

Kids' Farmers Market How to Enter Stats

This process is for SCHOOL YEAR, ONCE-A-MONTH KFMs ONLY

For Summer, WEEKLY KFMs – Please email your stats EACH WEEK to your Programs & Partnership Coordinator. Please include the date of your distribution and number of children served, along with any feedback or stories.

The Food Bank wants to ensure that this program is working well for the site coordinators who administer it, and the children we serve. School-year KFM Site Coordinators need to submit statistics to the Food Bank by the 5th of the following month.

The Kids' Farmers Market is funded entirely through donations and grants. These reports allow us to track the number of children the program serves. Any and all comments are welcome and we appreciate your feedback. Stories of how this program has helped children and their families are invaluable when we report back to our funders and pursue additional funding.

*****DUE THE 5TH OF THE MONTH*****

Step #1- Go to the Food Bank's website: www.foodbankst.org

Step #2- Go to "For Partners" in the upper right and scroll down to "Online Ordering/Statistics"

Step #3- Click on "Online Ordering/Statistics"

Step #4- Log in by putting your Agency Ref # in the box marked "Agency Ref #", your "Agency Ref #" again in the box marked "Username", the name of your county in the "Password" box.

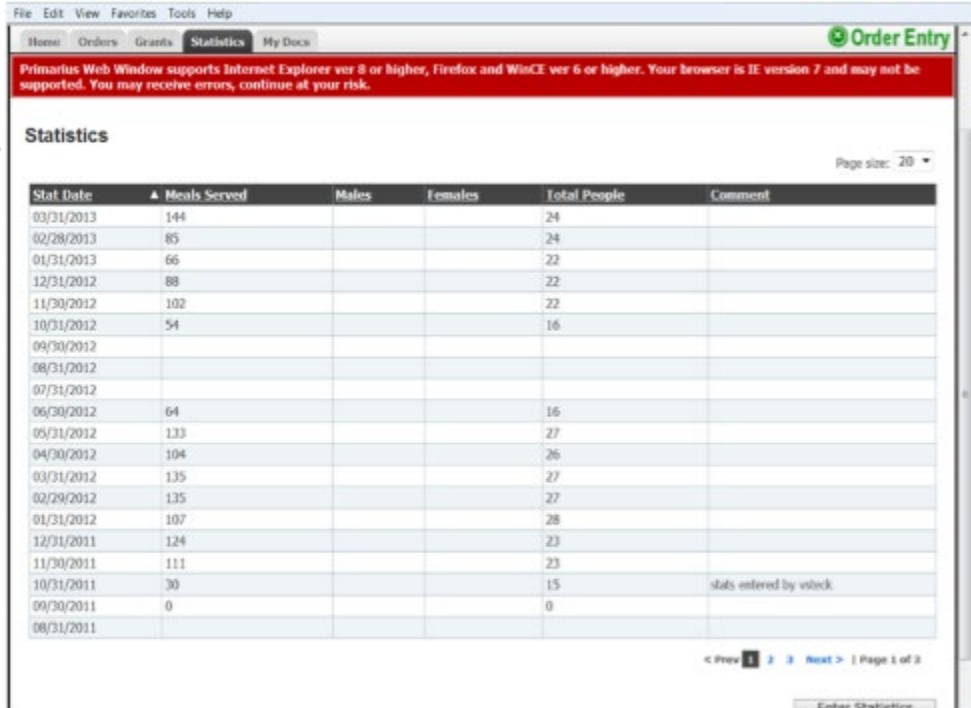
Step #5- Once you've logged in, click on the Statistics tab.



The screenshot shows the Food Bank of the Southern Tier website. At the top left is the logo. The navigation menu includes Home, Orders, Grants, Statistics, and My Docs. The 'Statistics' tab is highlighted. A red arrow points to this tab. On the right side of the navigation bar, there is an 'Order Entry' button. Below the navigation bar is a red warning banner about browser compatibility. The main content area is titled 'Home' and contains a 'Your Cart' link, a welcome message, a reminder about the bank's closure on November 28th and 29th, and a note about password changes. A 'Print Shopping List' button is also visible.

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Step #6 - Scroll down to the bottom of the page and click "Enter Statistics".



Order Entry

Primarius Web Window supports Internet Explorer ver 8 or higher, Firefox and WinCE ver 6 or higher. Your browser is IE version 7 and may not be supported. You may receive errors, continue at your risk.

Statistics Page size: 20

Stat Date	Meals Served	Males	Females	Total People	Comment
03/31/2013	144			24	
02/28/2013	85			24	
01/31/2013	66			22	
12/31/2012	88			22	
11/30/2012	102			22	
10/31/2012	54			16	
09/30/2012					
08/31/2012					
07/31/2012					
06/30/2012	64			16	
05/31/2012	133			27	
04/30/2012	104			26	
03/31/2012	135			27	
02/29/2012	135			27	
01/31/2012	107			28	
12/31/2011	124			23	
11/30/2011	111			23	
10/31/2011	30			15	stats entered by vstock
09/30/2011	0			0	
08/31/2011					

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Enter Statistics

Step #7 – Enter your data, including:

Date: Enter the last day of the reporting week or month (i.e. if you are reporting stats for October, then enter the last day of October).

Meals: SKIP THIS

People: SKIP THIS

Comments: SKIP THIS



Enter Statistics

Effective Date: Month: Year:

Meals: People:

Comments:

Category	Quantity
A1. Households Served	<input type="text"/>
A2. Children Served	<input type="text"/>
A3. Adults Served	<input type="text"/>
A4. Elderly Served	<input type="text"/>
A5. Venison Statistics	<input type="text"/>

Under Category:

A.2. # Children Served: Enter the number of children who received produce through the KFM that week / month.

A.2. Please feel free to add any comments, stories, notes, etc. that you might have. This helps us when we write grants for KFM or report to KFM funders!

Step #8 - Once you have entered the statistics, click "Submit Statistics" on the lower right.

That's it! You're all done for this month! Please contact us with any questions: 607.796.6061

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Logged as: 40150 | [My Agency](#) | [Logout](#) | [Hel](#)

Submit Statistics