MAIN STREET
AMERICA®

Nationally recognized.
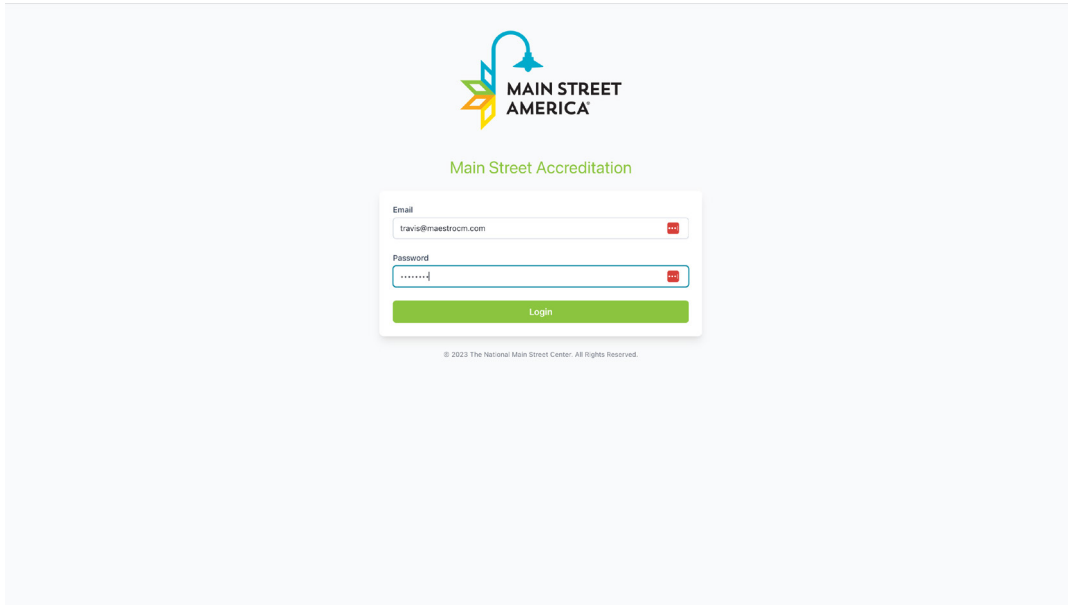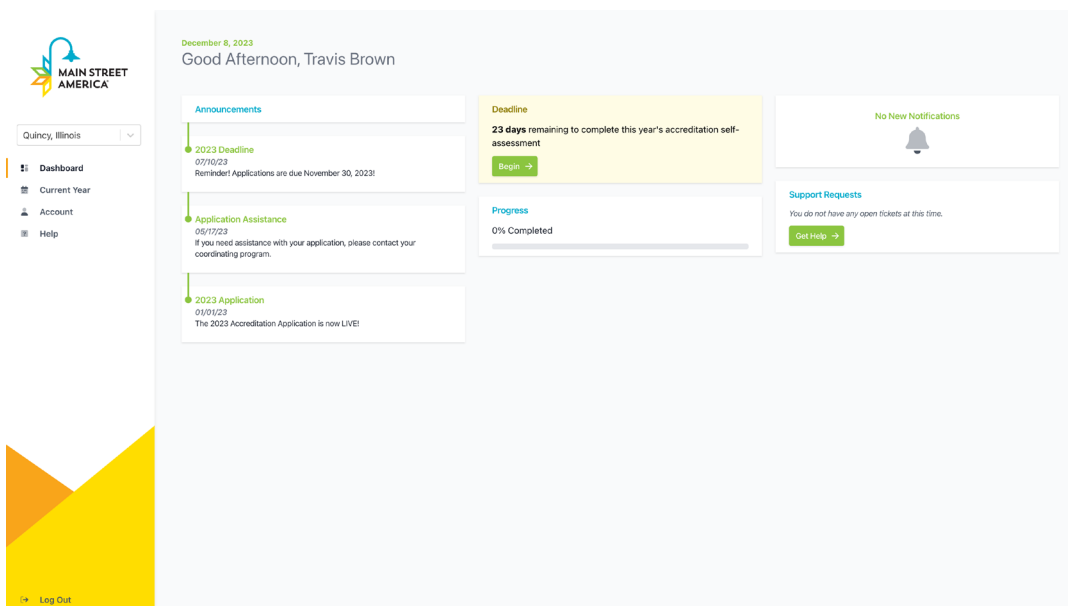Locally powered.™

