For Georgia Facilitators

## Welcome to ProjectWETUSA.org!



In this training booklet you will learn how to

- Register your Project WET workshops on-line and submit Workshop Proposals directly to us from projectwetusa.org
- Allow participants to complete workshop evaluations electronically.
- Customize workshop evaluations for your specific facility/organization.

Workshop participants can complete the evaluation using their smart phone or electronic device. Evaluations completed on paper can be added to the website after the workshop - no more copying and mailing them to our office! Using the electronic evaluation will allow you to easily analyze data and capture participant information from your Project WET workshop.

## To get started:

Go to projectwetusa.org and select "Login" (top right):



## Choose the "Create new account" tab

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This is where you will create your profile.

All Georgia Facilitators will use the Registration Code: 19-7897.

Enter a user name, password and complete the personal information then select "Create New Account".

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Once created, you should see the "registration successful" page.

The dashboard tab will show your previous and upcoming workshops. To add a new workshop (and have a proposal form sent to our office), choose "Add new workshop" from the Tasks menu:

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Complete the form and be sure to check the "Will you need to order Project WET Curriculum Guides?" box if you need Guides. Choose "Other" to request the Urban Watershed Guides.

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Use the Description text box to add any additional information you would like us to know about your workshop. For example – if the Guides should be sent to an address that is different than the workshop location please include it here, and if you would like us to advertise the workshop for you – please indicate the times and cost of the workshop.

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If there are other facilitators in the area who	are available, I welcome t	heir participation.					

Attach your workshop agenda and save your entry.

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Success! You have registered your workshop and an email will automatically be sent to our office.

\*\*Please note: if you make changes to your workshop form after initially submitting it, our office MAY NOT be notified. To confirm, email us if the number of Guides or shipping information has changed.

The confirmation page includes an access code that is associated to your workshop. Participants will need this code in order to complete the on-line evaluation.

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At the end of your workshop, ask participants to go to: **projectwetusa.org/evaluation** and enter the code.

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This will allow participants to complete the evaluation for your specific workshop.

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You can also download and print paper copies of the evaluation from the Facilitator Resources section of the Dashboard. We recommend you have paper copies on hand in the event participants are unable to access the electronic evaluation due to poor internet service or lack of a usable device.

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To view, download or analyze submitted evaluations, select the workshop from your dashboard.

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If you wish to customize the evaluation prior to your workshop, start at your dashboard, select the desired workshop...

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+ For everyone: What are the potential barriers to implementing project WET? (Check all that apply.)	Select options	- (			
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Scroll to the bottom of the evaluation and add your own questions then save the evaluation.

That's all there is to it! We are happy to answer questions or help you with this process if you need it.

Monica Kilpatrick and Hannah Penn, projectwet@dnr.ga.gov, 470-524-0617