

VicHealth PICSAR CMS User Guide – Program Coordinator

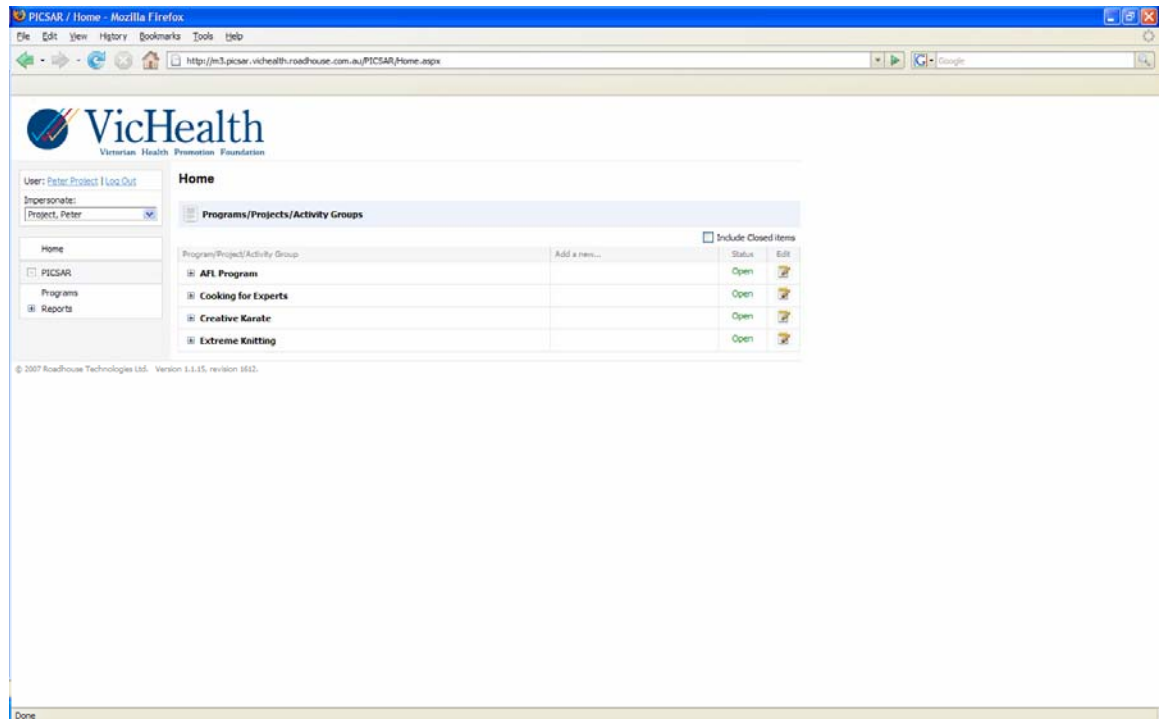
This user guide will explain the tasks and goals that a user with the role of Program Coordinator can carry out with in the CMS. A user's access rights will determine what they can do within the CMS which is set up by the CMS administrator.

Goal – To successfully manage participants and groups within the CMS.

1. To login to the CMS enter the following address into the browser website field: <http://m3.picsar.vichealth.roadhouse.com.au>.
2. Log in using the CMS details provided to you.

