New APR Data Management Spreadsheet

**Instructions**, **Centers**, **Activities**, and **Staffing** remain the **SAME**.

**Participation & Outcomes** now has new features:

* You can **sort the data**. Each column will have a little drop down arrow at the top that allows you to choose your sort options.



* You **can insert and delete rows**. If you highlight a row and right click you will now have the option to insert and delete rows.



* If you are pasting data into the spreadsheet you must **paste the values only**. If you do not choose this option the spreadsheet will lock and you will not be able to sort the data or insert/delete rows.



* You will enter in the same information as you have been previously. **Nothing** about the **data collection** process has changed.
* Finally, make sure that you are submitting your data cumulatively. You will want to have all your Summer, Fall, and Spring data on the same spreadsheet.