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LOCAL PROGRAM TRAINING MANUAL

53 West Jackson Blvd. Suite 350 Chicago, IL 60604

MAINSTREET.ORG



1. Go to <u>www.mainstreetreporting.org</u> to login

Main Street Accreditation	
Email	
travis@maestrocm.com	
Password	
Login	
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- 2. In the left hand navigation you will see:
 - Community Name
 - Dashboard
 - Current Year
 - Account
 - Help

	December 8, 2023 Good Afternoon, Travis Brown				
	Announcements	Deadline 23 days remaining to complete this year's accreditation self-	No New Notifications		
Quincy, Illinois	2023 Deadline 07/10/23	assessment	÷		
Current Year	Reminder: Applications are due November 30, 2023:	Prograss	Support Requests		
 Help 	Application Assistance 05/17/23 If you need assistance with your application, please contact your	0% Completed	Fou do not have any open tickets at this time. Get $Help \rightarrow$		
	coronaung program.				
	 2023 Application 0/01/23 The 2023 Accreditation Application is now LIVE! 				
🗇 🛛 Log Out					

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.

	2023 Accreditation Assessment Assessment > Choose Section ~	Quincy Main Street 23 days remaining to complete
	Overview	Complete
Quincy, Illinois	Baseline Requirements	0%
ti Dashboard	Standard I: Broad-Based Community Commitment to Revitalization	0%
Current Year	Standard II: Inclusive Leadership and Organizational Capacity	0%
Account Help	Standard III: Diversified Funding and Sustainable Program Operations	0%
	Standard IV: Strategy-Driven Programming	0%
	Standard V: Preservation-Based Economic Development	0%
	Standard VI: Demonstrated Impact and Results	0%
	Additional Information	0%
	Summary	0%
	Baseline Requirements →	
(* Log Out		

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

MAIN STREET	My Account			
	Name	Travis Brown		
Quincy, Illinois	Email	travis@maestrocm.com		
記 Dashboard 箇 Current Year	New Password			
Account	Confirm Password			
	Note: Leave these fields blank if	Note: Leave these fields blank if you are not changing your password.		
	Save →			
⊖ Log Out				

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.

	2023 Accreditation Assessment Assessment > Standard V > Choose Key Indicator V	Quincy Main Street 23 days remaining to complete
AMERICA Nuncy, Illinois // Dashboard Current Year Account Help	Standard I: Broad-Based Community Commitment to Revitalization Andread Convertex that successful and sustainable revitalization efforts are not just the work of a single organization, but should be the result of a community-wide effort that things the public and privise sectors together with a strong sense of organization is their downtown or commercial district. This Standard reviews the Main Street organization's sectors of the community. Lunching a program, growing it incrementary from one year to the next, and sustaining success for the long run are only possible through a diversity of strong partnerships and collaborations, continued outreach, and communication. Communities engaged in the Main Street Approach understand how essential these key areas of focus are for an organization's success: () Partnerships and Collaborations, () District and Community Outreach, and () Communication and public Realmons. The following indicators provide important guidance on how Main Street programs, the public sector, district stakeholders, and the community ating can work together to develop strong partnerships and collaborations. Each Indicator includes examples of the types of activities that a program may use to achieve there eagals.	
	I. Partnerships and Collaborations	0%
	II. District and Community Outreach	0%
	III. Communication and Public Relations	0%

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.

	2023 Accreditatic Assessment > Standard > > Indicator I Main Street has developed par for the district's revitalization a	DR Assessment I. Partnerships and Collaborations \checkmark > therships and collaborations with local (nd its program, Examples of how these	Indicator I V governments that demonstrate shi partnerships are demonstrated ini	Springfield Main Street 2 days remaining to complete ared responsibilities clude:
Springtield, Illinois	 Participation in strategy develop b. Collaborations in the implement 	oment and planning. ation of programming or work plans.		
Si Dashboard	c. Monetary and non-monetary re d. Engagement of elected officials	sources for the Main Street program.	rd and committees.	
🗯 Current Year	e. Promoting the district revitaliza	tion and their partnership with Main Street.		
🚊 Account	Local Program			
Help	Score 3	Scoring Scale		
	Notes			
	Indicator II \rightarrow			
La Cog Out				
Scoring Scale				×
Each number represents the fo	ollowing:			
1	2	3	4	5
Not Being Addressed	Needs More Effort	Satisfactory Progress	Achieved Success	Outstanding Achievement
Communities must meet the will require documentation. F	Baseline Requirements and For more information on the	average at least three (3) point scoring scale, <u>click here</u> .	nts per Standard to achiev	e Accreditation. Some Indicators

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.

Quincy, Illinois	2023 Accreditation Assessment 23 days re Assessment > Summary Community Assessment In Progress Please review all information below before submitting.	Quincy Main Street maining to complete Export / Print 날
2i Dashboard	Baseline Requirements	^
曽 Current Year		LP
🚊 Account	1. A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district's Main Street program.	Yes
🗷 Help	2. Communities over 5,000 in population must employ an FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.	Yes
	3. Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.	Yes
	4. Detailed work plans aligned with the selected Transformation Strategy that outlines programming across the Main Street Four Points. Work plans include the project, expected (measurable) outcomes, specific tasks nee to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.	eded Yes
	5. A dedicated budget for the district's revitalization programming and the Main Street program's operations.	Yes
	6. Demonstrated support from the municipality for the Main Street program. This can include leadership participation, funding, in-kind and philosophical support.	Yes
	7. Reinvestment statistics are reported as required by the Coordinating program (monthly, quarterly, or annually).	Yes
	8. Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the coordinating program logo.	Yes
	Cumulative Average Scores	~
	Additional Information	~
(+ Log Out	Submi ->	

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.