



PHYSICAL ACTIVITY LOGS

Physical Activity logs (or PA logs) are records of the Club-wide activity that has been conducted at your T.R.A.I.L. sites/units throughout the grant year. All T.R.A.I.L. units must complete PA logs for all 12 months of the grant year regardless of when curriculum implementation occurs.

1. To begin entering required PA log data, login to your T.R.A.I.L. Online Reporting Site home page at <https://firstpic.force.com/ncai/>



To access this page, you have to log in to NCAI.

Username

Password

☐ Remember me

[Forgot Your Password?](#)



- Once logged in, you will arrive at your Dashboard. From there, drop down the “Program” Tab and click on the “Monthly PA Logs” option. *Note: You can also view incomplete PA Logs under the “Incomplete PA Logs” header directly on the dashboard.*

NCAI
Example Boys & Girls Club

Dashboard About Applications **Program** Help Logout

HELLO EXAMPLE PERSON.

What's New/System Updates

- Clicking Update Budget from within the Sub-Grant detail page will trigger a warning message that no further reimbursement requests can be submitted and approved. If the user chooses to continue the budget will move to “Incomplete” status.
- The default sort order for all Reimbursement List pages will now be Request Date (was previously request ID).
- The approved amount will be visible on the reimbursement list page after final approval.

Incomplete Applications

No Incomplete Applications Found

Incomplete Progress Reports

No Incomplete Progress Reports Found

Incomplete PA Logs

Report Title	Month	Year	Status
August 2020 PA Logs	August	2020	Not Started
July 2020 PA Logs	July	2020	Not Started
June 2020 PA Logs	June	2020	Not Started

- In the *Monthly PA Logs* Section, click on the month that you will be entering data for under the “Report Title” column. In this example, we will be entering data for July 2020.

NCAI
TRAIL BGC of Example Land

Dashboard About Applications Documents Sub-Grants Reimbursements **Program** Help Logout

MONTHLY PA LOGS

Site: Example Boys & Girls Club Month: Year: 2020

Status: View All Sort By: Report Title Update Clear

PA Log Count	Days Reported Open	Minutes Reported / Average per Day	Boys Reported / Average per Day	Girls Reported / Average per Day
3	0	0.00 / 0.00	0 / 0.00	0 / 0.00

Reports

Report Title	Site	Month	Year	Days Open	# of Boys / Average	# of Girls / Average	Minutes / Average	Status
August 2020 PA Logs	Example Boys & Girls Club	August	2020	0	0 / 0.00	0 / 0.00	0.00 / 0.00	Not Started
July 2020 PA Logs	Example Boys & Girls Club	July	2020	0	0 / 0.00	0 / 0.00	0.00 / 0.00	Not Started
June 2020 PA Logs	Example Boys & Girls Club	June	2020	0	0 / 0.00	0 / 0.00	0.00 / 0.00	Not Started



4. Data should be entered for each day of the selected month. *You will notice when you go to fill out your PA Log that only the days that have already gone by will be populated for data entry. Therefore, the log cannot be fully completed and submitted before the month ends. For example, if it is August 11th you will only be able to enter data for the first 11 days of August.*

NCAI
TRAIL, BGC of Example Land

Dashboard About Applications Documents Sub-Grants Reimbursements Program Help Logout

EXAMPLE BOYS & GIRLS CLUB

Grant: Test Grant Month: August Year: 2020 Status: Not Started

Average # of Boys: 0.00 Average # of Girls: 0.00 Average Minutes of Activity: 0.00 Total Days Reported Open: 0

PA Logs


Date	Activity Status	# of Boys	# of Girls	Minutes of Activity
8/1/2020	--None--			
8/2/2020	--None--			
8/3/2020	--None--			
8/4/2020	--None--			
8/5/2020	--None--			
8/6/2020	--None--			
8/7/2020	--None--			
8/8/2020	--None--			
8/9/2020	--None--			
8/10/2020	--None--			
8/11/2020	--None--			

Save

5. On each date, utilize the drop-down menu under “Activity Status” and choose “**Club Activity**”, “**Club Closed**”, or “**No Activity**”.
- “**Club Activity**” indicates that the Club was open and physical activity occurred. Days with “Club Activity” must have both youth data and minutes of activity entered.
 - “**Club Closed**” indicates that the Club was not open. The site will auto-populate zeros in all columns on days the Club was closed.
 - “**No Activity**” indicates that the Club was open but no physical activity occurred. The site will auto-populate zeros in all data columns for “No Activity” days.



