



Entering Activities

How to Enter Activities using Activity Logs

Activities
Logs (tab)
Available on
RDP

Pathways to Recovery

Participant Survey

Peer Service Outcomes

Monthly Data Collection Form

Activity Log Detail

Save Cancel

Name of Activity	AA
Type of Activity	Meeting
Primary Audience	--None--
City	Training
Assigned Program	Presentation
Details	
Start Date	Board meeting
Activity Start Time	Meeting
Number of Attendees	Fundraising
Number of Volunteers	Community event
Notes	
Description	Table or booth
Notes	Recovery Group
	Other

A Definition:
In RDP, *Activities* encompass all types of gatherings of people and groups.

The *Activity Logs feature* is used to record the instances of groups, activities and meetings particular to *your Center*.

Home Participants Reports **Activity Logs**

Activity Logs Home

View: All activity logs Clone | Create New View

Note to User:
If you would like a special custom 'View' to show only Activities from your Center put in a ticket and we will create one according to your specifications.

Name of Activity	Type of Activity
Community event	Community event
Community event	Community event
Community event	Community event
Meeting	Meeting
Community event	Community event
Recovery Group	Recovery Group
Recovery Group	Recovery Group
Community event	Community event
Community event	Community event
Recovery Group	Recovery Group
Community event	Community event
Recovery Group	Recovery Group
Meeting	Meeting

Show 10 items

Enter a New Activity from the Home Screen by selecting the 'Activity Logs' tab. (1)

Next press the 'New' button. (2)

Note that you are able to select alternate drop-down 'Views'.

Be sure to press the 'Go' button to refresh.

Activity Log Edit Save Save & New Cancel

Information

Name of Activity: Working Out your Reco
Type of Activity: Community event
Primary Audience: Recovery community
City: Springfield
Assigned Program: Turning Point Center of

Details

Activity Date: 9/4/2019 [9/4/2019]
Activity Start Time: 9:00
Number of Attendees: 8
Number of Volunteers:

Notes

Description: Work out routines, relieve anxiety and depression, live a healthier lifestyle.
Notes:

3

1

Note to User:
'Assigned Program,' when in doubt,
is the name of your Center.

Next, enter your Activity details.

You will be able to 'Clone' and reuse (*described in detail in the next slide*).

Be sure to enter key fields:
'Assigned Program' (1)
and Number of Attendees. (2)

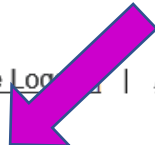
Then press 'Save'. (3)



Activity Log
Activity-47053

[« Back to List: Activity Logs](#)

[Attendance Log](#) | [Activity Fees](#)



[Edit](#) [Delete](#) [Clone](#) [Sharing](#)

Activity Log Detail

Name of Activity	Working Out your Recovery
Type of Activity	Community event
Primary Audience	Recovery community
City	Springfield
Assigned Program	<u>Turning Point Center of Springfield</u>

▼ **Details**

Start Date	9/4/2019
Activity Start Time	9:00 AM
Number of Attendees	3
Number of Volunteers	

▼ **Notes**

Description	Work out routines, relieve anxiety and depression, live a healthier life
Notes	

▼ **Community Partners**

Collaborating Partners

When you need to create multiple, recurring meetings or activities of the same type, the 'Clone' button is your friend!

Return to the 'Activity Logs' tab. Access correct entry by clicking link under '**Activity Log Name**'. Clone instance by using the '**Clone**' button.

Be sure to change at least 'Start Date' and 'Number of Attendees', then click 'Save'.

Attendance Logs

No records to display

New Attendance Log

1

Home **Participants** Reports Activity Logs +

Attendance Log Edit New Attendance Log

Attendance Log Edit

Save Save & New Cancel

Information

Participant

Activity

Date

Meeting/Event Attended

Reason for visit

Save Save & New Cancel

Attendance Logs

New Attendance

Action Attendance Name

Edit | Del AL-90794

4

To record a Participant attending an Activity, go to the 'Activity Logs' tab.


Access correct entry under 'Activity Log Name'.

Scroll down to 'Attendance Logs'. Press 'New Attendance Log' button. (1)

Search for and select a Participant. (2)
IMPORTANT: You **must** enter a 'Date' for it to show up in the Participant record and the system. (3)

When you are done, **save** and there will be an entry under 'Attendance Logs'.

Attendance Logs Attendance Logs Help ?

[New Attendance Log](#) 


Action	Attendance Log Name	Meeting/Event Attended	Reason for visit	Date
Edit Del	AL-90794	Working out Your Recovery		
Edit Del	AL-90118	Raising kids in Recovery		
Edit Del	AL-90119	Reiki		
Edit Del	AL-86938	Drop In at Turning Point Center of Springfield	Workout your	
Edit Del	AL-86937	Workout Your Recovery	Working out,	



[Show 1 more »](#) | [Go to list \(6\) »](#)

You can also record a Participant attending an Activity through their Participant Record by scrolling to the bottom of the page and selecting 'New Attendance Log' then searching for and selecting the Saved Activity.

Attendance Log Edit [Save](#) [Save & New](#) [Cancel](#)

Information

Participant: 

Activity:  

Date: [9/4/2019]

Meeting/Event Attended:

Reason for visit:

[Save](#) [Save & New](#) [Cancel](#)


Home Participants Reports **Activity Logs** +


Activity Log Edit
50 New Activity Log

Activity Log Edit Save Save & New Cancel


Information

Name of Activity

Type of Activity --None-- 

Primary Audience --None-- 

City Training

Assigned Program Presentation 

Details


Start Date

Activity Start Time

Number of Attendees



Number of Volunteers

Notes

Recovery Group  1

▼ Contact Type

Contact Date [9/4/2019]

Group Session   2

Finally, one more special instance using RC Logs. If entering an RC Log for a Participant, and you have an Activity Log of Recovery Group type (1), you can select this activity under 'Group Session' (2) for the Participant in 'New RC Logs'.



Questions may be directed to tech support via 'Submit a Ticket' on your RDP home screen.

If you do not find 'Survey Data' when you go through these steps, submit a request be granted user access to the survey/form OR have your supervisor / Center Director forward that request to fawn@vtrecoverynetwork.org