LOCAL PROGRAM
TRAINING MANUAL

OVERVIEW

1. Go to www.mainstreetreporting.org to login

2. In the left hand navigation you will see:

- Community Name
- Dashboard
- Current Year
- Account
- Help

The Dashboard is the home screen. On the dashboard you will see Announcements from Main Street America about the accreditation process and platform.

There is a countdown to the submission deadline and a progress tracker to see how much is left to complete.
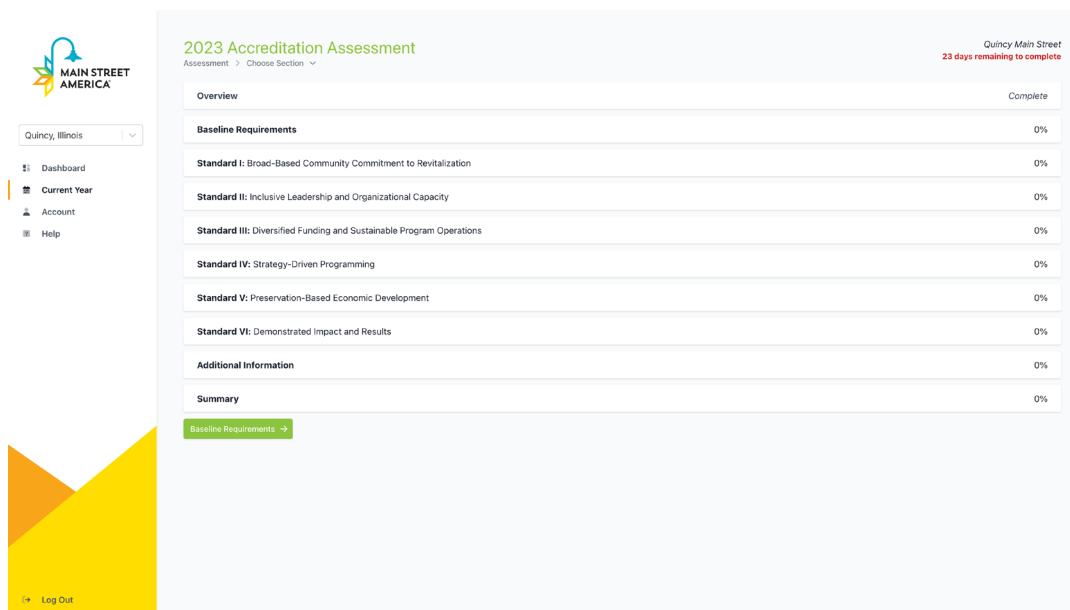
Notifications can be found in the upper right hand corner. When there is a notification you will receive both an email, and in system notification that will display here. Notifications will happen when support tickets are addressed, accreditation form has had action taken by the Coordinating Program, and when announcements are pushed from Main Street America.

