



TEAM RIVER RUNNER
HELPING OUR WOUNDED VETERANS

ORS Tutorial

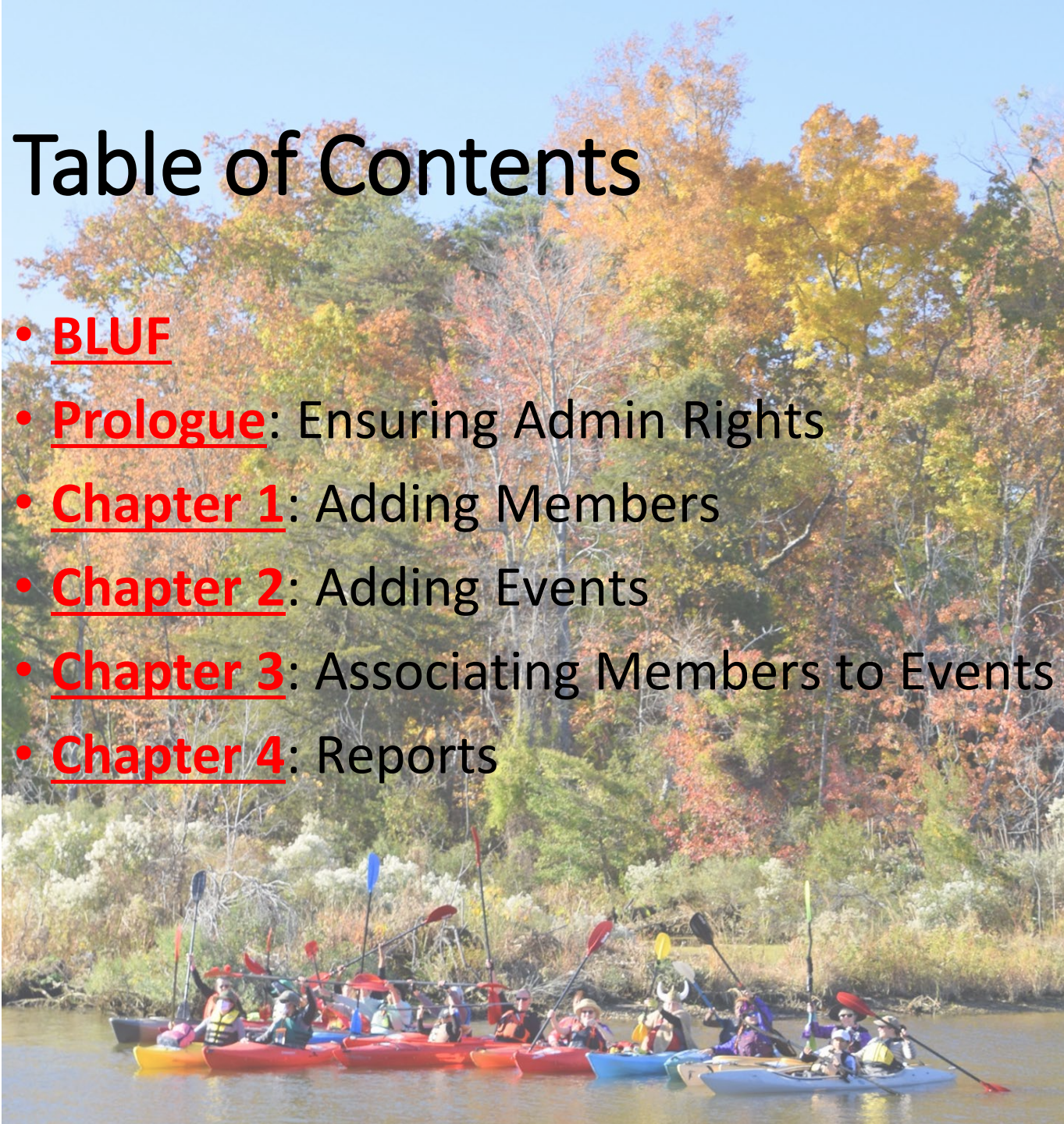
- How to use ORS as a Chapter Coordinator to properly record Veteran Attendance at Events
- Resources:
 - TRR Main Page: <https://www.teamriverrunner.org/>
 - ORS Link: <https://ors.teamriverrunner.org/>
- Created by:
 - Timothy Wiener
 - Chapter Co-Coordinator
 - Southern Maryland Chapter
 - tim.wiener@teamriverrunner.org
 - 1/5/2023



TEAM RIVER RUNNER
Helping Our Wounded Veterans on the River to Recovery

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Bottom Line Up Front (BLUF)

- VA Grants are dependent on serving the Veteran Community.
- TRR must demonstrate its commitment to helping veterans by reporting quarterly to the VA the number of veterans touched.
- Veteran Attendance and Events recorded in ORS is used to determine your Chapter Status.
 - **Golden Paddle – 22+ events, 15+ veterans per year (21 in 2022)**
 - **Lifestyle – 12-21 events, 6-15 veterans per year (9 in 2022)**
 - **Probational – 0-11 events, 0-5 veterans per year (13 in 2022)***
***20 chapters did not record events in ORS for 2022 (43 of 63 did)**
- ORS was provided to TRR for free, and thus has limitations and “quirks”. There is a process in place for improving ORS. Please be patient. We must work with it as it is, not as we wish it would be.

Prologue: Ensuring “Admin” Rights

- If you are the Chapter Coordinator or Designated ORS Facilitator for your chapter, Then you need to verify that you have the proper permissions.
- The following steps will walk you through the process of verifying that you are an “Admin” or how to set your status as an “Admin”
- Note: If you have been identified to TRR- National has a chapter coordinator, the following steps MIGHT have been done for you.

When you first log in, the default view is the Calendar
Do you have Admin rights? If you see “Chapters” in the top bar, then you do.

To Fix, Click on “Members”

The screenshot shows a web browser window with the URL <https://ors.teamriverrunner.org>. The top navigation bar contains several links: 'CHAPTERS', 'EVENTS', 'MEMBERS', and 'REPORTS'. The 'CHAPTERS' and 'MEMBERS' links are circled in red. Below the navigation bar is the 'EVENT CALENDAR' section, which displays a calendar for December 2022. The calendar shows various events scheduled for different days of the month. On the left side, there is a 'FILTER' section with a list of states and regions, each with a checkbox and a dropdown arrow. The events listed in the calendar include:

- Denver Holiday Party (4:00 PM)
- Green Bay pool session (5:00 PM)
- Pool Session (5:00 PM)
- Okc pool Session (1:00 PM)
- Sugar Beach paddle (7:00 AM)
- Denver Pool Session (6:30 PM)
- Weekly Training (6:00 PM)
- EWU Indoor Pool Training (6:30 PM)
- Atlanta Chapter - CCAC Roll Practice (7:30 PM)
- Family Event -Tacky Light Tour (5:00 PM)
- EWU Kayak Mod (9:15 AM)
- Panera fundraiser (5:00 PM)
- Sugar Beach paddle (7:00 AM)
- COS Pool Session @ Woodmen Hills Rec. Center (6:00 PM)

Start typing your last name in the “Search” box

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CALENDAR CHAPTERS EVENTS REPORTS Profile Sign Out

MEMBERS

NEW MEMBER

! There are more than 1,000 members. Use filters to refine your search.

MEMBER	PHONE	EMAIL	ZIP	DOB
Aaron Simpson KY - FT CAMPBELL				
Aaron Strom TX - SAN ANTONIO				
Abby Dunn OH - CINCINNATI			45248	
Adam Hertzberg WA - SPOKANE	417 434 4566	hertzberg619@gmail.com	99205	01/01/1991
Adam Jaquett CO - FORT COLLINS				
Aimee Almonte PA - LEHIGH VALLEY				
AJ OT WRJVA NH - NEWBURY				
Al Becker VA - VIRGINIA BEACH	757.377.2655			11/09/1946
Al Brown TX - SAN ANTONIO	2103927162			
Al Cavillo FL - TAMPA/ST. PETE	2103825000	alcavillo@yahoo.com		
Alan Piery WV - SHEPHERD	202-329-7612	undeliverablealanlaura@gmail.com		01/01/1965

When the list is short enough to see your name, Select your name

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CALENDAR CHAPTERS EVENTS REPORTS Profile Sign Out

MEMBERS

NEW MEMBER

MEMBER	PHONE	EMAIL	ZIP	DOB
Allison Wieser PA - SUSQUEHANNA VALLEY		ebb389c4-d03d-4c62-b36e-988f42f0ebad@trr.org		
Amy Wier VA - FORT BELVOIR	571-329-1374	wierfam5@gmail.com		
Jordan Howie OK - OKLAHOMA CITY	2678362689	Jhowie101@gmail.com	73142	
Krzysztof Krawiec WV - SHEPHERD	201-820-8902	krzysiek107@yahoo.com		
Matt Wiesenhahn ID - BOISE	(208)995-4078	MWiesenhahn@fake.com	83712	01/01/1971
Rachel Zwieg - D/NV WI - MILWAUKEE	920-765-3722	[No Title] Rachel.Zwieg@Yahoo.com		
Reese Wiemeyer NH - NEWBURY				
Rich Kulawiec MD - WALTER REED—BETHESDA		rsk404@gsp.org		
Timothy Wiener MD - SOUTHERN MD	301-7513149	Tim.Wiener@TeamRiverRunner.org	20601	
William (Bill) Wiegand MO - ST LOUIS	3145664112	wawiegand@msn.com		

Select "TRR Info"

Web | + | <https://ors.teamriverrunner.org/member/4c9cd581-8e61-4249-afe4-a4567b8210ae> | Profile | Sign Out

Getting Started | gmail-tim | gmail-tr | Maps | Tide Predictions - NO... | NOAA Current Predict... | TRR SoMD Chapter: TR... | Marbury, MD 10-Day ... | CDC COVID Data Trac... | Coronavirus - Marylan... | The Winemaking Hom... | ORS | TRR SoMD Chapter: So... | From Belly to Bacon | ...

