Special Projects Data Entry Instructions

1. Go to the COVERLAB Special Projects page: <https://coverlab.org/special-projects/>.
2. Watch the Training Video
3. Click the button associated with the special project you are working to begin entering data for your route.



1. Begin filling out your Troop information.
2. Select your name from the Trooper Name list. You can type your name in the box to filter the list to your name quickly.



1. Select the date you are working from the list of dates.



1. Select the route you are working. You can only choose one route at a time and must submit a separate form for every additional route worked.



1. Begin entering data as you normally would. Expand the groupings related to the data you are entering.



1. Your answers are saved as you enter data. If you close and reopen this form, the data is not lost.
2. When you are done working a route, submit the form.



1. You will receive confirmation that your form has been submitted. You can enter data for another route if you worked multiple routes in one day.