Get support by clicking the "Get Help" button on the right hand side or in the menu navigation. If you have an issue, complete the form and your Coordinating Program will be notified.
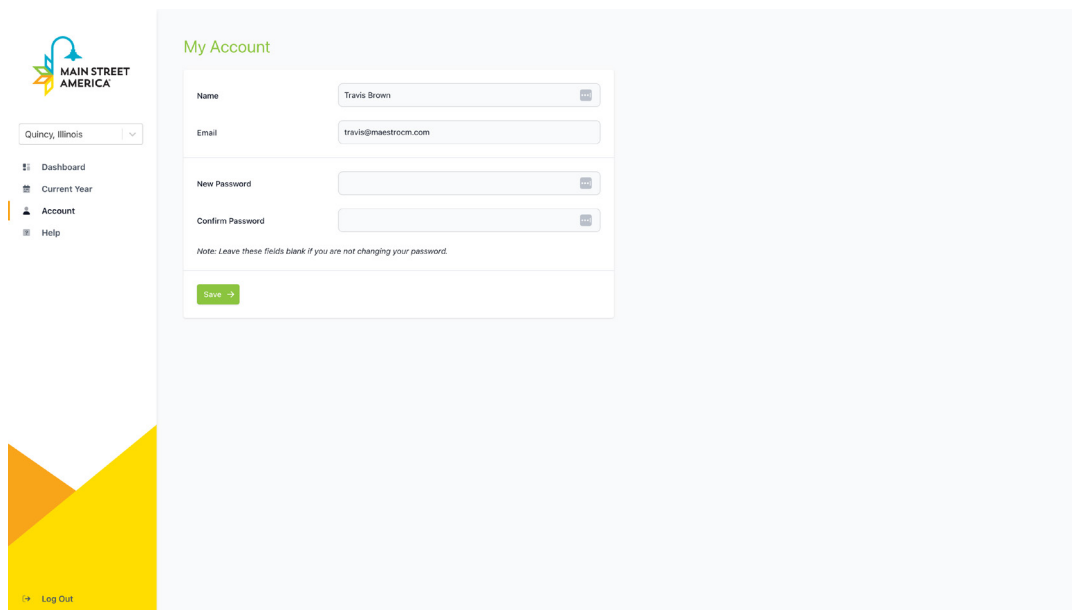
To log out of the system click on the "Log Out" text that is located at the bottom left corner of the screen.

3. Clicking on the "Current Year" in the navigation, will show the outline of the accreditation form required to complete. You can also click the "Begin" button located on the countdown widget within the homepage dashboard.
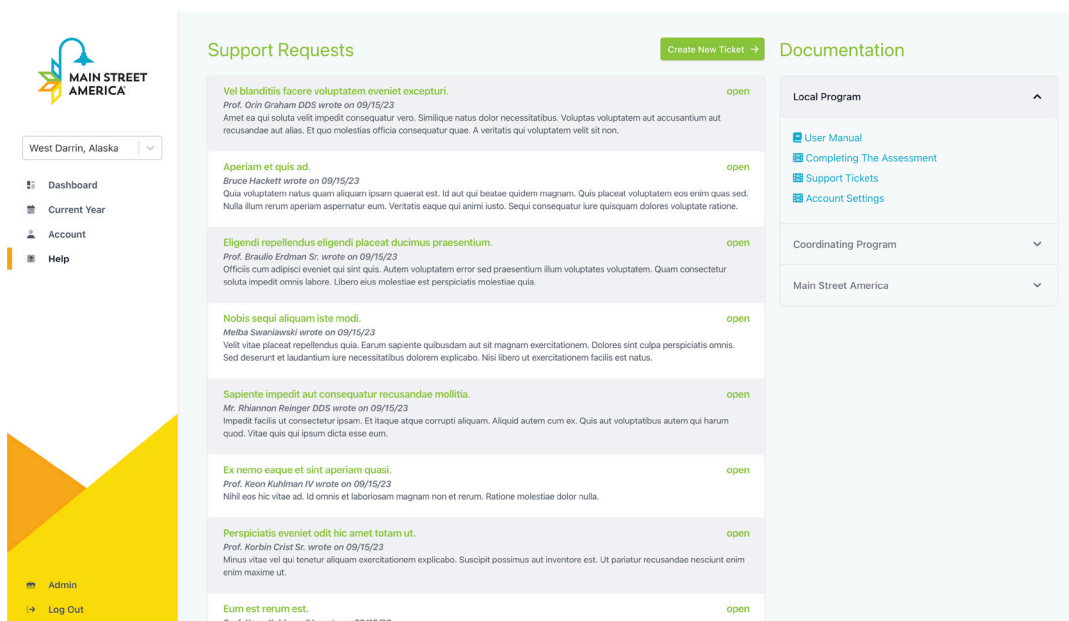
Use this screen to navigate to a specific standard as well.