(Note: Per T.R.A.I.L. LOA requirements all youth that attend the Club MUST participate in at minimum 60 minutes of physical activity every day the Club is open. If there are several days in a month with “No Activity” or less than 60 minutes please reach out to FirstPic, Inc.)

 **NCAI**
TRAIL BGC of Example Land

DashboardAboutApplicationsDocumentsSub-GrantsReimbursementsProgram▼HelpLogout

EXAMPLE BOYS & GIRLS CLUBJULY 2020 PA LOGS

Grant: Test GrantMonth: JulyYear: 2020Status: Not Started


Average # of Boys: 0.00Average # of Girls: 0.00Average Minutes of Activity: 0.00Total Days Reported Open: 0

PA Logs

Date	Activity Status	# of Boys	# of Girls	Minutes of Activity
7/1/2020	--None--	2	2	60
7/2/2020	--None--			
7/3/2020	Club Activity			
7/4/2020	Club Closed			
7/5/2020	No Activity			
7/6/2020	--None--			
7/7/2020	--None--			
7/8/2020	--None--			
7/9/2020	--None--			
7/10/2020	--None--			
7/11/2020	--None--			

6. Once you have updated your PA Log information, take a moment to review the information for any mistakes. Once you have confirmed the information is correct, scroll down to the bottom of the page and hit “Save”. Once this occurs, you can log out, and your progress will remain for when you return to add further PA Log information.

7/24/2020	Club Activity	15	24	60.00
7/25/2020	Club Closed	0	0	0.00
7/26/2020	Club Closed	0	0	0.00
7/27/2020	Club Activity	16	20	60.00
7/28/2020	Club Activity	20	22	60.00
7/29/2020	Club Activity	22	24	60.00
7/30/2020	Club Activity	15	21	60.00
7/31/2020	Club Activity	12	19	60.00



SaveSubmit



7. If there are still days left in the month you are currently adding data for, you will be unable to finalize and submit the report until all days have data entered. However, once the month is complete, you will have the option to “Submit”. Once your full month of data is correct in the system, hit the “submit” button.

NCAI
Tribal SOC of Example Land

Dashboard About Applications Documents Sub-Grants Reimbursements Program Help Logout

PA Logs

Date	Activity Status	# of Boys	# of Girls	Minutes of Activity
7/1/2020	Club Activity ▼	2	2	60.00
7/2/2020	Club Activity ▼	6	8	60.00
7/3/2020	Club Activity ▼	9	12	90.00
7/4/2020	Club Activity ▼	0	0	0.00
7/5/2020	Club Closed ▼	0	0	0.00
7/6/2020	Club Closed ▼	0	0	0.00
7/7/2020	Club Closed ▼	0	0	0.00
7/8/2020	Club Activity ▼	13	17	60
7/9/2020	Club Activity ▼	15	19	60
7/10/2020	Club Activity ▼	12	22	60
7/11/2020	Club Activity ▼	17	19	60
7/12/2020	Club Closed ▼	0	0	0.00
7/13/2020	Club Closed ▼	0	0	0.00
7/14/2020	Club Activity ▼	18	23	60
7/15/2020	Club Activity ▼	14	24	90
7/16/2020	Club Activity ▼	17	18	60
7/17/2020	Club Activity ▼	15	21	60.00
7/18/2020	Club Activity ▼	18	9	60.00
7/19/2020	Club Closed ▼	0	0	0.00
7/20/2020	Club Closed ▼	0	0	0.00
7/21/2020	Club Activity ▼	13	23	60.00
7/22/2020	Club Activity ▼	22	26	60.00
7/23/2020	Club Activity ▼	17	21	60.00
7/24/2020	Club Activity ▼	19	19	60.00
7/25/2020	Club Activity ▼	15	24	90.00
7/26/2020	Club Closed ▼	0	0	0.00
7/27/2020	Club Closed ▼	0	0	0.00
7/28/2020	Club Activity ▼	16	20	60.00
7/29/2020	Club Activity ▼	20	22	60.00
7/30/2020	Club Activity ▼	22	24	60.00
7/31/2020	Club Activity ▼	15	21	60.00
7/31/2020	Club Activity ▼	12	19	90.00

Save Submit

8. After you have submitted your report, FirstPic staff will review the logs for accuracy and either approve them or send them back for any necessary revisions.