CALENDAR | CHAPTERS | EVENTS | MEMBERS | REPORTS

DELETE | SAVE | EXIT

EDIT MEMBER

PERSONAL INFO | **TRR INFO** | OPTIONS | DIAGNOSIS

FIRST NAME: X

LAST NAME: X

CHAPTER: V

EMAIL:

PHONE #: OPTIONAL

GENDER: Male Female

DATE OF BIRTH: V OPTIONAL

ADDRESS: OPTIONAL

V

EMERGENCY CONTACT: P

Expand "Role" and **ONLY** check "Admin"

Then Click "Save", you should see a "Success" box

If so, sign out and sign back in for changes to take affect.

If not, then contact:

Tim Wiener tim.wiener@teamriverrunner.org

Or Charlie Duffy safety@teamriverrunner.org

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CALENDAR CHAPTERS EVENTS MEMBERS REPORTS Profile Sign Out

DELETE SAVE EDIT

EDIT MEMBER

PERSONAL INFO EVENTS **TRR INFO** OPTIONS DIAGNOSIS

- RELEASE SIGNED
- LIABILITY SIGNED
- TRR BACKGROUND CHECK
- CODE OF CONDUCT TRAINING
- OTHER BACKGROUND CHECK

ACTIVE

ACTIVE

INFO

JOIN DATE:

STATUS: Member Admin Secretary

ROLE: ADMIN

TRR USER TYPE: Civilian

SUCCESS

TIMOTHY WIENER

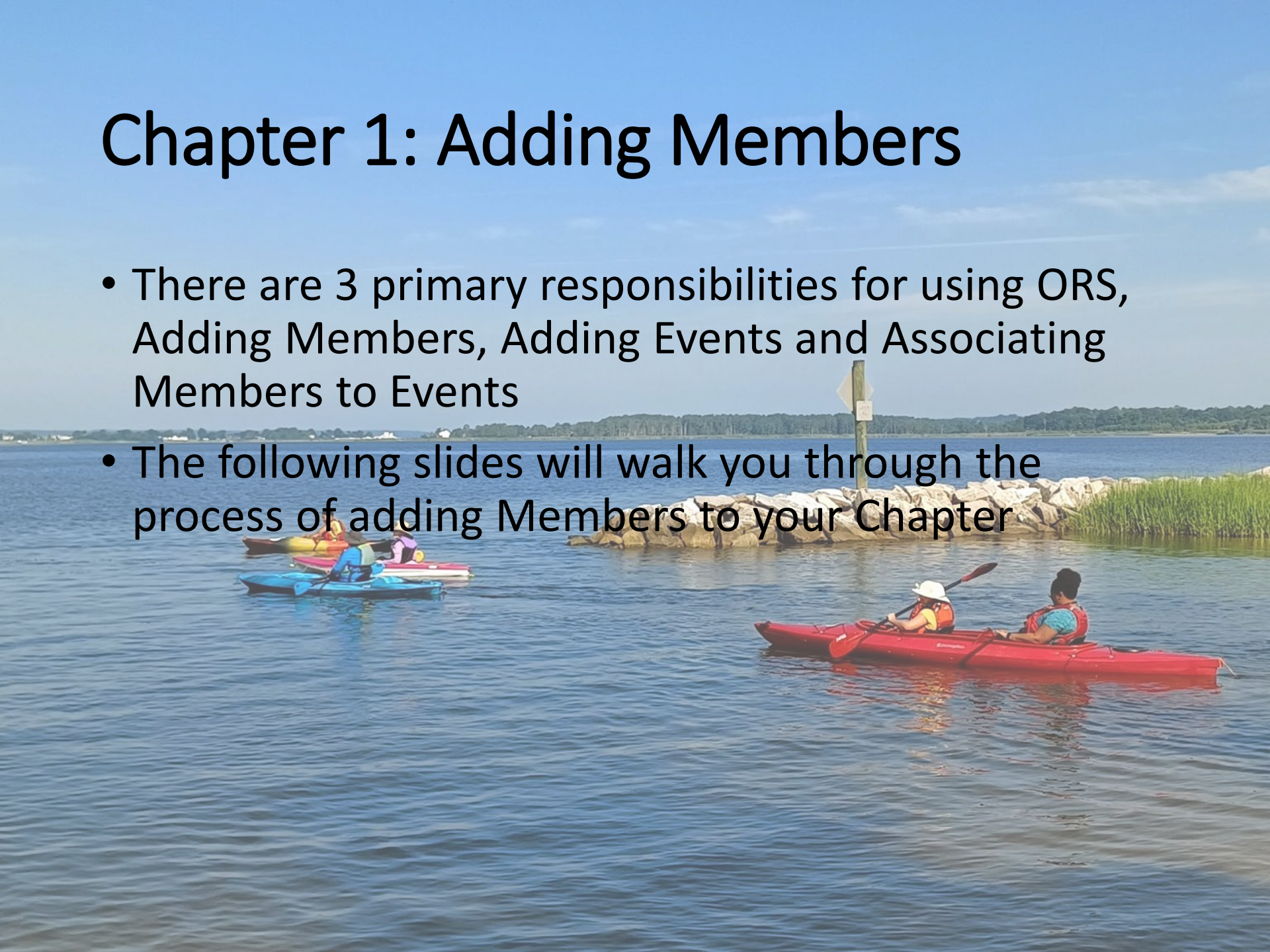
Was successfully saved

OK

10:24 AM
12/2/2023

Chapter 1: Adding Members

- There are 3 primary responsibilities for using ORS, Adding Members, Adding Events and Associating Members to Events
- The following slides will walk you through the process of adding Members to your Chapter



When you first log in, the default view is the Calendar

To add members, Click on “Members”

The screenshot shows the TEAM RIVER RUNNER website interface. The navigation bar includes links for CHAPTERS, EVENTS, MEMBERS (circled in red), and REPORTS. The main content area displays the 'EVENT CALENDAR' for 'DECEMBER 2022'. A 'FILTER' sidebar on the left lists various states and regions. The calendar grid shows events for each day of the month, including 'Denver Holiday Party', 'Green Bay pool session', 'Pool Session', 'Okc pool Session', 'Sugar Beach paddle', 'Denver Pool Session', 'Weekly Training', 'EWU Indoor Pool Training', 'Panera fundraiser', 'EWU Kayak Mod', 'COS Pool Session @ Woodmen Hills Rec. Center', 'Atlanta Chapter - CCAC Roll Practice', and 'Family Event -Tacky Light Tour'.

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CHAPTERS EVENTS MEMBERS REPORTS Profile Sign Out

FILTER

EVENT CALENDAR

DECEMBER 2022

SU MO TU WE TH FR SA

27 28 29 30 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

4:00 PM Denver Holiday Party
5:00 PM Green Bay pool session
5:00 PM Pool Session
1:00 PM Okc pool Session

7:00 AM Sugar Beach paddle

6:00 PM Pool Session
7:00 AM Sugar Beach paddle

6:00 PM Atlanta Chapter - CCAC Roll Practice
6:30 PM Denver Pool Session
6:00 PM Weekly Training
6:30 PM EWU Indoor Pool Training

9:15 AM EWU Kayak Mod
5:00 PM Panera fundraiser
7:00 AM Sugar Beach paddle

6:00 PM COS Pool Session @ Woodmen Hills Rec. Center

7:00 AM Sugar Beach paddle
5:30 PM Pool session

6:00 PM COS Pool Session @ Woodmen Hills Rec. Center

5:00 PM Family Event -Tacky Light Tour

10:06 AM
12/2/2022

First, verify that the new member is not already in the system
Start typing the last name in the “Search” box

The screenshot shows the TEAM RIVER RUNNER website's MEMBERS page. The browser address bar displays <https://ors.teamriverrunner.org/members>. The page features a navigation bar with links for CALENDAR, CHAPTERS, EVENTS, and REPORTS, along with a user profile and sign-out option. On the left, a FILTERS sidebar includes a search box (circled in red), an ACTIVE checkbox, a CHAPTERS dropdown menu set to NATIONAL, and fields for TYPE, DOB FROM, DOB TO, and ZIP. The main content area is titled MEMBERS and contains a warning message: "There are more than 1,000 members. Use filters to refine your search." Below this is a table of members with columns for MEMBER, PHONE, EMAIL, ZIP, and DOB.

MEMBER	PHONE	EMAIL	ZIP	DOB
Aaron Simpson KY - FT CAMPBELL				
Aaron Strom TX - SAN ANTONIO				
Abby Dunn OH - CINCINNATI			45248	
Adam Hertzberg WA - SPOKANE	417 434 4566	hertzberg619@gmail.com	99205	01/01/1991
Adam Jaquett CO - FORT COLLINS				
Aimee Almonte PA - LEHIGH VALLEY				
AJ OT WRJVA NH - NEWBURY				
Al Becker VA - VIRGINIA BEACH	757.377.2655			11/09/1946
Al Brown TX - SAN ANTONIO	2103927162			
Al Cavillo FL - TAMPA/ST. PETE	2103825000	alcavillo@yahoo.com		
Alan Piercy WV - SHEPHERD	202-329-7612	undeliverablealanulaura@gmail.com		01/01/1965

If you find that the “new” member is already in your chapter, you can Update their information (go to [slide 19](#)) or you are done.

