# PMTF "Level 1" Outcome Measures Quick Start

## Login to the Portal

http://www.pmtf.org/

- use your username/password (provided)



- arrive at the secure landing page



**Welcome to the PMTF portal**

Details and Outcomes Surveys by Program type

|  | Schedule | Attendance | Survey | PDF | Patron Surveys |
|---|---|---|---|---|---|
| **Early Childhood Literacy** | Schedule | Attendance | Survey | Print | Survey URLs |
| **Summer Reading** | Schedule | Attendance | Survey | Print | Survey URLs |
| **Job Skills** | Schedule | Attendance | Survey | Print | Survey URLs |
| **Economic Development** | Schedule | Attendance | Survey | Print | Survey URLs |
| **Education/Lifelong Learning** | Schedule | Attendance | Survey | Print | Survey URLs |
| **Civic/Community Engagement** | Schedule | Attendance | Survey | Print | Survey URLs |
| **Digital Inclusion** | Schedule | Attendance | Survey | Print | Survey URLs |

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## Schedule one or more programs
- this can be done later if only administering paper surveys for a program

## Administer Surveys

- Print and provide paper copies --or-- provide participants with the unique Survey URL (specific to each scheduled program) --or-- have staff capture Survey results online on behalf of participants
- surveys should be administered at the end of the program since the outcomes survey includes questions about intentions

## Update Attendance and Program Notes
- the attendance count is of the unique number of participants that attended the program
- notes are optional but should be added when they will help to explain the results (e.g., the computers did not work for the first half of the program)

## Enter paper survey results
The results from paper surveys cannot be captured online until the corresponding program has been scheduled. Ideally, the survey should be administered right at the end of the program since the outcomes survey includes questions about intentions

## Distribute Patron Survey links to participants
- if requesting that patrons complete the survey online select the link in the Patrons Links section