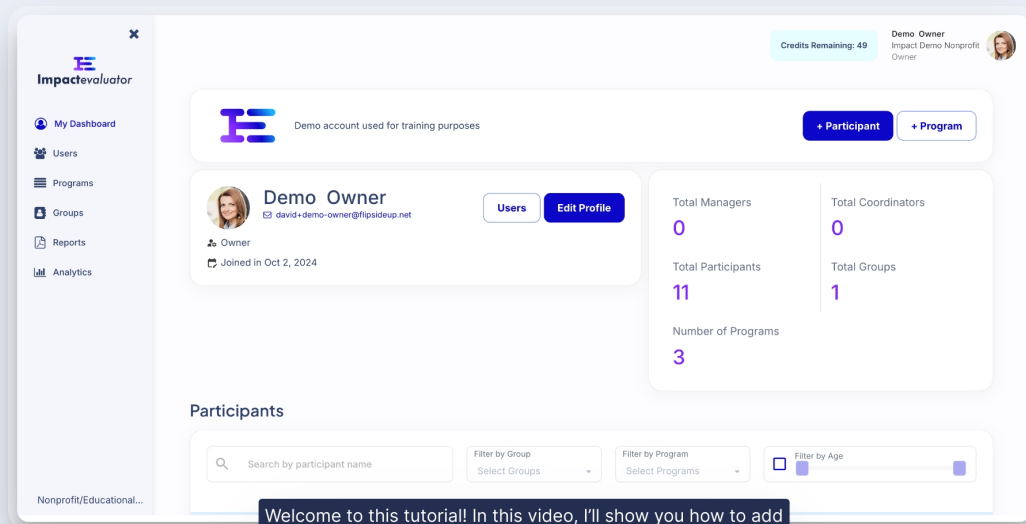


Adding a Coordinator or Facilitator

1

Welcome to this tutorial! In this video, I'll show you how to add a Coordinator to your organization in Impact Evaluator. A Coordinator, or Facilitator, is the person who teaches the program. Owners, Administrators, or Managers can add Coordinators to their own organization.



The screenshot displays the Impact Evaluator dashboard for a user named 'Demo Owner'. The dashboard includes a sidebar with navigation options: My Dashboard, Users, Programs, Groups, Reports, and Analytics. The main content area shows the user's profile, a 'Demo account used for training purposes' notice, and buttons for '+ Participant' and '+ Program'. A statistics panel displays the following data:

Category	Count
Total Managers	0
Total Participants	11
Number of Programs	3
Total Coordinators	0
Total Groups	1

Below the statistics is a 'Participants' section with a search bar and filter options: Filter by Group (Select Groups), Filter by Program (Select Programs), and Filter by Age (checkbox and slider).

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2

To add a Coordinator, first click on 'Users' in the left menu

The screenshot shows the Impactevaluator dashboard. On the left sidebar, the 'Users' menu item is highlighted with a green box. The main content area features a header with the Impactevaluator logo and a user profile for 'Demo Owner' (Impact Demo Nonprofit Owner) with a 'Credits Remaining: 49' indicator. Below the profile, there are buttons for '+ Participant' and '+ Program'. A summary section displays statistics: Total Managers (0), Total Participants (11), and Number of Programs (3). A 'Participants' section below includes a search bar and filter options for Group, Program, and Age.

