MITSWE OUTREACH 2011
>> General Information

Contact Information
Here are some general information on the various mailing lists we have.

Email Addresss	Comments
YourCommittee@gmail.com • **mitswe.eventoutreach** • **mitsweoutreach** • **mitswe.offcampus** • **mitswe.keys** • **mitswewise**	Each committee will have their own gmail account. Please use this account when emailing volunteers, etc.
sweVPoutreach@mit.edu	This email address goes to my gmail account
swe-outreach-interest@mit.edu	This list contains people who expressed interest in outreach at some point, in addition to all the outreach chairs. Good place to start when looking for volunteers.
sweboard11@mit.edu	Everyone on the 2011 board
swe-outreachchairs@mit.edu	This list contains everyone on outreach

SWE Wiki
We have a wiki! You can find some really useful info on there:
https://swe.mit.edu:444/wiki/index.php?title=Main_Page

Pre-Event Procedures
- Important emails should go out from your gmail account and CC me on important emails (ex. Room requests)
- Make sure your event is on the SWE calendar/ SWE website (contact the webmaster to do this)
- For ideas or information on past events, check the **outreach database**.
- Check the **item inventory** on the **outreach database** for supplies before you purchase more supplies.
- If you do purchase more supplies, use the **add an item form** to add them to the **outreach database.**

Post-Event Procedures
- Record the procedures for your event on the **new activity form** in the **outreach database** if it's new.
- Fill in an **activity feed-back form** on the **outreach database.**
- Ask webmaster to update website with any pertinent information, such as photos, competition winners, etc.

SWE OUTREACH DATABASE

The SWE database contains a wealth of useful information:
- List of activity protocols done in the past
- Feedback from previous events
- Items Inventory
- Useful Documents

Accessing the Database

URL: https://creator.zoho.com/mitswe.outreach/outreach/
USERNAME: mitswe.outreach
PASSWORD: weloveswe

Navigating the Database

Use the navigation bar at the top of the page to explore various options. If you need to add to the database, you should be using the "create new" tab. If you're just browsing, click on the "view" tab instead.

Under the view tab, you can view the list of activities that has been done previously, as well as the feedback about these events outreach committees have added. The inventory contains a list of items currently in the SWE office. The uploaded documents can also be viewed as a list.

The reports section is basically a random test of some functionalities and not actually up and running. In case you were wondering what it is. ☺

Adding to the Database

Adding a new activity
When you go to the database, the default page is the "adding a new activity" page. Make sure you are actually adding a new activity by checking preexisting activities first!
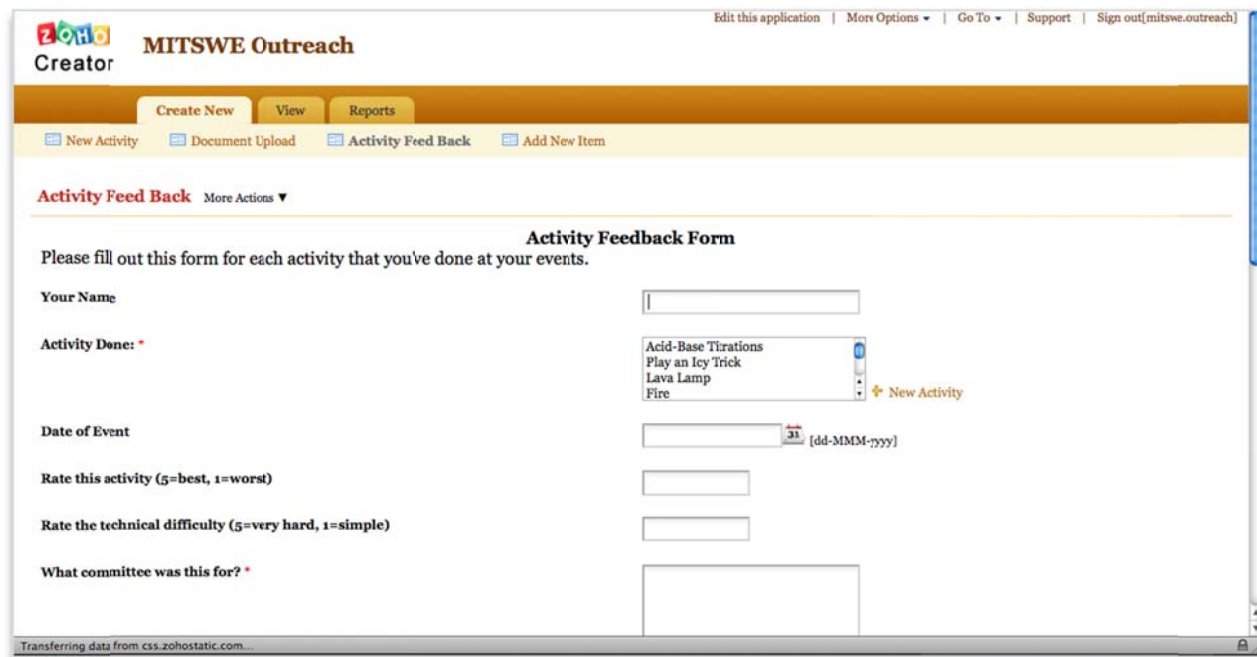Filling in the form is pretty straight forward. You will be asked some detailed information about the activity, so make sure you've planned out everything before filling this out.
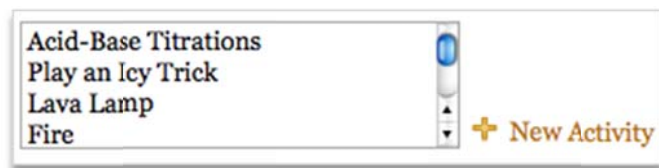
Uploading a Document
If you need to upload a document of some sort, there's also a tab for that. Filling out this form is also very straight forward. You can upload up to three files at a time.

