



enactus™ TEAM PROJECT REPORT UPDATES & TIP CARD

Each team is required to complete the Team Project Report (TPR). To be eligible to compete at the US National Exposition, competing teams need to complete the TPR by March 7, 2022. Non-competing teams are required to complete the TPR by May 31, 2022. This form allows us to compile data relevant to the organization, helps us seek partner and sponsorship opportunities, and helps us track the progress of Enactus teams across the globe. The TPR is not shared with judges at competition and does not impact the outcomes of competition in any manner. We ask that teams report all projects they have worked on throughout the past academic year, not just those being presented at competition. This form has been edited to align with the Project Report (global requirement). This tip card has been developed to notify teams of changes to the TPR since last year and to help guide you through filling it out.

THERE ARE 4 STEPS TO COMPLETE IN THIS REPORT:

1. Team Roster (Completed on Enactus+)
2. Team Information
3. Project Information
4. Verify and Submit

Below is a list of sections in the TPR for which we have made changes/updates.

TEAM ROSTER

This will now be updated in Enactus+ and must be completed before access to the TPR will be granted.

Updating Team Numbers:

- Go to the “My Teams” found in the drop-down menu in the upper right-hand corner or along the right-hand side of your main page
- Go to “Team Tools” – note: you must be a faculty advisor or a student with “Manage Team Data” permissions to see this tab
- Enter the number of Students, Faculty and BAB members for your team; click “Update”

Review Team Membership (Roster)

- If there are students listed in the Team Membership section that are no longer active, click the arrow to the right of their name to edit the student. Change the student to “Enactus Alumni” and enter either the date the student left the team/school or the date the student graduated. Click “Save”.
- If you need to add members to your team that are not listed, proceed to the “Active Team Sheet” section. Enter all known information for the student. To add additional students, click “Add Rows”. Once you have added all your students, click “Save”.

Once you have completed all sections, you may exit Enactus+. Once back on the TPR page, click Refresh, you should now have access to complete the TPR.

Helpful Definitions for Impact:

Direct Impact - The number of people directly impacted refers to those who were direct beneficiaries of your project and who were impacted through the direct work of the team. For example, if your team were to train beneficiaries in a new skill, only those beneficiaries should be counted. Their family, or anyone who benefits from their new skill is an indirect impact. If your team trains a trainer, who then trains other people, the trainer is directly impacted, while those who receive training from that person directly trained by your team are indirectly impacted. *Impact* is defined as empowerment. Empowerment equals knowledge and skills *plus* implementation. Impact is achieved when a project produces outcomes, the final stage of measurement after outputs.

ANNUAL REPORTS Please note the Annual Report, which is required for all teams planning to compete at the National Exposition, can now be uploaded to the TPR. For competing teams, this upload feature will take the place of turning in hard copies of your annual report at the check-in booth at competition. Competing teams should attach their annual report to the TPR, and upload it to the competition platform with the rest of their competition materials.

This data is important for guiding how we evaluate our Program and identify ways to offer better resources and tools to teams. Hopefully, these changes will make the submission of the report data easier. Our Program team is available to answer your questions and provide assistance when completing your Team Project Report. Click [here](#) to find your Regional Program Manager.