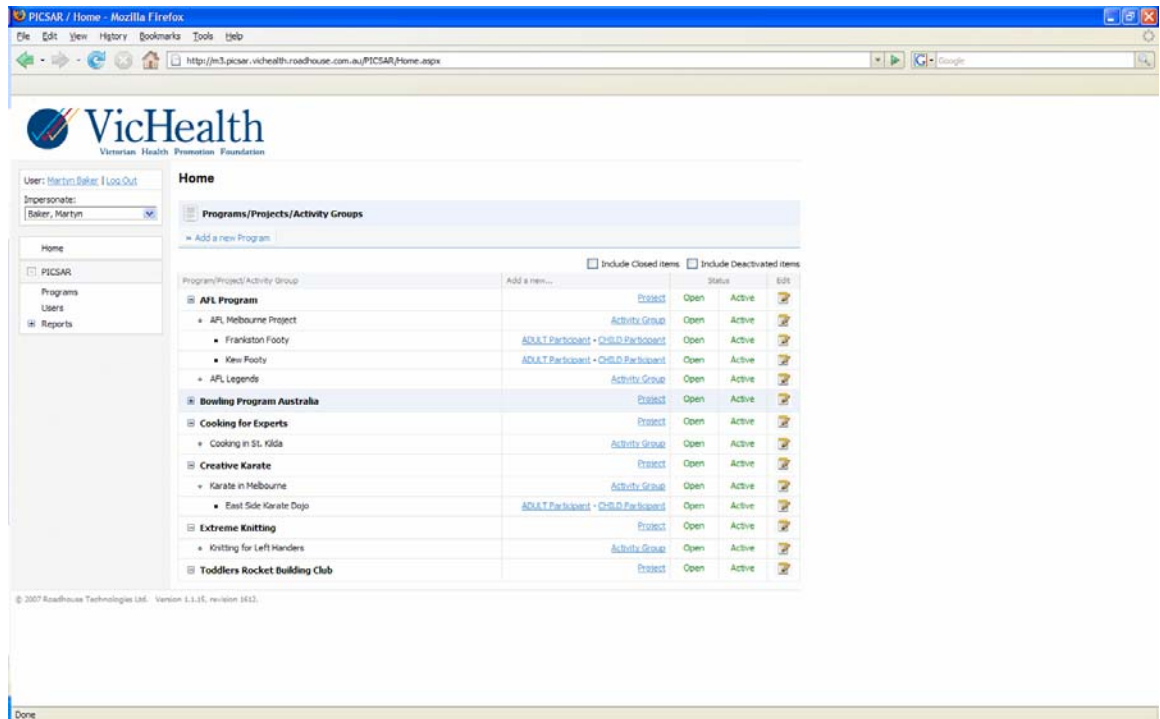
Once logged in you will be taken to the homepage of the CMS, as shown in figure 1.

Figure 1 – CMS homepage



3. You should now be logged into the CMS as a program coordinator. The options on the left hand side should be: PICSAR, which then expands to show two options, Programs and Users, and Reports.
4. You can view the projects and activity groups associated with a program by clicking on the small plus symbol next to the program name. The menu then expands and shows the projects and activity groups. All of the details of the projects and activity groups are shown here. See figure 2.