If you find that the “new” member is already in another chapter, you must speak with the member to determine if they are just visiting your chapter or wish to transfer to your chapter. If they wish to transfer, Update their information (go to [slide 19](#))

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CALENDAR CHAPTERS EVENTS REPORTS Profile Sign Out

MEMBERS

NEW MEMBER

MEMBER	PHONE	EMAIL	ZIP	DOB
Allison Wieser PA - SUSQUEHANNA VALLEY		ebb389c4-d03d-4c62-b36e-988f42f0ebad@trr.org		
Amy Wier VA - FORT BELVOIR	571-329-1374	wierfam5@gmail.com		
Jordan Howie OK - OKLAHOMA CITY	2678362689	Jhowie101@gmail.com	73142	
Krzysztof Krawiec WV - SHEPHERD	201-820-8902	krzysiek107@yahoo.com		
Matt Wiesenhahn ID - BOISE	(208)995-4078	MWiesenhahn@fake.com	83712	01/01/1971
Rachel Zwieg - D/NV WI - MILWAUKEE	920-765-3722	[No Title] Rachel.Zwieg@Yahoo.com		
Reese Wiemeyer NH - NEWBURY				
Rich Kulawiec MD - WALTER REED—BETHESDA		rsk404@gsp.org		
Timothy Wiener MD - SOUTHERN MD	301-7513149	Tim.Wiener@TeamRiverRunner.org	20601	
William (Bill) Wiegand MO - ST LOUIS	3145664112	wawiegand@msn.com		

To Add a new Member, Click on “New Member”

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CALENDAR CHAPTERS EVENTS REPORTS Profile Sign Out

MEMBERS

! There are more than 1,000 members. Use filters to refine your search.

MEMBER	PHONE	EMAIL	ZIP	DOB
Aaron Simpson KY - FT CAMPBELL				
Aaron Strom TX - SAN ANTONIO				
Abby Dunn OH - CINCINNATI			45248	
Adam Hertzberg WA - SPOKANE	417 434 4566	hertzberg619@gmail.com	99205	01/01/1991
Adam Jaquett CO - FORT COLLINS				
Aimee Almonte PA - LEHIGH VALLEY				
AJ OT WRJVA NH - NEWBURY				
Al Becker VA - VIRGINIA BEACH	757.377.2655			11/09/1946
Al Brown TX - SAN ANTONIO	2103927162			
Al Cavillo FL - TAMPA/ST. PETE	2103825000	alcavillo@yahoo.com		
Alan Piercy WV - SHEPHERD	202-329-7612	undeliverablealanlaura@gmail.com		01/01/1965

Filters: SEARCH: (search by first OR last name OR email) [ACTIVE] CHAPTERS: NATIONAL TYPE: Type DOB FROM: 12/01/1962 DOB TO: 12/01/2002 ZIP: Zip

NEW MEMBER

Enter Personal Info: You MUST enter a First and Last Name, a Chapter (drop down menu), Email Address, Gender, and Zip Code. All other information is optional.

When done, Click on “TRR Info”

Warning!!! Due to a “quirk”, **NO** two members may have the same email address. This could happen with couples, or parent/guardian with dependents.

If this happens, give “real” address to main member and create a unique “dummy” address for the other members, such as:

tim.wiener@gmail.com
1tim.wiener@gmail.com
2tim.wiener@gmail.com

etc

Field in “Orange” is required for reporting to VA.

Fields in “Yellow” are System mandated and you will not be able to progress to next step without filling in these fields.

Field in Red is a “Quirk” and system will not function properly if left blank.

The screenshot shows a web browser window with the URL <https://ors.teamriverrunner.org/new-member>. The page title is "NEW MEMBER". Below the title is a navigation bar with tabs: PERSONAL INFO (selected), EVENTS, TRR INFO (circled in red), OPTIONS, and DIAGNOSIS. The form fields are as follows:

- FIRST NAME: (Yellow arrow pointing to it)
- LAST NAME: (Yellow arrow pointing to it)
- CHAPTER: (Yellow arrow pointing to it)
- EMAIL: (Red arrow pointing to it)
- PHONE #: (Optional)
- GENDER: Male Female (Yellow arrow pointing to it)
- DATE OF BIRTH: (Optional)
- ADDRESS: (Optional)
- City: State: Zip: (Orange arrow pointing to the Zip field)
- EMERGENCY CONTACT:

Under “TRR Info” Fill in “Role” and “TRR User Type” (drop down menus)

If left blank, “Role” will default to “Member” upon saving

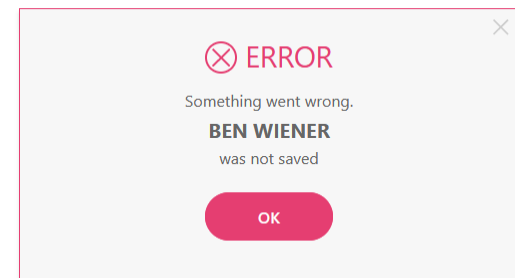
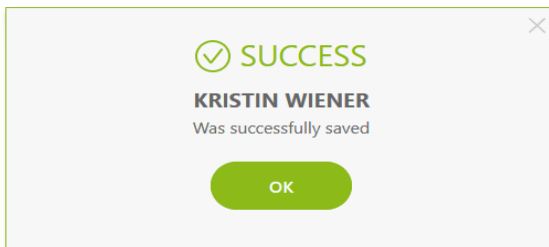
When done, Click “Save”

The screenshot shows a web browser window with the URL <https://ors.teamriverrunner.org/new-member>. The page title is "NEW MEMBER". The navigation bar includes "CALENDAR", "CHAPTERS", "EVENTS", "MEMBERS", and "REPORTS". The "MEMBERS" tab is active, and the "SAVE" button is circled in red. The form has tabs for "PERSONAL INFO", "EVENTS", "TRR INFO", "OPTIONS", and "DIAGNOSIS". Under "TRR INFO", there are checkboxes for "RELEASE SIGNED", "LIABILITY SIGNED", "TRR BACKGROUND CHECK", "CODE OF CONDUCT TRAINING", and "OTHER BACKGROUND CHECK". Below these are sections for "ACTIVE" and "DEACTIVE CAUSE". The "INFO" section contains dropdown menus for "JOIN DATE", "STATUS", "ROLE", and "TRR USER TYPE". The "ROLE" dropdown is open, showing "Member" (selected), "Admin", and "Secretary". The "TRR USER TYPE" dropdown is also open, showing "Civilian", "Veteran", and "Veteran Family/Caregiver". A yellow arrow points to the "TRR USER TYPE" dropdown, and another yellow arrow points to the "ROLE" dropdown.

Upon Saving, one of 2 notices will appear.

If “Error”, the most probable problem is that the email address is already in use by another member. Click “OK”, Go back to the Member page and enter the email address in the search field to find the member using that address. If “Found” member is the same as the “New” member but just a different name, update the fields accordingly. Otherwise determine if there is another email address the member wants to use or create a “dummy” email address as discussed previously.

If “Success”, click “OK”



Due to a “quirk”, upon saving the first time, the TRR User Type” will default back to Civilian. If required, set back to “Veteran” or “Veteran Family / Caregiver” and Save a second time. The setting will stay after being saved this second time.

1/1/2023 - FIXED: This issue has been resolved. Going forward, there should be no problems, but Veterans already in the system may still be marked incorrectly as Civilians, so as they sign new annual waivers in the upcoming years, please verify that their status is correct.

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CALENDAR CHAPTERS EVENTS MEMBERS REPORTS

Profile Sign Out

DELETE SAVE EXIT

NEW MEMBER

PERSONAL INFO EVENTS **TRR INFO** OPTIONS DIAGNOSIS

- RELEASE SIGNED
- LIABILITY SIGNED
- TRR BACKGROUND CHECK
- CODE OF CONDUCT TRAINING
- OTHER BACKGROUND CHECK

ACTIVE

ACTIVE

INFO

JOIN DATE: 12/02/2022

STATUS: Status

ROLE: MEMBER

TRR USER TYPE: Civilian

To Update a Member, find the member by typing their name in the search box and then click on the Member's name.

The screenshot shows the TEAM RIVER RUNNER website interface. On the left, there is a 'FILTERS' section with a search box containing 'Wie', which is circled in red. Below the search box are filters for 'ACTIVE' and 'CHAPTERS'. The main content area is titled 'MEMBERS' and features a 'NEW MEMBER' button. A table lists members with columns for MEMBER, PHONE, EMAIL, ZIP, and DOB. The member 'Timothy Wiener' is circled in red. The table also includes a 'TITLE' column with a dropdown menu showing '[No Title]'.

MEMBER	PHONE	EMAIL	ZIP	DOB
Allison Wieser PA - SUSQUEHANNA VALLEY		ebb389c4-d03d-4c62-b36e-988f42f0ebad@trr.org		
Amy Wier VA - FORT BELVOIR	571-329-1374	wierfam5@gmail.com		
Jordan Howie OK - OKLAHOMA CITY	2678362689	Jhowie101@gmail.com	73142	
Krzysztof Krawiec WV - SHEPHERD	201-820-8902	krzysiek107@yahoo.com		
Matt Wiesenhahn ID - BOISE	(208)995-4078	MWiesenhahn@fake.com	83712	01/01/1971
Rachel Zwieg - D/NV WI - MILWAUKEE	920-765-3722	Rachel.Zwieg@Yahoo.com		
Reese Wiemeyer NH - NEWBURY				
Rich Kulawiec MD - WALTER REED—BETHESDA		rsk404@gsp.org		
Timothy Wiener MD - SOUTHERN MD	301-7513149	Tim.Wiener@TeamRiverRunner.org	20601	
William (Bill) Wiegand MO - ST LOUIS	3145664112	wawiegand@msn.com		

As when creating a new member, certain fields must be completed.

Note: due to a “quirk” in the system, DO NOT change the email address. If you must change the email address, the best practice is to create a New Member with all the same info as the current member but with the new email address. Then for the outdated Member, under TRR info, Deselect the Active box.

The screenshot shows a web browser window displaying the 'EDIT MEMBER' page. The browser's address bar shows the URL: <https://ors.teamriverrunner.org/member/4c9cd581-8e61-4249-afe4-a4567b8210ae>. The page title is 'EDIT MEMBER'. The navigation menu includes 'PERSONAL INFO', 'EVENTS', 'TRR INFO', 'OPTIONS', and 'DIAGNOSIS'. The 'TRR INFO' tab is selected.

