



Completing Your Field to Market Project Annual Report

Continuous Improvement Project **Annual Reports** are required to be filed in the reporting period from **January 1 to April 30** for the previous year's growing season by the project administrator, beginning with the first season for which a project has gathered data.

Follow this guide to learn how to submit your Annual Report.

To complete all steps, please be sure you are logged in to the Field to Market [Member Portal](#). If you have any questions or access issues within the Portal, please contact lclark@fieldtomarket.org.

Step One: Complete the **Annual Report Form**

1. For each project you administer, complete the [Annual Report Form](#). The information collected here is provided to Field to Market staff to help track your project's progress and needs.

Step Two: Update Your Project's **Public Directory Listing**

1. From the Continuous Improvement Project Hub, click the name of each project you administer. Then, click "**Manage Project.**"

The screenshot displays the Field to Market Member Portal interface. At the top, there is a navigation bar with the Field to Market logo and several menu items: Dashboard, Projects, Learning Center, Partnership Exchange, Member Directory, Governance, and Nominations. Below the navigation bar, the breadcrumb trail reads: Home » Project Hub » ADM & PepsiCo Illinois Wheat Project. The main content area features a large heading for the "ADM & PepsiCo Illinois Wheat Project" and a brief description: "ADM is partnering with PepsiCo support sustainable wheat production Illinois with a focus on soil health and reducing greenhouse gas emissions." On the right side of the main content area, there is a prominent orange button labeled "Manage Project", which is circled in red. Below the main content area, there are two circular icons: one labeled "Active" and another labeled "Innovation".



Field to Market®

2. Click “**Details**” on the left menu, then scroll down to enter or update information about your project’s areas of focus. Be sure to provide or update your project’s publicly listed targets for **Enrolled Growers** and **Enrolled Acres**.

Home » Node » ADM & PepsiCo Illinois Wheat Project » Project Hub » ADM & PepsiCo Illinois Wheat Project

Summary *
Details
Members
Objectives
Partnership Exchange

Continuous Improvement Plan

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL, such as http://example.com. Enter <front> to link to the front page. Enter <nofollow> to display link text only.

Crops

Sugar beets
Wheat (durum)
Wheat (spring)
Wheat (winter)

Metric

- None -
Biodiversity
Energy Use
Greenhouse Gas Emissions

Sustainability Initiatives

Soil Health Partnership
SustainCERT
The Sustainability Consortium
U. S. Cotton Trust Protocol

Acre Target

Grower Target

▼ EXTRA INTEGRATED DATA

Related Programs

Published
Last saved: 10/19/2020 - 20:10
Author: Michelle French1086
 Create new revision
Revisions are required.
Revision log message

3. Click “**Objectives**” on the left menu, then provide a snapshot of your project’s current progress. Enter the number of **Enrolled Acres as of Dec 31, 2020** and the number of **Enrolled Growers as of Dec 31, 2020**.

Home » Node » ADM & PepsiCo Illinois Wheat Project » Project Hub » ADM & PepsiCo Illinois Wheat Project

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ACRE PROGRESS

Year Month Day

Data

Add another item

GROWER PROGRESS

Year Month Day

Data

Published
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Author: Michelle French1086
 Create new revision
Revisions are required.
Revision log message
Briefly describe the changes you have made.