4. In the Account section you can change name and password

5. The Help Section that is located in the main navigation contains all training documentation. Support Tickets can also be created here.

COMPLETING THE ASSESSMENT

To access the assessment click "Begin" or "Continue" from the dashboard or select, "Current Year" in the left hand navigation.

You will be required to start at the Overview as the first step to completing the accreditation application.

Completing the Baseline Requirements will be the first element that you are directed to. This is a series of Yes/No questions that are required for each program.
        *Note: four of these questions will require a file upload

For file uploads:

- Examples of templates for these are provided by clicking on the green "View Sample File" below the file upload for each baseline requirement.
- Files do not need to match the template, but they must have all the information included in the template.
        - Files may have additional information, but the baseline requirement information included in the example must be in the provided documents.
- Limit to 50mb
- File types accepted are
        - PNG
        - JPG
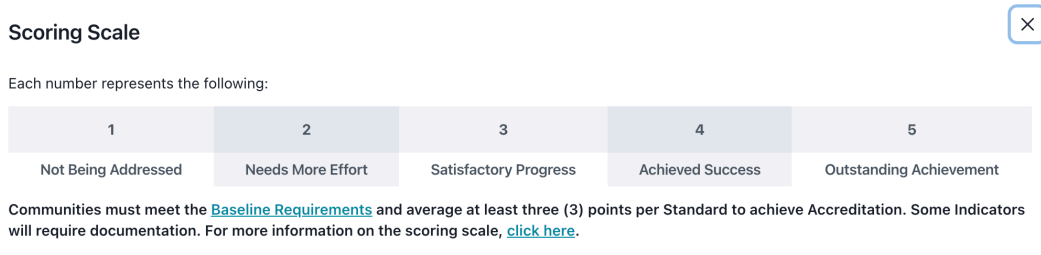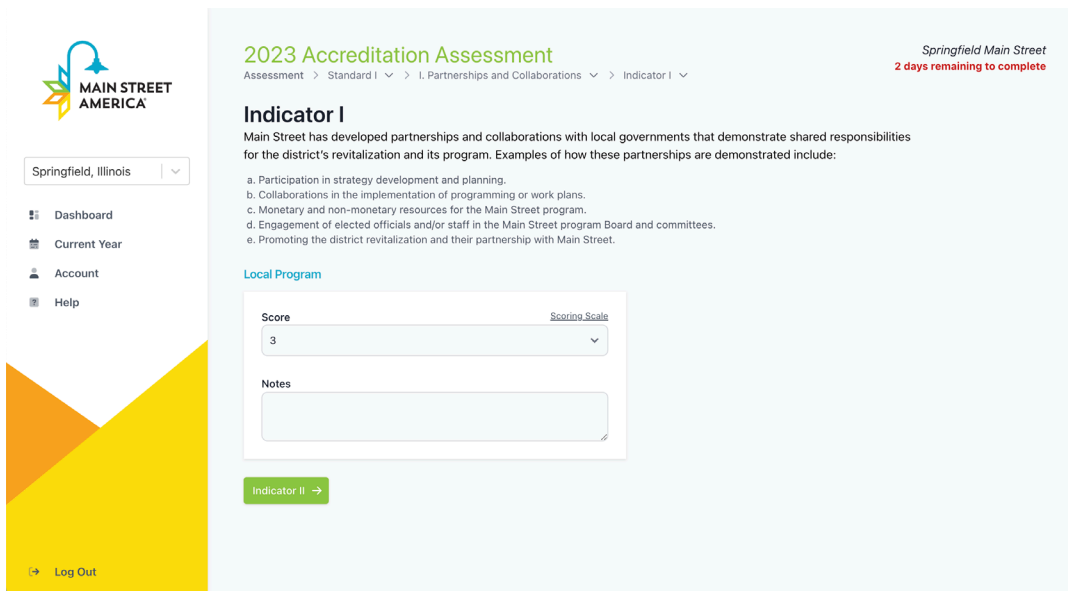   - PDF
        - Word
        - Excel

Once you have completed the baseline requirements you will be directed to Standard I.

For each Standard there will be Key Indicators and Indicator Questions.

