



## PROGRAM PARTICIPANT TRACKING DATABASE

ENTER THE DATABASE AT [HTTP://AMEDF.NWPAIB.ORG/](http://amedf.nwpaib.org/)  
YOUR LAST NAME IN LOWERCASE IS BOTH THE USERNAME AND PASSWORD

THIS DOCUMENT DESCRIBES WHAT INFORMATION IS COLLECTED IN EACH OF THE FIELDS IN THIS DATABASE

### Contact Search Find contacts based upon one or more criterion

*Click the **'add contact' button** to create a record for a participant not already in the database*

*OR to search enter one or more of the following and click the **'search' button** in the lower left of this section to continue*

FIELD	PURPOSE
Name	Enter any part of first or last name will- list all contacts that match
City	Enter any part of city will- list all contacts that match
Seminar	Will list all contacts that match the seminar attended date entered
Address	Enter any part of street address will list all contacts that match
Assigned	Will list all contacts for the selected instructor

**Contact Entry** This section collects basic contact information about the contact

FIELD	PURPOSE	EXAMPLE
First Name	Enter contact's first name	Joe
Last Name	Enter contact's last name	Schmoe
Spouse	Enter the spouses first and last names	Jane Doe
Region	This will auto fill	Buffalo NY
Assigned	Choose the name of the instructor who will service the contact	Honaker
Address 1	Enter the contacts street address	123 Maple Avenue
Address 2	Enter additional street address information for the contact	Apt 12A
City	Enter the contact's city of residence	Amherst
State	Enter the contact's state of residence	NY
Zip Code	Enter the contact's zip code for mailing	14226
Home phone	Enter the contact's primary telephone number	716-555-5555
Cell Phone	Enter the contact's cell phone pr other telephone number	716-440-5555
Income	Enter the combined parental income	78,629
Asset:	Enter the combined parental assets	5,270

**Seminar Information** This section collects the contacts reservation and seminar participation information

FIELD	PURPOSE	EXAMPLE
Seminar Date	Enter the date the contact wants to reserve	11/29/2005
Response date	Enter the date the contact requested the reservation	11/10/2005
Requested seats	Enter the number of seats being reserved	2
Attended	Check this box if the contact actually attended the seminar	
Valuable score	Enter the contacts response from the seminar evaluation	9
Effective score	Enter the contacts response from the seminar evaluation	10
Session 2 date	Enter the date the conference is scheduled to be held	12/15/2005
Session 2 Seen	Enter the date the conference was actually held	12/20/2005
Speaker	Choose the name of the seminar speaker	Barnes, Sue
Paid date	Enter the date the instructor was paid for the session 2 conference for this contact	1/12/2006

**Student One** This section collects information about the contact's child

FIELD	PURPOSE	EXAMPLE
Name	Enter the student's first and last names	Katie Schmoe
Email	Enter the student's email address (used for MyRoad if SP)	schmoegirl@aol.com
GPA	Enter the student's Grade Point Average	3.6
PSAT	Enter the student's most recent PSAT score	1250
SAT	Enter the student's most recent SAT score	1350
Grad Year	Enter the student's high school graduation year	2009
MYROAD ID	Enter the student's MyRoad username (SP only)	schmoekatie
MYROAD Pass	Enter the password for the student's MyRoad account (SP only)	schmoe2009
Asset level	Enter the student's assets	1500

**Student Two** This section collects information about the contact's child

FIELD	PURPOSE	EXAMPLE
Name	Enter the student's first and last names	Jason Schmoe
Email	Enter the student's email address (used for MyRoad if SP)	jayschmoe@aol.com
GPA	Enter the student's Grade Point Average	3.2
PSAT	Enter the student's most recent PSAT score	1400
SAT	Enter the student's most recent SAT score	
Grad Year	Enter the student's high school graduation year	2007
MYROAD ID	Enter the student's MyRoad username (SP only)	jasonschrnoe
MYROAD Pass	Enter the password for the student's MyRoad account (SP only)	1,000

**Alliance Services** Collect information about services offered by members of the College Affordability Alliance

FIELD	PURPOSE	EXAMPLE
FFEL Taken	Enter date contact submitted a student or parent loan application to CSN	4/18/2009
College	Enter the college that the graduating student has agreed to attend	RIT

## **Scholars Program** This section collects information pertaining to participation in the Scholars Program

<b>FIELD</b>	<b>PURPOSE</b>	<b>EXAMPLE</b>
App Received	Enter the date the SP app was received by administrator	11/28/2005
Process date	Enter the date on which the application was processed (Welcome letter and participation info mailed to contact)	11/29/2005
Orientation	Enter date when the orientation session is completed	12/17/2005
C&C	Enter the date when the student and parent(s) attended Career and College Group Conference	2/10/2006
ReEng	Enter the date when the parent(s) attended Financial ReEngineering Group Conference	9/22/2006
Conference 1	Enter the date on which the contact met with the Instructor	6/28/2006
Conference 2	Enter the date on which the contact met with the Instructor	11/15/2006
Conference 3	Enter the date on which the contact met with the Instructor	2/02/2007
Notes	Enter information not elsewhere collected	Jason still needs C&C