GDSR Instructions:

• The log in screen to GDSR Online can be accessed by going to www.gdsr.org

• Choose your agency from the pull down list and enter your password in the field below it.

• Review the programs listed for your agency and confirm that they are accurate as they were requested and funded for 2017. Should you need to modify your program list, click the Change or Delete button and you will be presented with a page that will allow you to enter and submit your change requests. To add a new TAUW funded program for full reporting purposes, or merge any of your current programs, click the appropriate link above the Other Programs field. (Please note that the programs listed have been brought forward from the previous GDSR.)   As these changes will need to be compared to official TAUW records, Community Investment staff will review your requests and approve them, or contact you for clarification. **Once you changes have been approved, the system will allow you to continue with your GDSR submittal.** Please do not hesitate to contact us with questions regarding listed or unlisted TAUW funded programs.

• Please list any non-TAUW funded programs in the "Other Programs NOT Funded By TAUW" field. (These programs are not listed in the Programs table.)

• Once you have confirmed that your TAUW Funded Program list is accurate by clicking the My Programs Are Now Correct button, you will be delivered to a page allowing you to enter TAUW allocation dollar amounts to each program. The entry for each program should be the amount of your total TAUW allocation spent by your agency for 2017 on those programs. **The total of these entries must equal your total TAUW allocation for you to continue to the next section.**

Section I

• Agency descriptions are collected for TAUW campaign printed brochure purposes and therefore limited to 140 characters or less (including spaces). This content if available, has been brought forward from last year's GDSR. If you are happy with it, no changes need to be made. In order to submit an agency description change request, click on the link above the agency description field.

• Once you are satisfied with the entries on your agency home page: Agency Website Address, Agency Description & Main Contact Information, click **SAVE** in order to enter your information into the database. You may then click the **Edit** button next to the program you wish to view and edit.

Section II

• Service Locations - Please enter addresses of all locations where your agency provides services in the community. For example, if your agency provides services at a school, hospital, apartment complex, or other location, include the name of the facility (e.g., Tulsa Elementary, Cedar Apartments) and its address. Only include the main office or satellite locations if client services are provided there. Please do not list private addresses. Each location should be identified by type: Main Office, Satellite Office, or Service Provision Only.

Section III

• "Previously reported # of people served" - The data for this field is pulled from your previous TAUWFunds.org Program Cost Report so there is no need for you to edit this field. Should there be a difference in the actual number of clients served that you are reporting, please add a narrative explanation of that difference between your GDSR entered number of people served and your previously reported number.

 Please note the small data entry section below the Number of People Served fields which allow you to delineate recipients of service that were new to each program in 2017. This section will ask for new, returning and unknown recipients of service for 2017.

Section VII

• Tip: Be sure to choose one of the three options in the Income Information section by clicking on one of the white dots (or radio buttons) by each section. If you forget, the program will ask you to choose an option before continuing.

• Tip: The Income Information grid is a cumulative total. All of your entries should equal the total number of reported constituents served. Extra fields are available to allow for constituents above federally mandated low and moderate income levels, and for constituents for whom you do not have income information.

Section VIII

• Zip Codes - The GDSR application is designed to allow for rapid entry while continuing to error check against our list of validated Zip Codes. If you have a prepared list of Zip Codes and associated number of constituents served, you may simply enter each Zip Code and constituent number in the fields above the table and click the "Add" button. After entering your list, you may visually inspect your entries for accuracy and make any needed changes by clicking on that entry. If you have a zip code that doesn't validate, you will be presented with a link to submit your new zip code to us *(Please check additional zip code requests to be sure that the zip code is not outside the TAUW six county area.)*

Section IX

• Race/Ethnicity - The system offers the ability to report more than 100% of clients served in the total for certain demographics. This allows for clients that report multiple race or tribal affiliations. You may also enter additional Native American Tribes that are not listed.

Section X, XI, XII

• Donor Investment (What a Dollar Buys), Impact Statements, and Agency Success Stories - Please enter statements and stories about your agency, programs and clients that reflect positive impacts on our community. Your impact statements and success stories will be used for marketing and promotional efforts so please be succinct. For privacy purposes, please do not include any actual client names, addresses, or other identifying information.

Usage Tips

Tip: Fill out the forms on each screen completely. (The forms will calculate everything for you.)

Tip: Should you wish to print pages of the GDSR for off-line use before entering your actual data, field validations will require data to be entered in each field. You are welcome to enter temporary test data to get accustom to the pages on each program form and to proceed through the entire application. TAUW will only count data as officially submitted after the "Submit This Program to TAUW" button has been clicked on the very last page of each program form.

Tip: Use the "Tab" key to travel from field to field rather than the "Enter" key. The enter key will attempt to activate the "Next" button at the bottom of each page. If you go past a page before you are ready, simply click the "Back" button at the top left corner of your browser.

Tip: Pop up blockers may interfere with some of the higher functionality of this site. You may need to temporarily disable your pop up blocker or list this site as an allowed exception.

When you are completely finished filling out your information, simply click on the "**Send Info to TAUW**" button on the last page of the form. You are certainly welcome to print any of the pages individually should you wish to keep a paper copy for your records. You may also review your data online anytime for a year after you have successfully entered it.

Final submissions are due Tuesday, May 15st.

As always, please do not hesitate to contact us should you have any questions or concerns.

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