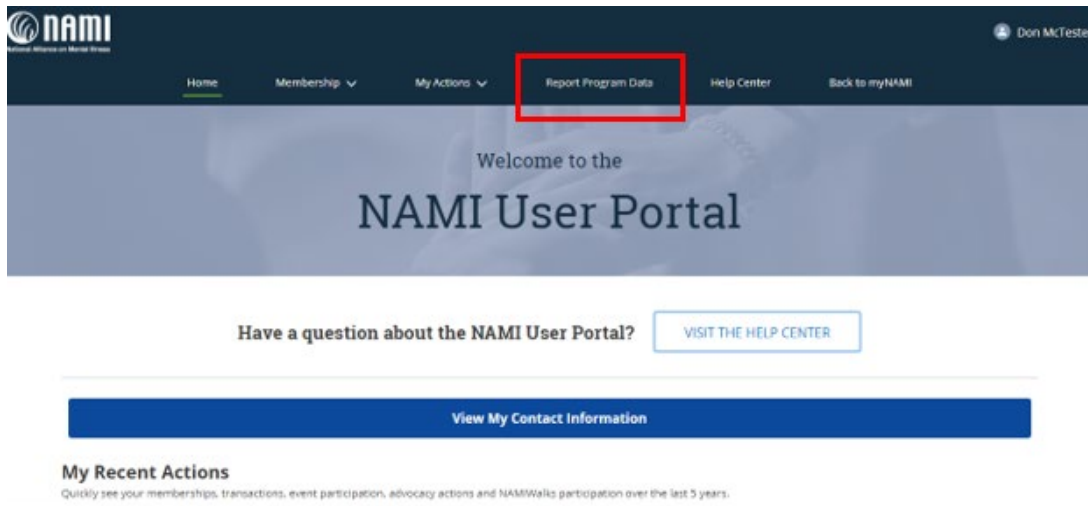


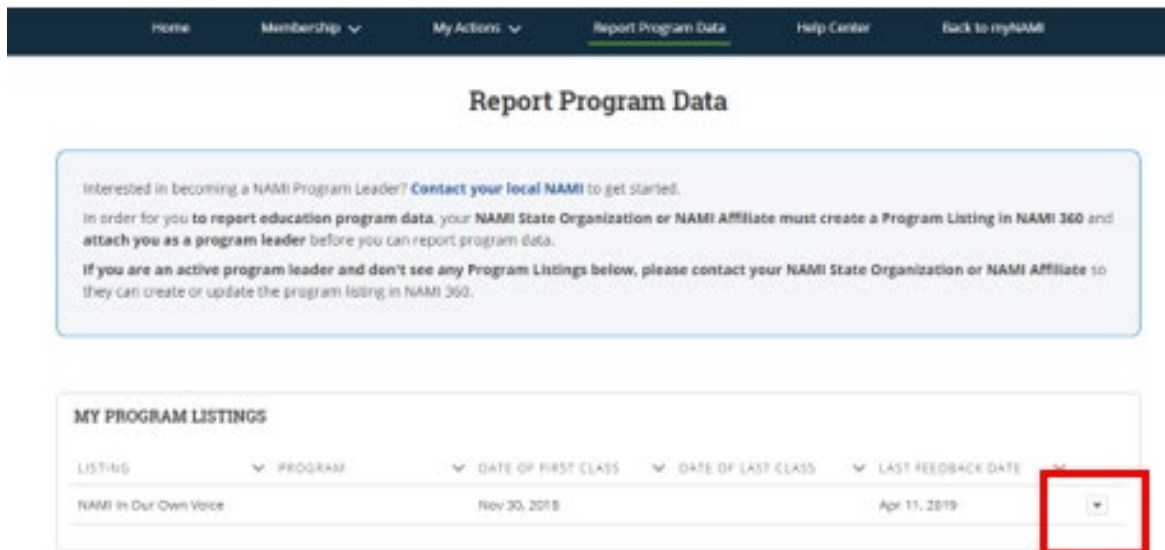
Reporting Program Data on the User Portal

The steps below outline how to report from the User Portal. If you do not see any program listings on your User Portal, please reach out to your NAMI State/Affiliate Admins so they can assist you.

1. From the main menu of the User Portal, click **Report Program Data**.



2. Click the down arrow next to the listing you wish to report data for (shown in red box below) and click **Report Program Data**.



3. Click on the arrows to the far right (shown below in red box). Choose the **program** you wish to report data for from the drop-down list.

The screenshot shows a dropdown menu with the following options: -- None --, NAMI Basics, NAMI Connection Recovery Support Group, NAMI Ending the Silence, NAMI FaithNET, NAMI Family Support Group, NAMI Family-to-Family, NAMI Homefront, NAMI In Our Own Voice, NAMI Parents and Teachers as Allies, NAMI Peer-to-Peer, NAMI Provider Education, NAMI Smarts for Advocacy, Sharing Hope, Master, and -- None --. A red box highlights the three-dot menu icon at the end of the second -- None -- option. A green Save button is visible at the bottom right.

4. Complete the form and click "Save."

The screenshot shows a form with the following fields: a text input with '2', a text input with '# People Finishing the Class' and '10', a dropdown menu for 'Presentation Language' with 'English' selected, a text input for 'Presentation Language (Other)', a checkbox for 'Partnership Veterans Administration', and a dropdown menu for 'Actively Recruit Members' with 'Yes' selected. A red box highlights the green Save button at the bottom right.

You have now reported your data for that program listing. You will not be able to see what data you've reported, but your NAMI State/Affiliate will see it.

Source:

[NAMI Online Knowledge Center](#) > [NAMI User Portal](#) > [Report Program Data](#)

<https://nami.zendesk.com/hc/en-us/articles/360016315534-How-do-I-report-program-data->