The form fields are as follows:

- FIRST NAME: Timothy
- LAST NAME: Wiener
- CHAPTER: MD - Southern MD, MD
- EMAIL: Tim.Wiener@TeamRiverRunner.org
- PHONE #: 3017513149
- GENDER: Male
- DATE OF BIRTH: mm/dd/yy
- ADDRESS: Street Address
- CITY: City
- STATE: State
- ZIP: 20601
- EMERGENCY CONTACT: [Empty]

On the right side, there are checkboxes for:

- RELEASE SIGNED
- LIABILITY SIGNED
- TRR BACKGROUND CHECK
- CODE OF CONDUCT TRAINING
- OTHER BACKGROUND CHECK

Below these checkboxes, there are two sections: 'ACTIVE' and 'INFO'. The 'ACTIVE' section has a checkbox labeled 'ACTIVE' which is checked and circled in red. The 'INFO' section has a 'JOIN DATE' field with the value '08/04/2018', a 'STATUS' dropdown set to 'None', a 'ROLE' dropdown set to 'ADMIN', and a 'TRR USER TYPE' dropdown set to 'Civilian'.

Annotations on the image include:

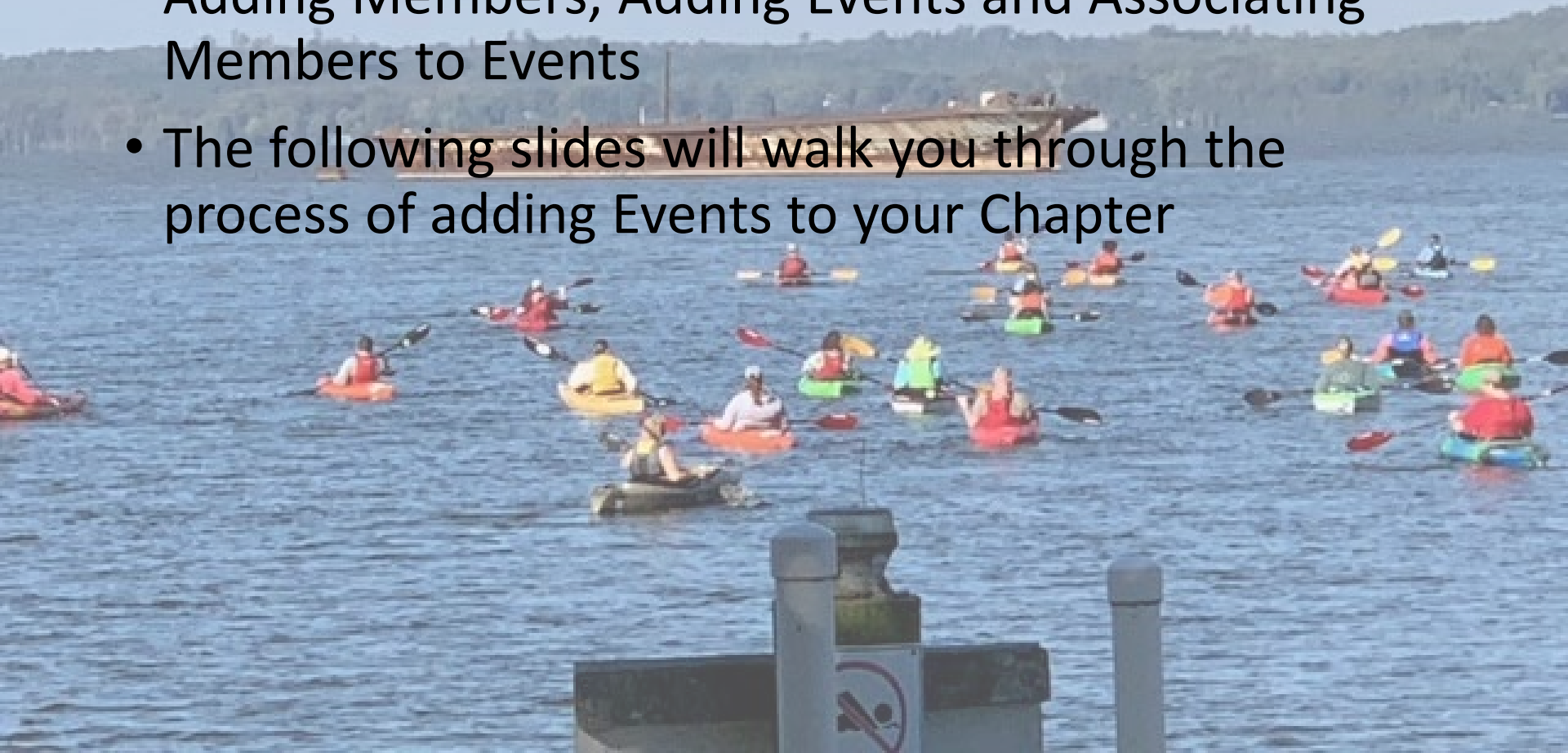
- Yellow arrows pointing to the 'FIRST NAME', 'LAST NAME', 'CHAPTER', and 'GENDER' fields.
- A red arrow pointing to the 'EMAIL' field.
- A yellow arrow pointing to the 'ZIP' field.
- A red circle around the 'ACTIVE' checkbox.

Note: due to a “quirk” in the system, DO NOT Delete a member. This will, unfortunately, delete their event history, altering attendance records for past events they attended. If you must “Delete” a member, the best practice is to open the record for the outdated Member, under TRR info, Deselect the Active box.

The screenshot shows a web browser window displaying the 'EDIT MEMBER' page for a member named Timothy Wiener. The browser's address bar shows the URL: <https://ors.teamriverrunner.org/member/4c9cd581-8e61-4249-afe4-a4567b8210ae>. The page has a navigation menu with 'PERSONAL INFO', 'EVENTS', 'TRR INFO', 'OPTIONS', and 'DIAGNOSIS'. The 'TRR INFO' tab is selected. In the top navigation bar, the 'DELETE' button is circled in red with a diagonal slash through it. The main form contains several fields: 'FIRST NAME' (Timothy), 'LAST NAME' (Wiener), 'CHAPTER' (MD - Southern MD, MD), 'EMAIL' (Tim.Wiener@TeamRiverRunner.org), 'PHONE #' (3017513149), 'GENDER' (Male), 'DATE OF BIRTH' (mm/dd/yy), 'ADDRESS' (Street Address, City, State, 20601), and 'EMERGENCY CONTACT'. On the right side, there are checkboxes for 'RELEASE SIGNED', 'LIABILITY SIGNED', 'TRR BACKGROUND CHECK', 'CODE OF CONDUCT TRAINING', and 'OTHER BACKGROUND CHECK'. Below these is the 'ACTIVE' checkbox, which is checked and circled in red. The 'INFO' section includes 'JOIN DATE' (08/04/2018), 'STATUS' (None), 'ROLE' (ADMIN), and 'TRR USER TYPE' (Civilian). A yellow arrow points to the 'DELETE' button, and another yellow arrow points to the 'ACTIVE' checkbox. A red arrow points to the 'EMAIL' field, and a blue arrow points to the 'City' field.

Chapter 2: Adding Events

- There are 3 primary responsibilities for using ORS, Adding Members, Adding Events and Associating Members to Events
- The following slides will walk you through the process of adding Events to your Chapter



To create an event from the Calendar page, Scroll left or right to find the date of the proposed event. In the upper right corner of the day is a faint “+” sign. Click it.

The screenshot shows a web browser window displaying the "EVENT CALENDAR" for "DECEMBER 2022". The page header includes the "TEAM RIVER RUNNER" logo and navigation links for CHAPTERS, EVENTS, MEMBERS, and REPORTS. A "FILTER" sidebar on the left lists various states and regions. The calendar grid shows dates from 1st to 17th. Events are listed for several dates, including Denver Holiday Party, Sugar Beach paddle, Denver Pool Session, Weekly Training, EWU Indoor Pool Training, Panera fundraiser, COS Pool Session, and Family Event - Tacky Light Tour. Three red circles are overlaid on the image: one on the left navigation arrow, one on the right navigation arrow, and one on the "+" sign in the top right corner of the date cell for December 6th.

Day	Events
1 (TH)	7:00 AM Sugar Beach paddle 9:15 AM EWU Kayak Mod 5:00 PM Panera fundraiser
2 (FR)	6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
4 (SU)	4:00 PM Denver Holiday Party 5:00 PM Green Bay pool session 5:00 PM Pool Session 8:00 PM Okc pool Session
6 (TU)	7:00 AM Sugar Beach paddle
7 (W)	6:30 PM Denver Pool Session 6:00 PM Weekly Training 6:30 PM EWU Indoor Pool Training
8 (TH)	7:00 AM Sugar Beach paddle 5:30 PM Pool session
9 (FR)	6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
11 (SU)	6:00 PM Okc pool Session
13 (TU)	6:00 PM Pool Session 7:00 AM Sugar Beach paddle
14 (W)	7:30 PM Atlanta Chapter - CCAC Roll Practice 6:30 PM Denver Pool Session 6:00 PM Weekly Training 6:30 PM EWU Indoor Pool Training
15 (TH)	7:00 AM Sugar Beach paddle
16 (FR)	6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
17 (S)	5:00 PM Family Event - Tacky Light Tour

Give your event a title, select your chapter, select a time range, select the type of event, and provide a description (optional). Then Click “Save”. If there are errors, fix them and save again. Your event should now appear on the Calendar.

Web | <https://ors.teamriverrunner.org/new-event>

Getting Started | gmail-tim | gmail-tr | Maps | Tide Predictions - NO... | NOAA Current Predict... | TRR SoMD Chapter: TR... | Marbury, MD 10-Day... | CDC COVID Data Trac... | Coronavirus - Marylan... | The Winemaking Hom... | ORS | TRR SoMD Chapter: So... | From Belly to Bacon | ...