To add a Coordinator, first click on 'Users' in the left menu

3

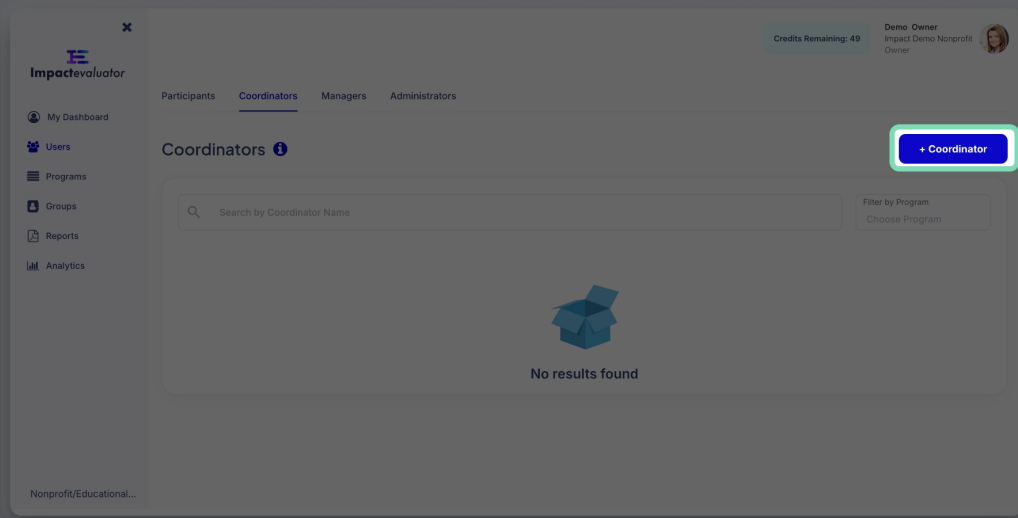
Then select the 'Coordinators' tab.

The screenshot shows the Impactevaluator dashboard with the 'Coordinators' tab selected in the top navigation bar. The main content area displays a list of participants with columns for Name, Group, Programs, Age, Grade, Status, and Action. The list includes five entries: Chris Brown, David Wilson, Emily Davis, James Anderson, and Jane Smith, all associated with 'Demo Group 1' and 'Build a Boat' programs. The 'Status' column shows red dots, and the 'Action' column shows trash icons.

Then select the 'Coordinators' tab.

4

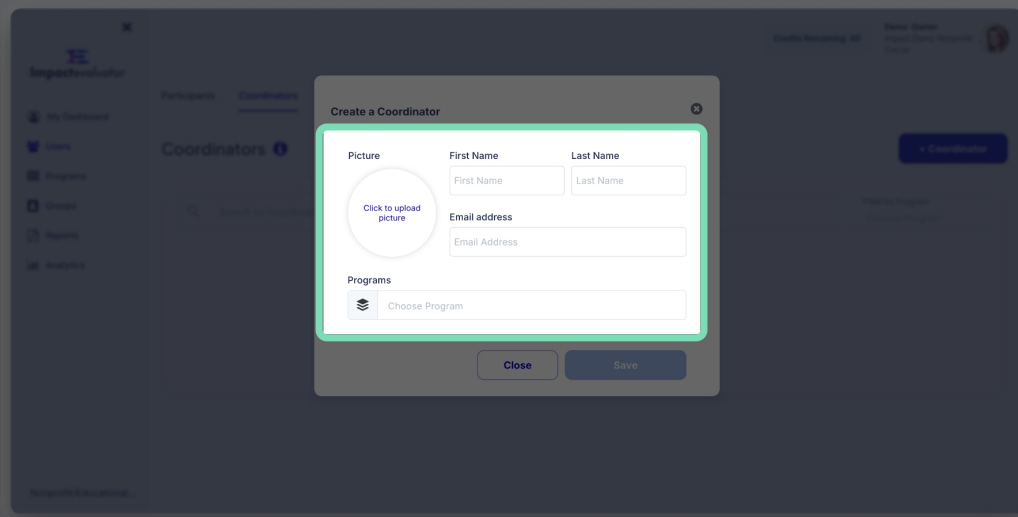
Next, click the '+ Coordinator' button, and a popup will appear.



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5

In the popup, fill in the Coordinator's details, including their names, email, and the programs they will be teaching.



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6 Once everything is filled in, click 'Save'

Impactevaluator

Participants Coordinators

My Dashboard Users Programs Groups Reports Analytics

Click to upload picture

Picture

First Name Last Name

Janet Jones

Email address

davidbo747+janet-coordinator@gmail.com

Programs

Build a Boat Curious Minds STEM Club Future Leaders Academy

Close Save

Once everything is filled in, click 'Save'

7 After saving, you'll see the newly invited Coordinator listed

Impactevaluator

Credits Remaining: 49 Demo Owner Impact Demo Nonprofit Owner

Participants Coordinators Managers Administrators

Coordinators

+ Coordinator

Search by Coordinator Name

Filter by Program Choose Program

NAME	PROGRAMS	# PARTICIPANTS	STATUS	ACTION
JJ Janet Jones	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	11	●	🗑️

