



**N.C. A&T**  
STATE UNIVERSITY

**COOPERATIVE  
EXTENSION**

## **ERS Guidelines**

- Program Activities should be entered as programs are completed. They should at least be entered once a month. Refer to the [NCCE Webpage](#) to understand the different types of program activities.
- If the program is for an extended period and there are activities throughout that time, upon the initial activity related to this program, create a program activity, and choose the end date as the date the whole program is intended to end. As additional activities are completed related to the program, edit the program to update the number of sessions, contact hours, number of participants (only if there are new participants from the previous activity), and the demographics if there are new participants.
- When entering program activities and success stories, the title should reflect the original program or curriculum that the program is based on (e.g., STEM challenge, plasticulture, Speedway to Healthy, G.A.P., hemp, etc.). You may add the title you created, but there needs to be some indication of the program's origination. For example: "Virtual Health Fair – Speedway to Healthy"
  - If this is a program you created and it is not related to a program developed by NC A&T campus staff, then try to indicate the area it fits under, such as nutrition, stem, community gardens, horticulture, etc.
  - If you are writing a success story based on a previously completed program activity, use the same title used when the program activity was created.
- Success Stories should be used to provide follow-up information from program activities, including outcomes and survey data with actual numbers and percentages.
- Success Stories should be provided as they become available, at least one per program/curriculum, which should be as survey data is completed or positive feedback is received from a participant. For example, there should be one success story on Go Glow Grow, one on MyPlate, and one on 4-H Clover Kits, etc.
- Outcomes should be provided as programs are completed.
- To help track your programs and data, use an excel file or word document.
- If you are working in Cooperative Extension, there should be data from you in ERS.
- There will be monthly checks for data. If no data is entered, individuals will be contacted. Your completion of entering data in ERS will be communicated to your CED and considered in your performance evaluations.