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CALENDAR | CHAPTERS | EVENTS | MEMBERS | REPORTS

Profile | Sign Out

DELETE | **SAVE** | EXPORT

NEW EVENT

MAIN | ATTENDEES | BUDGET | EMAILS | PICTURES

EVENT TITLE:

CHAPTER:

DATE:

FROM: TO:

TYPE OF EVENT:

REPEAT: NO

DESCRIPTION:

NEXT

HURRAY!

Information was successfully saved for the event

SOMD TEST

OK

ERROR

Some required information is missing or incomplete.

Please fill out the fields in red.

GOT IT!

Note: Give your event a title that reflects the name of your chapter in some way, such as SoMD, PDX, etc. e.g., SoMD Pool Session or PDX Sandy River Float.

The ORS Calendar is visible to everyone that visits the main TRR website. If all 60 chapters create an event called "Pool Session" on the same day, it may become difficult for a local veteran to find "**YOUR**" session to attend.

The screenshot shows the TRR website's calendar interface for November 2022. The calendar is organized by day of the week (SU to SA). On the left, there is a 'FILTER' section with a list of states (AL, AR, AZ, CA, CO, DC, FL, GA, HI, IA, ID, IL, IN, Italy, KY, MA, MD) and a search bar. The calendar cells contain event listings with dates and times. Two events are circled in red: 'Boat and Trailer Clean Up' on November 6th at 10:00 AM, and 'Columbus, Ga Pool Session' on November 26th at 12:00 PM. The website header includes the TRR logo and navigation links for CHAPTERS, EVENTS, MEMBERS, and REPORTS. The browser's address bar and taskbar are also visible.

Day	Event	Time
Nov 6	Boat and Trailer Clean Up	10:00 AM
Nov 26	Columbus, Ga Pool Session	12:00 PM

There are several Event Types to choose from. Pick the one that best fits the event you are planning.

Also note that there are options for “Off Water” events to maintain group participation without necessarily needing to get wet.

Web x +

https://ors.teamriverrunner.org/new-event

Getting Started gmail-tim gmail-tr Maps Tide Predictions - NO... NOAA Current Predict... TRR SoMD Chapter: TR... Marbury, MD 10-Day ... CDC COVID Data Trac... Coronavirus - Marylan... The Winemaking Hom... ORS TRR SoMD Chapter So... From Belly to Bacon | ...

TEAM RIVER RUNNER
river to recovery

CALENDAR CHAPTERS EVENTS MEMBERS REPORTS Profile Sign Out

MAIN

EVENT TITLE:

CHAPTER:

DATE:

FROM:

TYPE OF EVENT:

REPEAT:

DESCRIPTION:
OPTIONAL

NEXT

Flat Water

River

Pool

Surf

Kayak Polo

Family Day

Movie Night/Other (Off Water)

Kayak Football

Training/Admin (On Water)

TRR Competition

Outreach/Training (Off Water)

Event type

NO

Description

To create a multiday event or a series of events, Click the “Repeat No” to change it to a “Yes” and set the duration (Until) and frequency (Repeat Every) of the events.

Once created, the events can be edited individually but not as a group.

The screenshot shows a web browser window with the URL <https://ors.teamriverrunner.org/new-event>. The page title is "NEW EVENT". The navigation menu includes "MAIN", "ATTENDEES", "BUDGET", "EMAILS", and "PICTURES". The form fields are as follows:

- EVENT TITLE:
- CHAPTER:
- DATE:
- FROM: TO:
- TYPE OF EVENT:
- REPEAT: NO YES
- UNTIL:
- REPEAT EVERY: Day(s)
- DESCRIPTION:

A yellow arrow points from the "REPEAT: NO" checkbox to the "REPEAT: YES" checkbox. The "DESCRIPTION" field is labeled "OPTIONAL".

Another way to create an event, is to open the Event tab in the upper banner....

The screenshot shows the TEAM RIVER RUNNER website's Event Calendar for December 2022. The navigation bar at the top includes links for CHAPTERS, EVENTS, MEMBERS, and REPORTS. The 'EVENTS' link is circled in red. The calendar displays events for each day of the month, including:

- December 1:** 7:00 AM Sugar Beach paddle, 9:15 AM EWU Kayak Mod, 5:00 PM Panera fundraiser
- December 2:** 6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
- December 4:** 4:00 PM Denver Holiday Party, 5:00 PM Green Bay pool session, 5:00 PM Pool Session, 1:00 PM Okc pool Session
- December 5:** 8:00 AM SoMD Test
- December 6:** 7:00 AM Sugar Beach paddle
- December 7:** 6:30 PM Denver Pool Session, 6:00 PM Weekly Training, 6:30 PM EWU Indoor Pool Training
- December 8:** 7:00 AM Sugar Beach paddle, 5:30 PM Pool session
- December 9:** 6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
- December 11:** 1:00 PM Okc pool Session
- December 13:** 6:00 PM Pool Session, 7:00 AM Sugar Beach paddle
- December 14:** 7:30 PM Atlanta Chapter - CCAC Roll Practice, 6:30 PM Denver Pool Session, 6:00 PM Weekly Training, 6:30 PM EWU Indoor Pool Training
- December 15:** 7:00 AM Sugar Beach paddle
- December 16:** 6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
- December 17:** 5:00 PM Family Event -Tacky Light Tour

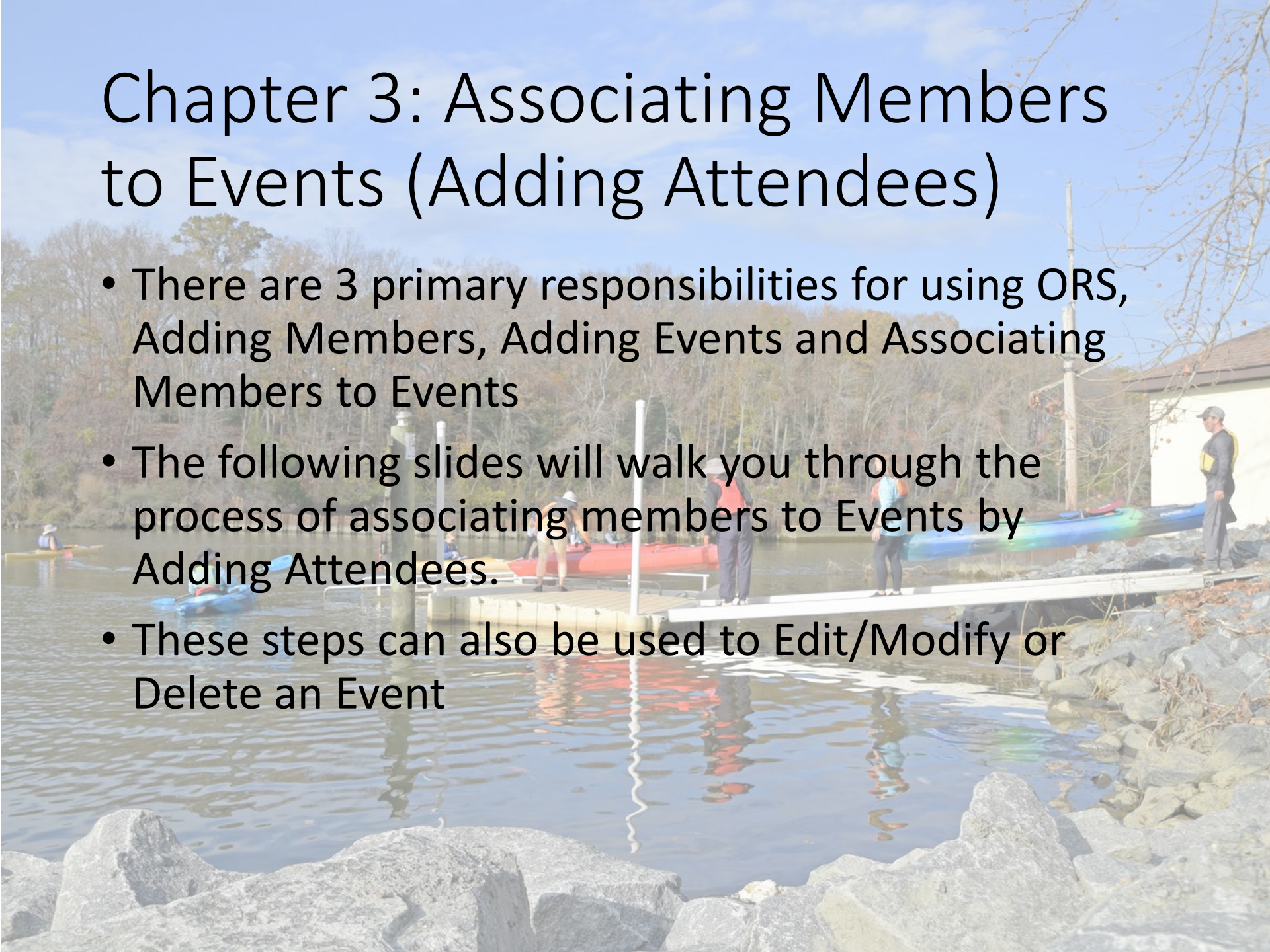
Then Click “Add New Event”. This will bring up the same “New Event” page as seen previously.

The screenshot shows the TEAM RIVER RUNNER website interface. At the top, there is a navigation bar with links for CALENDAR, CHAPTERS, MEMBERS, and REPORTS. A user profile icon and 'Sign Out' link are on the right. The main content area is titled 'EVENTS' and features a table of events. A red circle highlights the 'ADD NEW EVENT' button in the top right corner of the events section. On the left, there is a 'FILTERS' sidebar with various dropdown menus for filtering events by title, chapter, date, start/end time, and status.