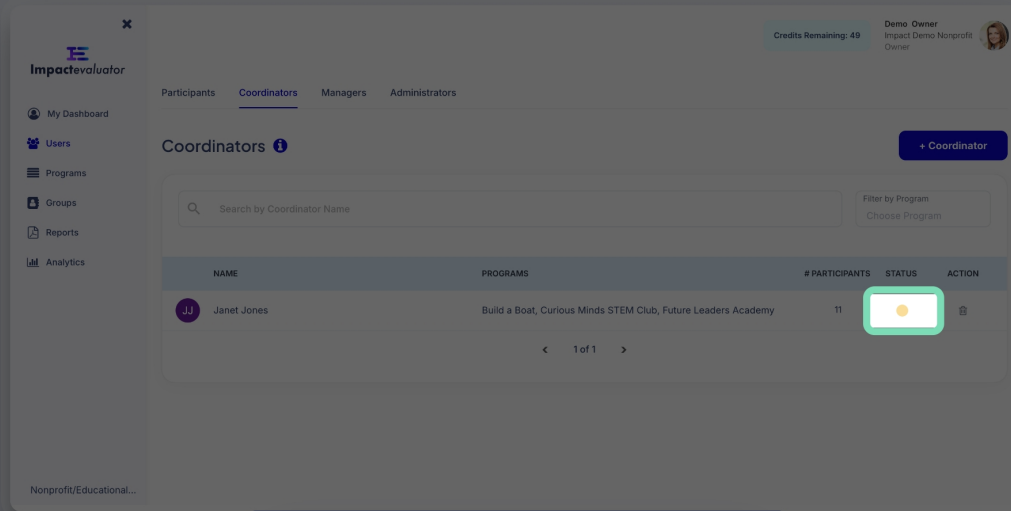
< 1 of 1 >

Nonprofit/Educational...

After saving, you'll see the newly invited Coordinator listed

8

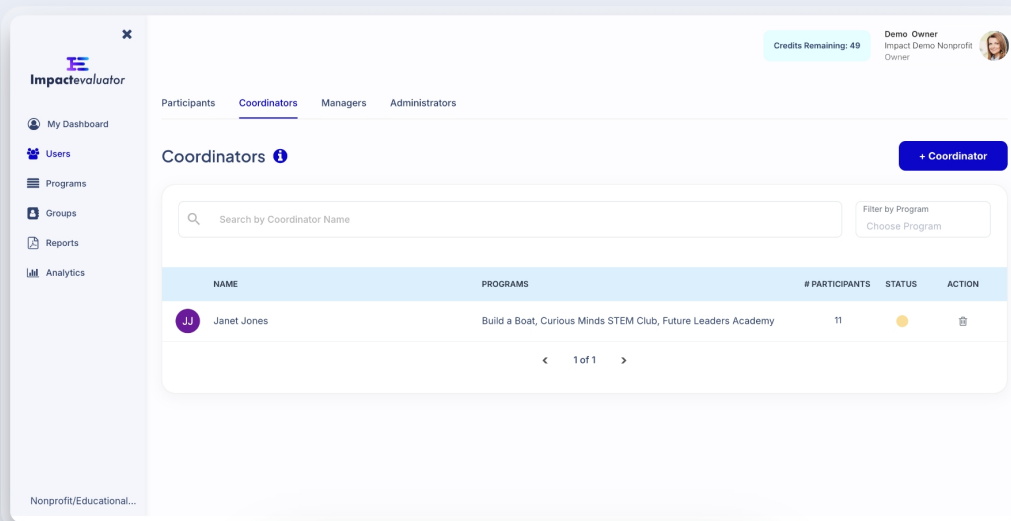
They will receive an email invitation to register. Once they've completed the registration and confirmed their account, their status will change from orange to green, indicating they are active.



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9

That's how you invite a Coordinator to Impact Evaluator. Once they've accepted the invitation, they can begin managing their participants within the programs they're assigned to. Thanks for watching!



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