

PROGRAM AVAILABILITY AND PARTICIPATION

DATA COLLECTION METHOD

Introduction

Recording program participation at events and activities demonstrates that Active Transportation (ATP) project awardees are committed to involving the community in decision-making processes. The aim of activity participation logs is to track and assess who is participating in what ways during ATP project development and delivery. Additionally, recording contact information such as emails and phone numbers allows project awardees to share project updates and milestones with community members.

This document provides guidance on how to record and report data about program participation for ATP projects. Program details may vary, and individual judgment and discretion may be applied for every event.

Overview

An Excel template is provided to collect data on program participation. **Sign-in sheets** are used to track program participation at individual events. Ten sign-in sheets are provided in the Excel workbook but may be duplicated for additional events. A **program participation summary sheet** auto-populates when each sign-in sheet is completed.

ATP project awardees may prefer to use an online sign-in sheet (for example, via Google Forms or SurveyMonkey). The 'Program Participation Summary' sheet may still be used and ATP projects may overwrite cell formulas with their own description and counts.

Instructions

Preparation and At the Time of Event

1. Print sign-in sheets. Each event should have its own sheet. Use the following settings prior to printing:
 - Pages are in portrait orientation.
 - The table header should repeat across multiple pages.

MATERIALS NEEDED

- ❖ Printed or Virtual Sign-in Sheets
- ❖ Pens and Clipboards, if using paper
- ❖ Program Participation Summary Excel Template

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2. Record the Project Name, Event Name, Location, Date, Agency, Partner(s).
3. Have event attendees sign in as they arrive. Collecting contact information is optional for ATP projects. Staff may adjust the spreadsheet by deleting these cells if not needed.
4. If ATP projects prefer to use an online sign-in sheet, staff may prepare a survey with fields similar to the Excel template (Project Name, Event Name, Date, and a question asking for name or contact information). If using Google Forms, consider disabling the "Limit to 1 response" option to allow multiple responses per device. Project staff may choose to use an iPad or tablet (if available) during the event or circulate the sign-in link during an online event. Individual judgment should be applied for each event.

Complete the Program Participation Excel Spread-Sheet After the Event

1. Complete one Event Tab Sign-in Sheet for each event.
 - a. Type the Project Name, Agency, Date, Event Name, Location, Partner(s), and Event Description.
 - b. Provide an event description that details the types of activities that were conducted. Some example descriptions include:
 - *Hosted a cocreation workshop with 60 community members to identify locations of new bikeways. Participants also shared bicycling concerns such as lack of bicycling facilities and bicycle parking.*
 - *Hosted a pop-up event at the community center to learn what transportation modes community members use to travel throughout the city.*
 - *Conducted a walking audit with school faculty and staff and parents to identify challenges that students have walking to school.*
2. Enter event attendees' names and contact information (if collected) in the Event Tab table.
3. Copy and create new event tabs as necessary for additional events. Ten sign-in sheets are provided in the Excel template.
4. No inputs are required in the 'Program Participation Summary' sheet, which provides a high-level summary of event details based on your inputs in the Event Tab sign-in sheets.
 - The Project Name and Agency Name will autofill after entered into the 'Event 1' sheet.

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- If there are more than 75 participants who provided their information on sign-in sheets, Column F in the 'Program Participation Summary' sheet will automatically count new participants.
- If there are more than 10 events, agency staff can add additional rows and follow the formulas provided in the tab. Adjust Cell F27 in the 'Program Participation Summary' tab to capture total participation by changing the row number in the formula.
- Check the table to assure that the content is legible, you may need to AutoFit Row Height (Home > Cells > Format).

When completed, submit the Program Participation Excel file via Smartsheets on the Active Transportation Resource Center website. The Program Availability and Participation Excel workbook serves as a repository documenting the number of participating attending events and the types of activities that were conducted at events. This template will also allow agencies to understand its reach for the project.