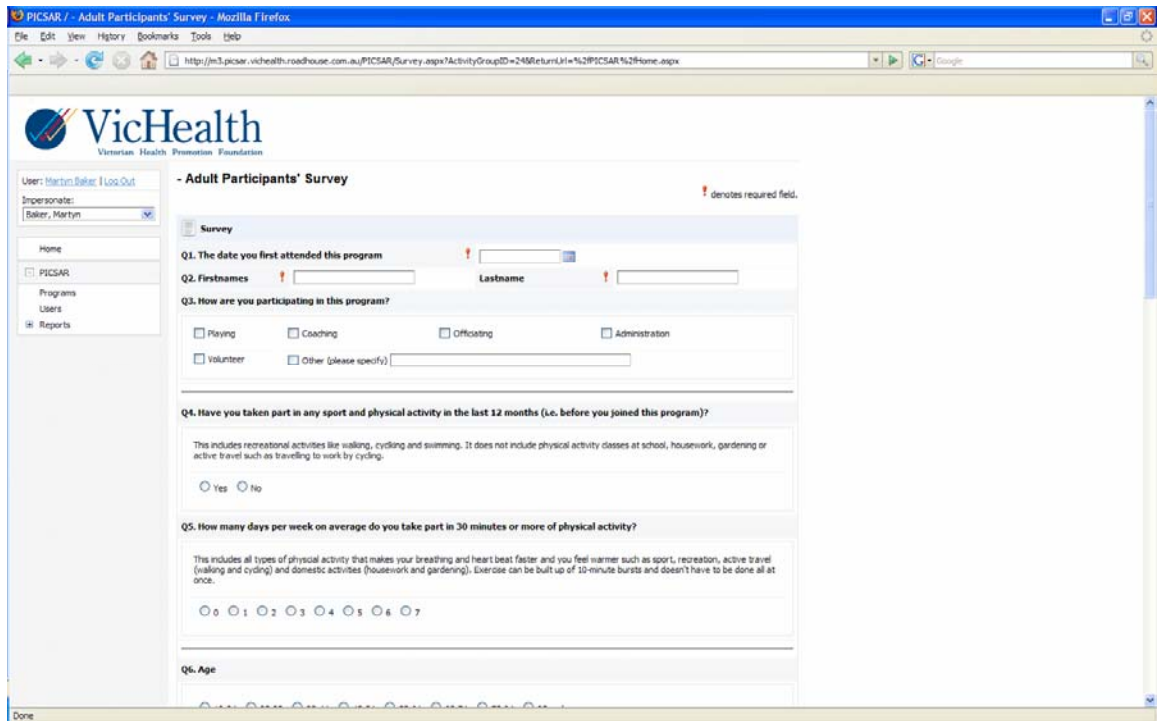
Figure 2 – Homepage with expanded menu



5. To edit a program already in the CMS, click on the program's name to edit the details. Make a change to a field and then click the "Save" button to save your changes. Click the "Save & Exit" or "Cancel" button to return to the Manage Programs screen.
6. To add an ADULT participant, click on the "Add a new ADULT Participant" link next to the activity group name.

You will see a blank new ADULT participant survey form as shown in figure 3, which has many fields to complete.

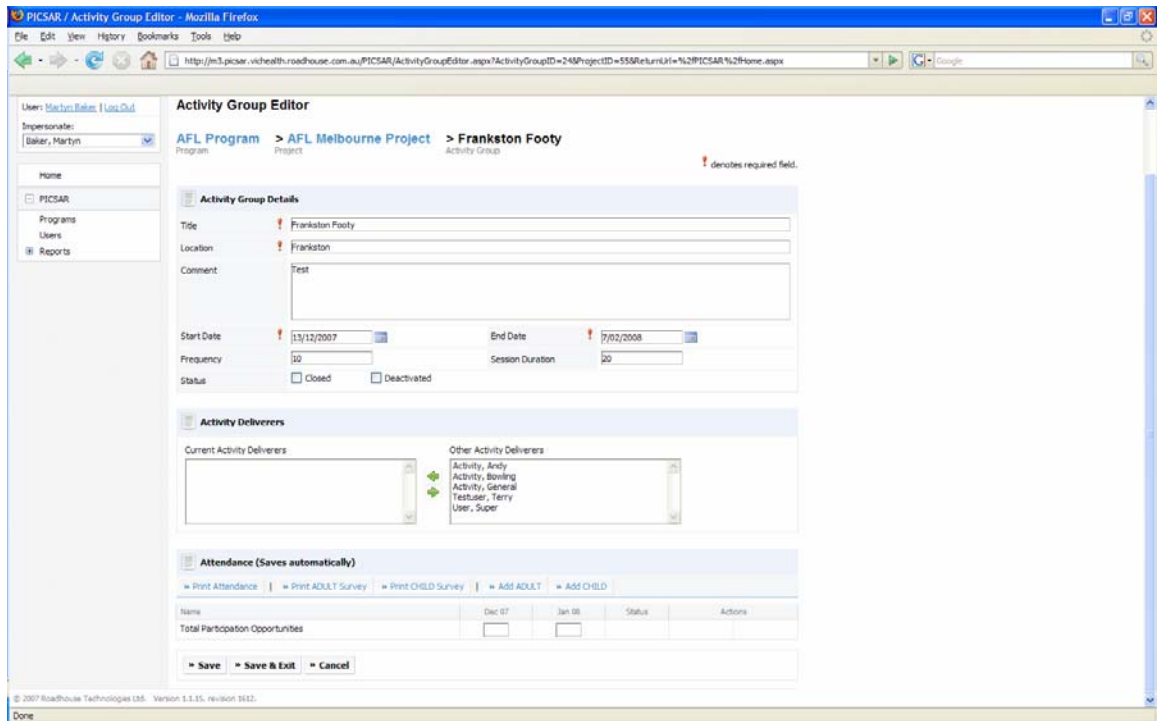
Figure 3 – New ADULT participant survey form



7. Complete all details within the survey form. Click the "Save & Exit" or "Cancel" button to return to the homepage.
8. To view the total participation numbers, click into the activity group and look under the "Attendance" heading as shown in figure 4.