TITLE	DATE	TIME	TYPE	STATUS
Madeira Pool MD - WALTER REED—BETHESDA	12/17/2022	02:00PM - 04:00PM	Pool	DRAFT
Madeira Pool MD - WALTER REED—BETHESDA	12/3/2022	02:00PM - 04:00PM	Pool	DRAFT
MU Pool Session PA - SUSQUEHANNA VALLEY	12/4/2022	01:00PM - 06:00PM	Pool	DRAFT
Okc Frog Run OK - OKLAHOMA CITY	12/10/2022	10:00AM - 04:00PM	River	DRAFT
Okc pool Session OK - OKLAHOMA CITY	12/4/2022	01:00PM - 04:00PM	Pool	DRAFT
Okc pool Session OK - OKLAHOMA CITY	12/11/2022	01:00PM - 04:00PM	Pool	DRAFT
Okc pool Session OK - OKLAHOMA CITY	12/18/2022	01:00PM - 04:00PM	Pool	DRAFT
Christmas Party OK - OKLAHOMA CITY	12/16/2022	07:00PM - 10:00PM	Family Day	DRAFT
Okc Family Christmas Party OK - OKLAHOMA CITY	12/9/2022	06:00PM - 10:00PM	Family Day	DRAFT
Membership Appreciation WA - SPOKANE	12/14/2022	08:30AM - 10:15AM	Outreach/Training (Off Water)	DRAFT
EWU Indoor Pool Training WA - SPOKANE	12/7/2022	06:30PM - 09:00PM	Pool	DRAFT
Winter Paddling Clinic WA - SPOKANE	12/31/2022	09:00AM - 05:00PM	River	DRAFT

Chapter 3: Associating Members to Events (Adding Attendees)

- There are 3 primary responsibilities for using ORS, Adding Members, Adding Events and Associating Members to Events
- The following slides will walk you through the process of associating members to Events by Adding Attendees.
- These steps can also be used to Edit/Modify or Delete an Event



Find the Event that you want to Add Attendees to (or Edit or Delete). This can be done by scrolling through the Calendar and clicking on the desired Event or.....

The screenshot shows a web browser window with the URL <https://ors.teamriverrunner.org>. The page features a navigation bar with icons for CHAPTERS, EVENTS, MEMBERS, and REPORTS, along with a user profile and sign-out option. The main content area is titled "EVENT CALENDAR" and displays a calendar for "DECEMBER 2022".

Filter Sidebar (Left):

- AL
- AR
- AZ
- CA
- CO
- DC
- FL
- GA
- HI
- IA
- ID
- IL
- IN
- Italy
- KY
- MA
- MD

Event Calendar Data (December 2022):

Day	Event(s)
27 (SU)	
28 (MO)	
29 (TU)	
30 (WE)	
1 (TH)	7:00 AM Sugar Beach paddle 9:15 AM EWU Kayak Mod 5:00 PM Panera fundraiser
2 (FR)	6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
3 (SA)	
4 (SU)	4:00 PM Denver Holiday Party 5:00 PM Green Bay pool session 5:00 PM Pool Session 1:00 PM Okc pool Session
5 (MO)	8:00 AM SoMD Test
6 (TU)	7:00 AM Sugar Beach paddle
7 (WE)	6:30 PM Denver Pool Session 6:00 PM Weekly Training 6:30 PM EWU Indoor Pool Training
8 (TH)	7:00 AM Sugar Beach paddle 5:30 PM Pool session
9 (FR)	6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
10 (SA)	
11 (SU)	1:00 PM Okc pool Session
12 (MO)	
13 (TU)	6:00 PM Pool Session 7:00 AM Sugar Beach paddle
14 (WE)	7:30 PM Atlanta Chapter - CCAC Roll Practice 6:30 PM Denver Pool Session 6:00 PM Weekly Training 6:30 PM EWU Indoor Pool Training
15 (TH)	7:00 AM Sugar Beach paddle
16 (FR)	6:00 PM COS Pool Session @ Woodmen Hills Rec. Center
17 (SA)	5:00 PM Family Event -Tacky Light Tour
18 (SU)	
19 (MO)	
20 (TU)	
21 (WE)	
22 (TH)	
23 (FR)	
24 (SA)	

...Go to the Event Tab and Filter the events by Chapter (and Date Range if needed) to locate the desired event. If you are going to edit multiple events, this is the best way.

NOTE: ORS will not remember your filter settings. To maintain the list of events, when selecting an event to edit, Right Click on the name of the event and select “Open Link in New Tab”. This way your list of events will be maintained in the original tab while you edit events in new tabs

The screenshot shows the ORS website interface. On the left, there is a 'FILTERS' section with a 'CLEAR FILTERS' button and several dropdown menus for filtering events by Title, Chapter (currently set to 'NATIONAL'), From date (12/01/2022), To date (01/01/2023), Start Time (08:00 AM), End Time (08:00 AM), Type of Event, and Status. On the right, the 'EVENTS' section features an 'ADD NEW EVENT' button and a table of events. The table has columns for Title, Date, Time, Type, and Status. A right-click context menu is open over the first event, 'Madeira Pool MD - WASHINGTON - BETHESDA', with the 'Open Link in New Tab' option circled in red. Other options in the menu include 'Open Link in New Window', 'Open Link in New Private Window', 'Bookmark Link...', 'Save Link As...', 'Save Link to Pocket', 'Copy Link', 'Search Google for...', 'Inspect Accessibility Properties', 'Inspect (Q)', and 'Malwarebytes Browser Guard'.

TITLE	DATE	TIME	TYPE	STATUS
Madeira Pool MD - WASHINGTON - BETHESDA	12/17/2022	02:00PM - 04:00PM	Pool	DRAFT
Madeira Pool MD - WASHINGTON - BETHESDA	12/23/2022	02:00PM - 04:00PM	Pool	DRAFT
MU Pool Session PA - SUSQUEHANNA	12/4/2022	01:00PM - 06:00PM	Pool	DRAFT
Okc Frog Run OK - OKLAHOMA CITY	12/10/2022	10:00AM - 04:00PM	River	DRAFT
Okc pool Session OK - OKLAHOMA CITY	12/4/2022	01:00PM - 04:00PM	Pool	DRAFT
Okc pool Session OK - OKLAHOMA CITY	12/11/2022	01:00PM - 04:00PM	Pool	DRAFT
Okc pool Session OK - OKLAHOMA CITY	12/18/2022	01:00PM - 04:00PM	Pool	DRAFT
Christmas Party OK - OKLAHOMA CITY	12/16/2022	07:00PM - 10:00PM	Family Day	DRAFT
Okc Family Christmas Party OK - OKLAHOMA CITY	12/9/2022	06:00PM - 10:00PM	Family Day	DRAFT
Membership Appreciation WA - SPOKANE	12/14/2022	08:30AM - 10:15AM	Outreach/Training (Off Water)	DRAFT
EWU Indoor Pool Training WA - SPOKANE	12/7/2022	06:30PM - 09:00PM	Pool	DRAFT
Winter Paddling Clinic WA - SPOKANE	12/31/2022	09:00AM - 05:00PM	River	DRAFT

On the Event page, Click Edit

The screenshot shows a web browser window with the URL <https://ors.teamriverrunner.org/event-view/22856>. The page header includes the logo for TEAM RIVER RUNNER (River to Recovery) and a navigation menu with icons for CALENDAR, CHAPTERS, EVENTS, MEMBERS, and REPORTS. On the right side of the header, there is a profile icon and a 'Sign Out' link. The main content area features the event title 'SoMD - Boat Cleanup' and a horizontal menu with tabs for MAIN, ATTENDEES, EMAILS, BUDGET, and PICTURES. Below the menu, the event details are listed: 11/19/2022, 01:00 PM - 05:00 PM, MD - SOUTHERN MD, and MOVIE NIGHT/OTHER (OFF WATER). The event description is 'Clean kayaks in preparation for pool use' with a link to 'Add to my Google calendar'. The 'EDIT' button, represented by a pencil icon, is circled in red in the top right corner of the page.

Getting Started gmail-tim gmail-tr Maps Tide Predictions - NO... NOAA Current Predict... TRR SoMD Chapter: TR... Marbury, MD 10-Day ... CDC COVID Data Trac... Coronavirus - Marylan... The Winemaking Hom... ORS TRR SoMD Chapter: So... From Belly to Bacon | ...

TEAM RIVER RUNNER
River to Recovery

CALENDAR CHAPTERS EVENTS MEMBERS REPORTS Profile Sign Out

EDIT

SoMD - Boat Cleanup

MAIN ATTENDEES EMAILS BUDGET PICTURES

11/19/2022 01:00 PM - 05:00 PM MD - SOUTHERN MD MOVIE NIGHT/OTHER (OFF WATER)

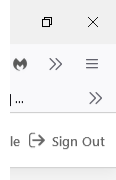
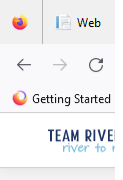
Clean kayaks in preparation for pool use

[Add to my Google calendar](#)

From here, you can edit the Title, Chapter, Date, Time, Event Type and Description. After editing (and after adding attendees) Click on Save to save your changes.

Important!!, You MUST delete events that do not have any attendees. If you need to delete an event (cancelled due to weather or lack of attendees, etc) you can Click Delete.

To Add Attendees, Click Attendees



DELETED SAVE EXIT

EDIT EVENT

MAIN **ATTENDEES** BUDGET EMAILS PICTURES

EVENT TITLE: SoMD - Boat Cleanup X

CHAPTER: MD - Southern MD, MD V

DATE: 11/19/2022 X

FROM: 01:00 PM X TO: 05:00 PM X

TYPE OF EVENT: Movie Night/Other (Off Water) V

DESCRIPTION: *Clean kayaks in preparation for pool use*
OPTIONAL

NEXT

To add attendees to an event, Click Add Members

Getting Started gmail-tim gmail-tr Maps Tide Predictions - NO... NOAA Current Predict... TRR SoMD Chapter: TR... Marbury, MD 10-Day ... CDC COVID Data Trac... Coronavirus - Marylan... The Winemaking Hom... ORS TRR SoMD Chapter: So... From Belly to Bacon | ...

