

# How to Fill Out Progress Reports on myROR.org

## HOW-TO GUIDE

### STEP 1

Sign in to myROR.org using your individual username and password.

### STEP 2

Click on **Progress Reports** located under the “Site Summary” tab on the left.

- Site Summary
- Edit Site Info
- Contacts
- Satellites
- Funding / Account Info
- Progress Reports**
- Site Application
- Book Shipments
- Site Quality

### STEP 3

Click on **Start Report**.

### STEP 4

You can save the report at any point and come back to it. However, once you have completed it, you must hit **Submit** in green as opposed to **Save Changes**

### PLEASE NOTE

There are a few new questions that have not been included in previous progress reports. The new questions are optional. **If you do not complete the progress reports (two per year) by the deadline of March 1st or September 1st, your site will not receive funding from Reach Out and Read Colorado.**

### QUESTIONS?

If you have any questions, please contact your Reach Out and Read Colorado Regional Coordinator. If you don't know your region, find out [HERE](#).

