GDSR Usage Notes/Tips:

• Adjusted in this year's GDSR is the "Previously reported # of people served" field. The data for this field is now pulled from your 2015 TAUWFunds.org Program Reports so there is no need for you to edit this field. Should there be a difference in the number of clients served that you would like to report, please add a narrative explanation of that difference between your GDSR entered number of people served and this number.

• Returning to this year's GDSR, is the ability to report more than 100% of clients served in the total for demographics. This allows for clients that report multiple race or tribal affiliations. You may also enter additional Native American Tribes that are not listed.

• Also returning to this year's GDSR, is the Impact Statements section. Please enter statements about your programs and/or agency that reflect their positive impact on our community. These statements will be used for marketing and promotional purposes so please be succinct.

• Please note the small data entry section has been added below the Number of People Served field to allow you to delineate recipients of service that were new to each program in 2015. In this section you will be asked to account for new, returning and unknown recipients of service for 2015.

• Please list any non-TAUW funded programs that are not already contained in this year's GDSR application in the Other Programs field.

• To add a new TAUW funded program for full reporting purposes, click the new program submittal link directly below the Other Programs field. Please note that programs known to have been funded in 2015 have already been pre-populated. Please do not hesitate to contact us with questions regarding unlisted TAUW funded programs.

• Agency descriptions are collected for TAUW campaign printed brochure purposes. If your current version of your description is 140 characters or less (including spaces) and 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.

• Please be sure to accurately list your agency's current website address.

• Once you are satisfied with the entries on your agency home page: Other Programs, New Programs (if needed), 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.

• "What a Dollar Buys" and "Success Stories" are both included in this year's GDSR.

To begin entering your information:

• Go to the address listed at the bottom of this instruction sheet. (Please review the following instructions and tips before proceeding to the form.)

• Choose your agency from the pull down list and enter your password in the field below it. (Your password is the last four digits of your MAIN phone number.)

• Review the programs listed for your agency and confirm that they are accurate as they were requested and funded in 2015. Should you need to add, delete or modify your program list, click the "I Need to Add/Delete/Change Program(s)" button and you will be presented with a page that allows you to enter and submit your change requests. As these changes will need to be compared to official TAUW allocation 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.

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

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.

Tip: 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 note that zip codes outside the TAUW six county area are not tracked by this application.)

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 have been added to allow for constituents above federally mandated low and moderate income levels and for constituents for whom you do not have income information.

• 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 if you wish to keep a paper file copy for your records. You may also review your data anytime for a year after you have successfully entered it.

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

• Final submissions are due Monday, May 2nd.
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As always, please do not hesitate to contact us should you have any questions or concerns.

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