Adding Feedback
Adding feedback about an event is a very important functionality of the database. This one is a bit harder to fill out.

There is a place to pick which event you are entering feedback for. If you can't find it, you can also add a new activity.

You will be also asked to reflect on the event, on what did and didn't go well, as well as suggestions to future planners. This is an extremely important part of the form, so don't skip it!

Adding a new item
The option under the "create new" tab allows you to add items to the inventory. Please make sure the location is entered correctly and the quantity is up to date.

Viewing the Database

Viewing Activities

You can add new activities in this view as well. Bulk edit allows you to change multiple fields at once.

The filter tool (left) allows you to sort the different activities according to several parameters.

Some other nice functionality are included as well under the "more actions" tab.
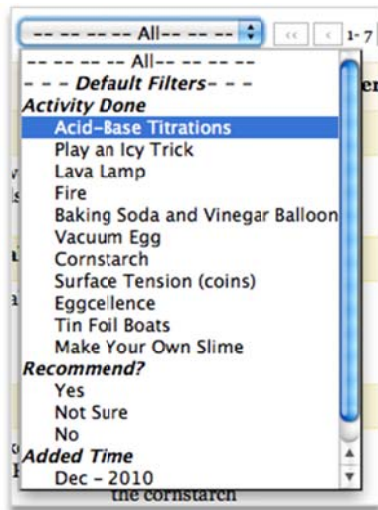
Viewing Feedback

		Recommend?	The Good	The Bad	Comments	Committee	Event	Your Name	Date	File Upload	Added Time
			Feedback/Experience More Actions ▼								
			Add	Bulk Edit	Duplicate	Delete	Search	Filter: -- -- -- -- All-- -- -- --	‹‹ ‹ 1- 7 › ››	10 per page							
☐											
			Acid-Base Titrations - 5 - 1								
☐	Edit	View	Yes	The colors were really nice, the kids loved it!	The cabbage leaves were gross but we found a strainer.		Off Campus Outreach	Lawrence@MIT magic show	Joy Jiao	03-Dec-2010	03-Dec-2010 11:47:45
			Baking Soda and Vinegar Balloon - 5 - 2								
☐	Edit	View	Yes	The chemical reaction	We suck at getting the balloon over the opening of the flask...		Off Campus Oureach	Lawrence@MIT magic show	Joy Jiao	03-Dec-2010	03-Dec-2010 17:55:58

Viewing feedback is similar ot viewing the activities. You can see what previous people said about each activity.

<< There is also a filtering function that allows you to view feedback from a certain activity, or view only the recommended activities, or sort by time

>> The extra functionalities are also similar.

More Actions ▼
- View as ▶
- ICal Feed
- Import Data
- Export Data
- Print
- Permalink
- Embed in your Website
- Show/Hide Columns

Viewing the Inventory

		Description	Quantity	Comments	Reserve for	Flag for Quick Use
		Inventory More Actions ▼				
		Add	Bulk Edit	Duplicate	Delete	Search	‹‹ ‹ 1- 2 › ››	10 per page				
☐						
		Box # - Item Name - 03-Feb-2011				
☐	Edit	View	Description about the item	##	Comments	Event Outreach	true
		EVERYWHERE - AWESOMENESS - 01-Feb-2011				
☐	Edit	View	Just testing the items form :)	SOOO MUCH	Ignore me lol		false

The inventory view is pretty straight forward as well.

Viewing Uploaded Documents

		Document Name	Document Description	File upload 1	File upload 2	File upload 3
		Uploaded Documents More Actions ▼				
		Add	Bulk Edit	Duplicate	Delete	Search	‹‹ ‹ 1- 1 › ››	10 per page				
☐						
		Event Outreach				
☐	Edit	View	Engineering Week General Volunteer Hand Outs	Emergency procedures, directions, working with kids	300_Congress_Street_Boston__MA_02110_-_Google_Maps.pdf	GUIDE_TO_EMERGENCY_PROCEDURES-1.pdf	kid_work_rules_of_thumb-1.pdf

Also very straight forward. Here are three documents related to engineering week.