise? Please insert the exact figure (do not include the pound sign).
   £
21. Please give a direct quotation from a beneficiary below, if possible

We may use quotations on recruitment leaflets and other publicity items.

Insert a quotation from a beneficiary of your project if you have one.

(700 words)

22. Is this Project a continuation of a previous Project? Please select any other projects that are linked to this one, from the drop down list of projects previously input by your Club/Region/NA/Network. You can select more than one linked Project:

Select a previous project from the drop down list
Step 5 – Supporting Materials

23. Add Images

You can upload up to 6 JPEGS, up to 5Mb each. You need to add a descriptive name for each picture, then click “Choose File” to browse your computer for the picture. You must click “Save this image to Report” once the file has been selected, or it will not be uploaded.

24. Add a PDF file

If you want to include more words to describe your Project than are allowed in Step 2, or already have a separate report of the Project available, you can upload it to your report.
Step 5 – Supporting Materials

25. Add a YouTube Video

You can add a link to a YouTube Video, which will be available from the report on the website.

Finally

Click “Submit” to send your report through to the database. It cannot be searched for online until it has been approved.

You will receive an email to confirm that your report has been successfully submitted, and another when it has been approved.