TEAM RIVER RUNNER
river to recovery

CALENDAR CHAPTERS EVENTS MEMBERS REPORTS Profile Sign Out

DELETE SAVE EXIT

EDIT EVENT

MAIN ATTENDEES BUDGET EMAILS PICTURES

ADD ATTENDEES: ADD MEMBERS

ATTENDEE	PHONE	EMAIL
Andy Ryan		andy.ryan@teamriverrunner.org
Timothy Drew		rebeccatimdrew@gmail.com
Pam Wilhelm	3012662898	Pam.Wilhelm@teamriverrunner.org
Timothy Wiener	3017513149	Tim.Wiener@TeamRiverRunner.org
Karen Heftner		hefter6@gmail.com

BACK

NEXT

From this page you can use the scroll bar on the right to search for the members that attended your event, clicking the box to the left of their name. Optionally, you can search for a member by typing their name in the Search box and ORS will immediately start to filter the list of names. Once all attendees have been checked, Click on “OK” at the bottom of the page.

If you had someone attend your event but can't find them in the list, it is possible that they were visiting from another chapter.

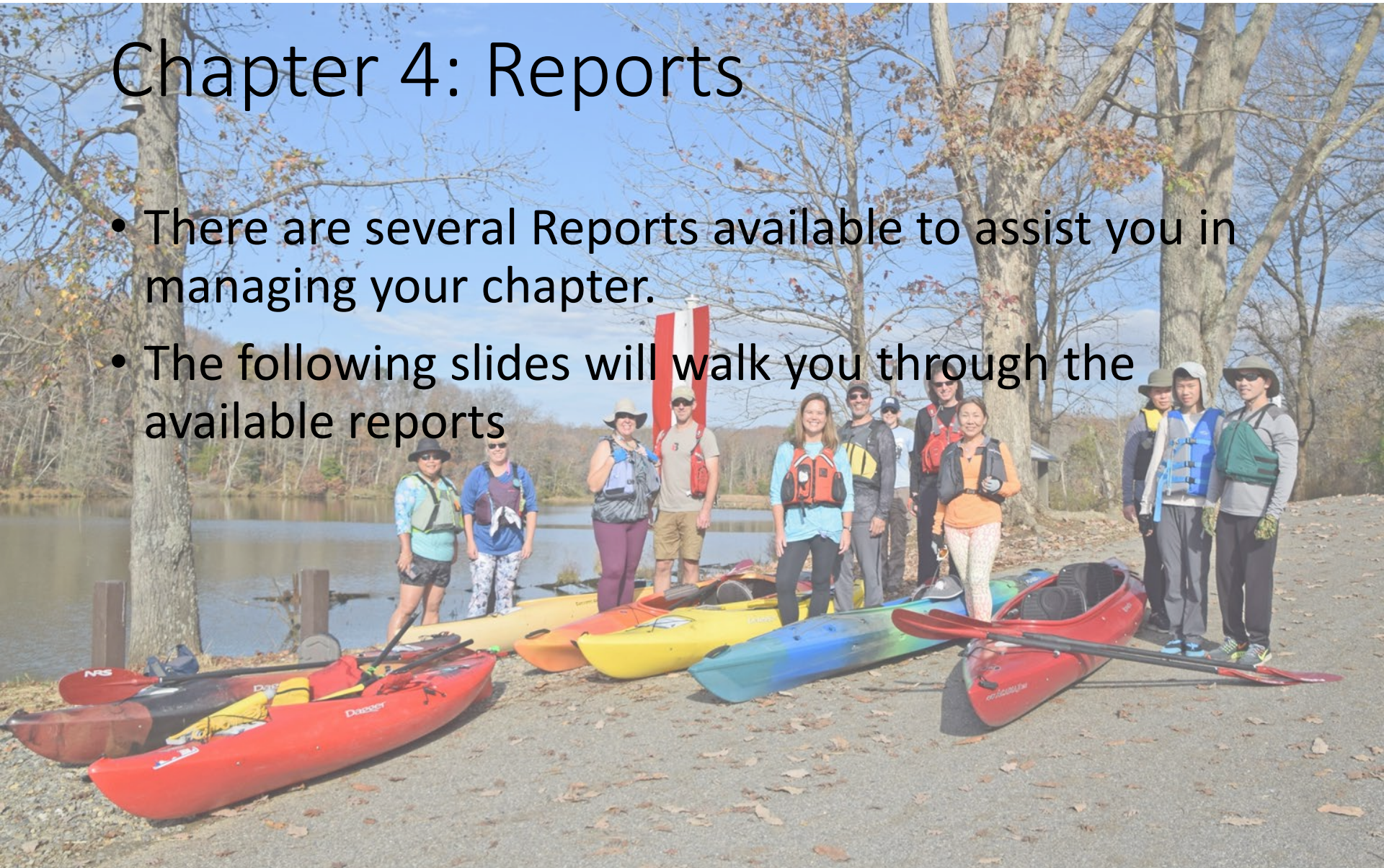
By default, the list of members is filtered to only show members of your chapter. If a member from another chapter attended your event, uncheck “Event Chapter Only” and then you will be able to search through all members of every chapter.

If you still can't find the attendee its likely they have not yet been entered into ORS as a member of your chapter. Save the Event, Add the attendee as a member, then return to the event and Add them as an attendee.

The screenshot shows the 'Add Members' page in a web browser. The URL is <https://ors.teamriverrunner.org/event-edit/22856>. The page features a search bar labeled 'Search members' with a magnifying glass icon. Below the search bar are three filter options: 'Event chapter only' (checked), 'Active Members Only' (checked), and 'Selected Only 0' (unchecked). A list of members is displayed, each with a checkbox and their name and email address. The list includes: Yahya Zide (1kathryn.ziden@gmail.com), Aaron Bagley (aaron@gmail.com), Abigail Hallman (abigail.hallman@gmail.com), Abigail Park (2yspark101279@yahoo.com), Abigail (Y) Leigh (abigail.leigh@hotmail.com), Adam Nelson (adam.nelson06@hotmail.com), Adela Weber (2jdweber1@gmail.com), Adelaide Jarabeck (3amsgoose6@aol.com), Aidan Park (1yspark101279@yahoo.com), Aidan Temple (53b7b043-7fe1-4f43-bffa-3666a3317b1a@trr.org), Aiden Porlier (1kalyndoss@yahoo.com), Alan Hale (halefarmstead@gmail.com), Alan Yu (alantyu@gmail.com), and Alex Rios (alexander.rios@verizon.net). At the bottom of the page are two buttons: 'OK' and 'CANCEL'. The 'OK' button is circled in red. Yellow arrows point to the search bar, the 'Event chapter only' checkbox, the scroll bar on the right, and the 'OK' button.

Chapter 4: Reports

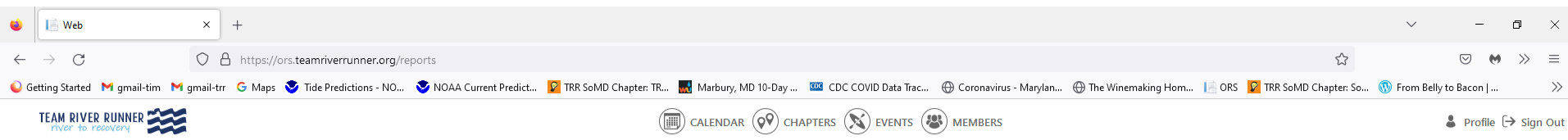
- There are several Reports available to assist you in managing your chapter.
- The following slides will walk you through the available reports








To run a report, Click on Reports in the upper banner

The screenshot shows a web browser window with the URL <https://ors.teamriverrunner.org>. The navigation menu at the top includes CHAPTERS, EVENTS, MEMBERS, and REPORTS. The REPORTS link is circled in red. Below the navigation menu, the page displays an 'EVENT CALENDAR' for 'DECEMBER 2022'. On the left side, there is a 'FILTER' section with a list of states and regions, each with a dropdown arrow. The calendar grid shows events for various dates in December, such as 'Denver Holiday Party' on Dec 4, 'SoMD Test' on Dec 5, and 'Denver Pool Session' on Dec 7. The bottom of the image shows a Windows taskbar with several application icons.

There are 5 canned reports that can provide information concerning the health of your chapter. These are shown below. Clicking on the Icon of the report will open the report.



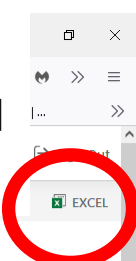
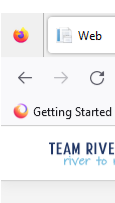
REPORTS

 MEMBERS REPORT	 EVENTS BY TYPE	 VETERANS BY CHAPTER	 VETERAN'S ATTENDANCE	 VETERANS BY EVENT TYPE
---	---	--	---	---

The Members Report lists every member of every chapter in ORS, not just veterans. For every report, clicking on the name of the field once will sort the report alphabetically by that field (i.e. clicking on First name will sort the report alphabetically by first name). Clicking the field twice will sort the report in reverse alphabetical order.

Each field can be filtered by typing in the box below the field name. Caution it is case sensitive!

The Members Report can also be exported as an Excel CSV file in order to use the full tool suite available in Excel.



