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.

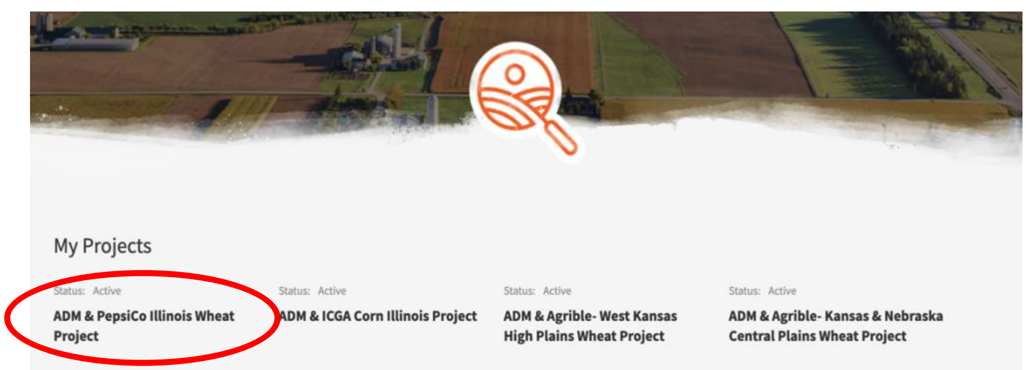
To complete all steps, please be sure you are logged in to the Field to Market Member Portal. If you have any questions or access issues within the Portal, please contact lclark@fieldtomarket.org.

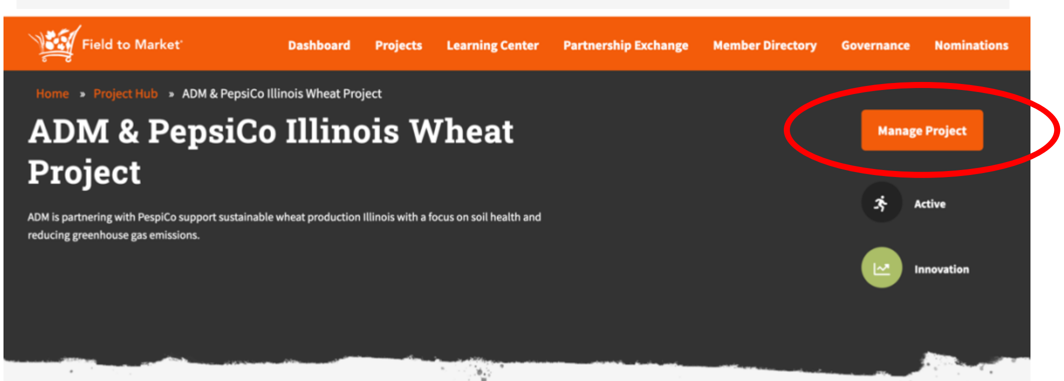
Step One: Complete the Annual Report Form

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.

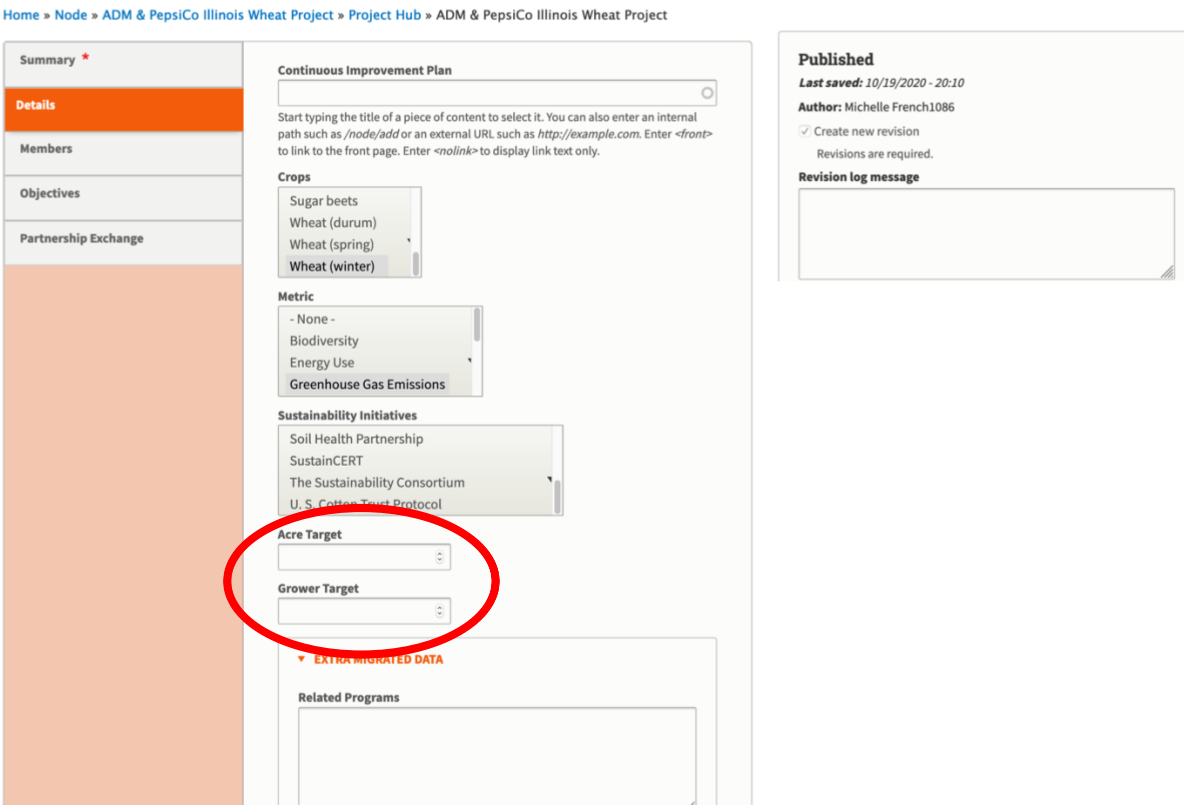
Step Two: Update Your Project's Public Directory Listing