Please note: you can also Print the attendance numbers by clicking on the "Print Attendance" button.

Figure 4 – Attendance numbers of participants



9. To add a CHILD participant, click on the "Add a new CHILD Participant" link next to the activity group name.
10. You will see a blank new CHILD participant survey form as shown in figure 5, which has many fields to complete.

Figure 5 – New CHILD participant survey form

The screenshot shows a web browser window with the URL <http://m3.piccsar.vichealth.roadhouse.com.au/PICCSAR/SurveyChild.aspx?ActivityGroupID=24&ReturnUrl=%2FPICCSAR%2FHome.aspx>. The page header features the VicHealth logo and the text 'Victorian Health Promotion Foundation'. The user is logged in as 'Martin Baker' and has a dropdown menu for 'Personnel' showing 'Baker, Martin'. The survey form is titled '- Child Participants' Survey' and includes a legend: ' denotes required field.' The form contains the following questions:

- Q1. The date you first attended this program**: A date selection field.
- Q2. Child's Firstname** and **Child's Lastname**: Text input fields.
- Q3. How is your child participating in this program?**: Radio buttons for 'Playing', 'Coaching', 'Officiating', 'Administration', 'Volunteer', and 'Other (please specify)'. There is also a text input field for 'Other'.
- Q4. Has your child taken part in any sport and physical activity in the last 12 months (i.e. before you joined this program)?**: Radio buttons for 'Yes' and 'No'. A note below explains that this includes recreational activities like walking, cycling, and swimming, but excludes school, housework, and gardening.
- Q5. How many days per week on average does your child take part in 30 minutes or more of physical activity?**: Radio buttons for 0, 1, 2, 3, 4, 5, 6, and 7. A note below explains that this includes all types of physical activity that makes breathing and heart beat faster.
- Q6. Your child's age in years.**: A dropdown menu with '1' selected.
- Q7. Your child's gender**: A dropdown menu.

11. Complete all details within the survey form. Click the "Save & Exit" or "Cancel" button to return to the homepage.
12. To view the total participation numbers, click into the activity group and look under the "Attendance" heading as shown in figure 4.

Please note: you can also Print the attendance numbers by clicking on the "Print Attendance" button.
13. To enter total participation opportunities for an activity group click on the activity group and under the "Attendance" heading and you will see at the top of the participants name an entry titled "Total Participation Opportunities". Enter the value in the field provided of the total number of participation opportunities. To save the data, simply click out of the field and the system stores the value.
14. To enter attendance data for a participant click on the activity group and under the "Attendance" heading and you will see at the top of the participants name an entry titled "Total Participation Opportunities". Enter the value in the field provided of the total number of participation opportunities. To save the data, simply click out of the field and the system stores the value.
15. To withdraw a participant you must first open the activity group and scroll down to the "Attendance" heading. Click on the "Withdraw" link located next to the participant's name in the CMS. When you withdraw a participant, their status changes to "Withdrawn".
16. To un-withdraw a participant simply click on the "Un-withdraw" link next to their name. When you un-withdraw a participant, their status changes to

"Active".

17. To view and print a blank attendance register for a group click on the activity group and under the "Attendance" heading on the "Activity Register" screen click the "Print Attendance" button. A printable list of Participants and Participation Opportunities will be presented. Blank spaces are available for the Activity Deliverer to write in Participation.
18. To view and print a blank survey form click on the activity group and under the "Attendance" heading on the "Activity Register" screen click the "Print Child Survey" or "Print Adult Survey" button. A printable PDF file of the Child or Adult Survey is presented included the Program and Project names.