Click on the Standard, Key Indicator, and Indicator question to access the question. Within each question, you will be asked to grade your organization on a scale of 1-5. The grading overview is accessible by clicking the "Scoring Scale" text on the question, and in the Assessment Overview.

For every score that is not 3 or above, you will be asked to provided a note to explain the answer. This will give you and your team the ability to expand about the steps taken to improve over the past year and things that are being done to get to a 3 (if below), or the things that have been done that put your organization over the top (above a 3).

Be descriptive and provide as much detail as possible in the notes section to help the Coordinating Program understand the work the organization has done pertaining to this particular Standard and Indicator.
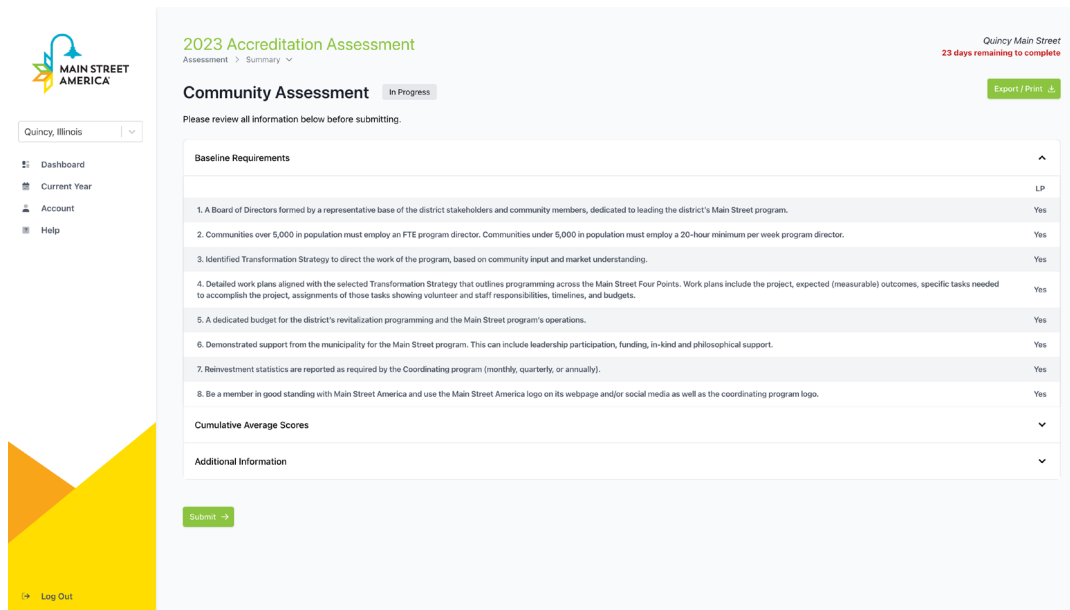
As questions are answered, the progress tracker on the dashboard will update.

After answering all Standards and Indicator Questions, there will be an Additional Information section. Based on the Coordinating Program, there may be additional questions to answer in this section.

Once the Assessment is completed, you will be taken to the Accreditation Summary.

ACCREDITATION SUMMARY

On the Summary page, there will be an overview for everything that has been completed.

This page will show the scores for the organization and each standard Key Indicator, and Indicator Question. The scoring will also show the Coordinating Program Score (CP) and Main Street America Score (MSA).

At the bottom of the page, you will be able to submit your Assessment Application. **Please note, once you have submitted the application, answers cannot be edited.**

After the assessment is submitted, your Coordinating Program will be notified to review and add their scores to your organization. When they have completed their review, you will receive a notification and scores will be visible on the Summary page.

To download a PDF version of the Assessment, click the Export/Print button in the upper right hand corner. This PDF will contain your score, your Coordinating Programs Score (once they have completed their review) and an MSA score (if you have an on-site visit from Main Street America).

OTHER THINGS TO NOTE

Assessment answers will be stored and viewable in future years for reference.

If assistance is needed, we encourage you to complete a support ticket and your Coordinating Program will be notified. They can escalate any issue that requires more advanced support.