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

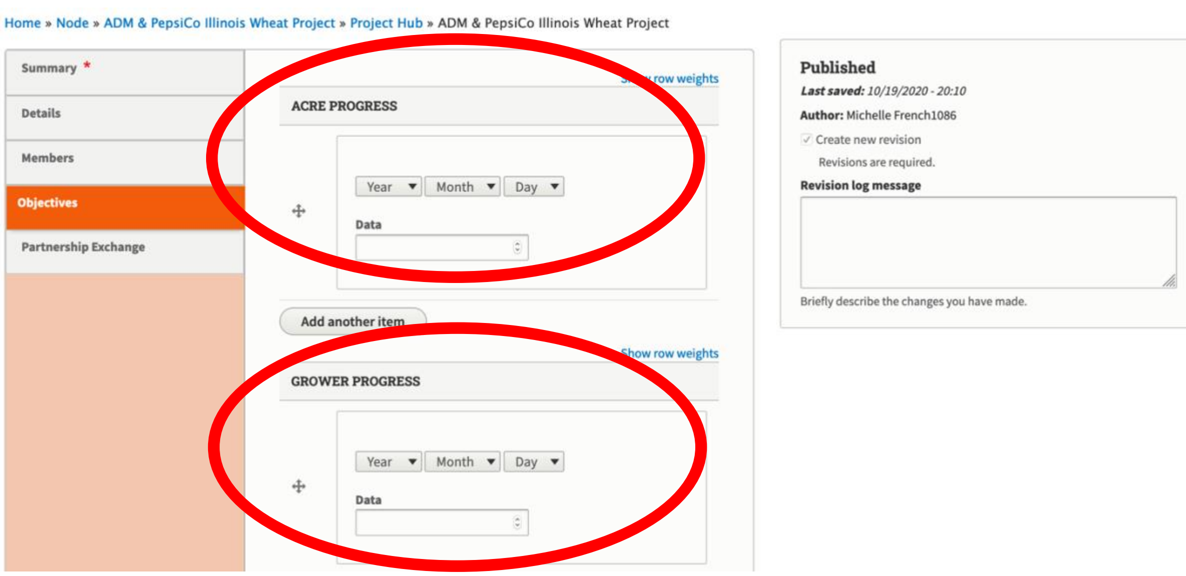




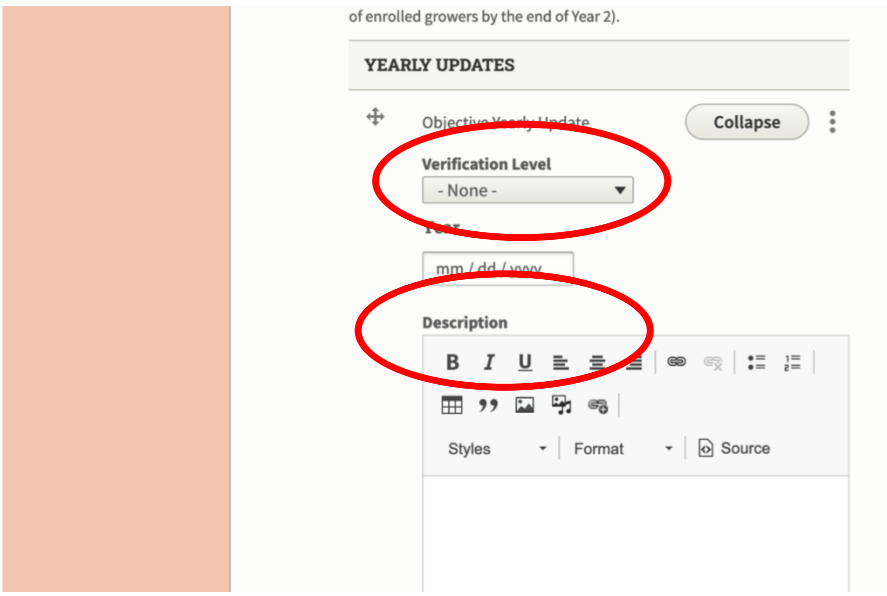
2. Click “**Details**” on the left menu, then scroll down to enter or update information about your project’s areas of focus. Be sure to provide or update your project’s publicly listed targets for **Enrolled Growers** and **Enrolled Acres**.



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**.



4. Then, scroll down on the "Objectives" page to enter or update each of your project's **public continuous improvement objectives**. For each project objective, you should include a brief narrative of your progress on the objective this year, as well as note the objective's Verification Level.



5. Use the left menu to access any other project updates you need to make at this time, including adding project partners or opting in to the **Partnership Exchange**.

6. **When you have completed your updates, scroll to the bottom of the page to change status to "Ready for Review" and click Save.** After your updates have been saved, Field to Market staff will review your updates and publish the new information to your project's publicly listed directory.