MEMBERS REPORT

First	Name		Contact		Basic Info			Emergency Contact			Options
	Last	User	Email	Phone	Gender	Chapter	Joined	Name	Email	Phone	
		duplicate@outlook...			Male	WV - Shepherd	Feb 7, 2019				Padding Skills-Lev...
	Kaffi	krwill247@gmail.c...	krwill247@gmail.c...	757-871-	Male	MD - Walter Reed...	Sep 14, 2021				
Ryan	Edwards	ryan.mi.edwards@...	ryan.mi.edwards@...	470-521-0959	Male	GA - Atlanta	Feb 20, 2020				
Yahya	Zide	1kathryn.ziden@g...	1kathryn.ziden@g...		Male	MD - Southern MD	Feb 13, 2022				
"Chip" Gordon	Jordon	chipjordan1@gmai...	chipjordan1@gmai...	8034463369	Male	SC - Columbia	Jun 22, 2022		8033594163		Veteran-Veteran,
(Lailaufc)	Porauncula	Lailaufc.Porauncula...			Female	MD - Walter Reed...	Feb 15, 2018				
(Povwedeo)	Faranda	Povwedeo.Faranda...	Faramax77@yahoo...	224-381-8319	Male	MD - Walter Reed...	May 15, 2018				
??	Wyatt	.Wyatt426304324			Male	MO - St Louis	Jan 26, 2019				
1sg.	Larson CCO	1sg..LarsonCCO538...			Male	TX - San Antonio	Oct 14, 2015				
1sg.	Smith ACO	1sg..SmithACO174...			Male	TX - San Antonio	Oct 14, 2015				
A	A	A.A1770024344			Male	FL - St Augustine	Feb 1, 2018				
A	Amis	A.Amis1464554189			Male	TX - San Antonio	Aug 16, 2014				
A	Kohlwess	A.Kohlwess136239...			Male	TX - San Antonio	Jul 3, 2013				
A	Levonuk	A.Levonuk7617785...			Male	TX - San Antonio	Aug 6, 2019				Veteran-Veteran,
A	Pauken	A.Pauken848251502			Male	TX - San Antonio	Mar 20, 2019				Veteran-Veteran,
A	Riley	A.Riley883969313	lewis.mccullough@...	610-384-7711	Male	xxPA - Coatesville	Aug 5, 2013				
A	Skale	A.Skale13068749			Male	xxMO - Ft Leonard...	Mar 11, 2014				

The Events by Type Report lists how many of each type of event were conducted by each chapter during a specified date range. You can adjust the date range to fit your needs. By sorting each event field, you can see how your chapter compares to other chapters. And this report can also be exported to Excel.

You can use this report to see how your chapter is progressing towards the Golden Paddle / Lifestyle achievement goals.

TEAM RIVER RUNNER
river to recovery

FROM: 07/01/2022 TO: 12/28/2022

EXCEL

EVENTS BY TYPE

Site Name:	All: 809	Flat Water: 168	River: 334	Pool: 149	Surf: 46	Kayak Polo: 0	Family Day: 21	Movie Night/Other (Off Water): 19	Kayak Football: 0	Training/Admin (On Water): 33	TRR Competition: 11	Outreach/Training (Off Water): 28
National	26	0	17	0	0		0	0		0	9	0
CA - San Diego	9	9	0	0	0		0	0		0	0	0
MD - Walter Ree...	36	0	27	9	0		0	0		0	0	0
PA - Susquehann...	18	3	3	4	0		0	0		2	0	6
WV - Shepherd	30	0	15	0	0		14	0		0	0	1
OK - Oklahoma C...	35	4	18	6	0		2	0		5	0	0
WA - Spokane	23	2	7	7	0		0	1		1	0	5
CO - Grand Junct...	14	14	0	0	0		0	0		0	0	0
MO - St Louis	9	0	0	9	0		0	0		0	0	0
CA - Palo Alto	33	0	3	30	0		0	0		0	0	0
ID - Boise	10	0	6	1	0		0	0		3	0	0
OR - Portland	17	0	11	3	0		1	0		0	0	2
TN - Johnson City	2	1	1	0	0		0	0		0	0	0
VA - Fort Belvoir	21	1	18	0	0		0	1		0	0	1
CO - Fort Carson...	35	2	14	10	0		0	8		0	1	0
CO - Denver	64	0	37	16	0		2	0		3	1	5
MN - Minneapolis	10	7	1	1	0		0	0		0	0	1
NH - Newbury	17	15	2	0	0		0	0		0	0	0
WI - Milwaukee	23	21	2	0	0		0	0		0	0	0

The Veterans by Chapter Report may be the most useful. It shows the number of veterans that have attended events by chapter during a specified date range. It displays the number of individual (Unique) veterans that have attended at least 1 event and the total number of times those unique veterans have attended events (Attendance).

You can use this report to see how your chapter is progressing towards the Golden Paddle / Lifestyle achievement goals.

FROM: 07/01/2022 TO: 12/28/2022

VETERANS BY CHAPTER

Chapter	Unique, Total:714	Attendance, Total:2532
AR - Northwest Arkansas	12	22
CA - American River	17	34
CA - Palo Alto	18	80
CA - San Diego	62	88
CO - Denver	33	201
CO - Fort Carson/Colorado Springs	19	127
CO - Fort Collins	16	33
CO - Grand Junction	4	8
GA - Atlanta	21	58
GA - Ft Benning	28	165
GA - Perry	6	8
HI - Maui	4	42
ID - Boise	13	89
KY - Louisville	7	8
MD - Southern MD	73	149
MD - Walter Reed—Bethesda	22	55
MI - Eaton Rapids	7	35
MN - Minneapolis	13	37

If over a significant time span the two numbers for your chapter are similar, that indicates that you don't have significant numbers of repeat attendees.

If the Attendance # is significantly higher than the Unique #, that means that a significant number of veterans are attending multiple events indicating that you are fostering a "lifestyle" program, a major goal of TRR.

The Veteran's Attendance Report lists every veteran that attended an event during a specified date range, and how many events that veteran attended. This report could be used to highlight very active participating veterans for accolades and or promoting them for leadership roles.

FROM: 12/28/2021 TO: 12/28/2022

VETERAN'S ATTENDANCE BY DATE RANGE

First Name	Last Name	Chapter	Address	Zip	Events Attended: 4813
"Chip" Gordon	Jordon	SC - Columbia		29073	1
Aaron	Anderson	WA - Spokane		99021	1
Aaron	Brooks	CA - San Diego	32068		1
Aaron	Jones	CA - San Diego	93035		1
Aaron	States	CO - Fort Carson/Colorado Springs	2435 Red Grass Way	80915	41
Aaron	Termain	CO - Fort Carson/Colorado Springs	12934 Rockbridge Cir. Colorado Springs, ...	80921	1
Abby	Dunn	OH - Cincinnati		45248	1
Abel	Coronado	CA - San Diego			2
Abigail	Hallman	MD - Southern MD		20732	3
Adam	Davis	NC - Raleigh		27217	1
Adam	Jaquett	CO - Fort Collins			1
Adam	Olszak	GA - Ft Benning		31905	3
Adam	Burke	CO - Denver		80226	1
Adrian	Stewart	WI - Milwaukee		53222	3
Ajay	Mohammed	AL - Birmingham	53066		5
Akil	Ellis	PA - Southeast PA		08046	6
Al	LaLonde	MI - Eaton Rapids			15
Alan	Hale	MD - Southern MD		20754	2

EXCEL

The Veterans by Event Type Report lists every veteran that attended at least 1 event during a specified date range and how many of each event type they attended. Each field can be sorted but not filtered.

If your chapter conducts multiple event types, you could use this report to determine if a veteran is attending one type of event preferentially over other types of events.

TEAM RIVER RUNNER
river to recovery

FROM: 07/01/2022 TO: 12/28/2022

VETERANS BY EVENT TYPE

Veteran Name:	All: 2532	Flat Water: 590	River: 1240	Pool: 366	Surf: 89	Kayak Polo: 0	Family Day: 31	Movie Night/Other (Off Water): 44	Kayak Football: 0	Training/Admin (On Water): 117	TRR Competition: 7	Outreach/Training (Off Water): 48
Aaron Jones	1	1	0	0	0		0	0		0	0	0
Aaron States	18	2	7	5	0		0	3		0	1	0
Abigail Hallman	1	1	0	0	0		0	0		0	0	0
Adam Burke	1	0	0	1	0		0	0		0	0	0
Adam Davis	1	0	1	0	0		0	0		0	0	0
Adam Jaquett	1	0	0	1	0		0	0		0	0	0
Adam Olszak	1	0	1	0	0		0	0		0	0	0
Adrian Stewart	3	3	0	0	0		0	0		0	0	0
Al LaLonde	7	5	2	0	0		0	0		0	0	0
Alan Yu	17	10	5	2	0		0	0		0	0	0
Alex Gugala	1	0	0	1	0		0	0		0	0	0
Alex Nielson (PDX)	1	0	0	0	0		1	0		0	0	0
Alex Rios	5	5	0	0	0		0	0		0	0	0
Alexa Keirse	15	0	14	0	0		0	0		1	0	0
Alicia Wong	11	0	7	2	0		0	0		0	0	2
Allison Garcia	7	0	4	3	0		0	0		0	0	0
Ana Kykhounkham	1	0	1	0	0		0	0		0	0	0
Andres Jabaji	3	0	0	3	0		0	0		0	0	0
Andrew Guay	1	0	1	0	0		0	0		0	0	0

EXCEL

2:59 PM 12/28/2022

Conclusion

Things to remember:

- Update ORS Members, Events and Attendance frequently – at least monthly, preferably immediately after each event.
- When adding a new member, after saving, reset the TRR User Type back to Veteran or Family Member
 - **FIXED** – due to this bug, veterans currently in ORS may be incorrectly listed as “Civilian”, so verify status as new annual waivers are submitted.
- Members must have unique email addresses
- If an email address must change, create a new member and mark old member record as “Inactive”
- Do not Delete a Member, mark member as “Inactive”
- Delete Events that have no Attendees
- If an Attendee does not appear in the list of Members to be added to an Event, They may be a Member of another chapter or have not yet been added to ORS

Thus concludes this tutorial. If you have any additional questions or suggestions for topics to include in this tutorial, feel free to contact:

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