



CHAPTER FIVE

DFCA ADMIN PANEL

The tools provided in the Dashboard are meant to help you facilitate DFCA throughout the school year. We are always available and excited to help you, but know that sometimes, you just need a quick answer, and we hope that this new tool will help you achieve that.

As always, do not hesitate to reach out to your DFCA contact with any questions

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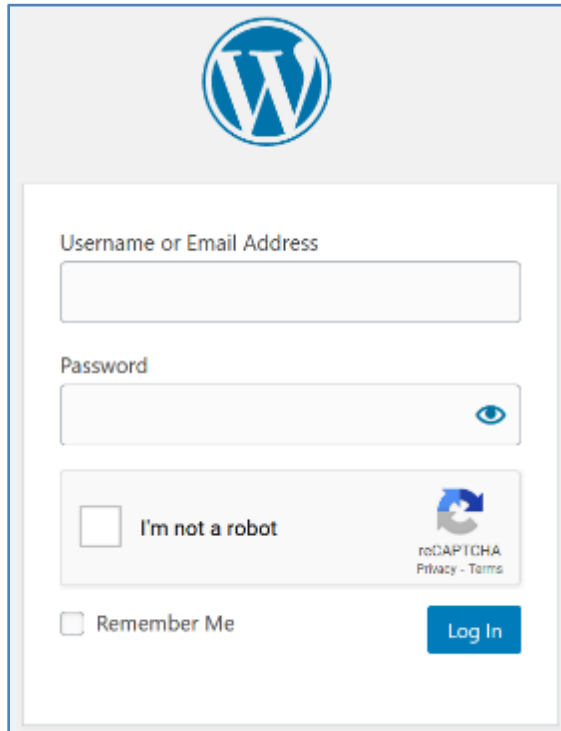
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ADMIN PANEL

The Admin Panel provides your three main tools in one convenient place.

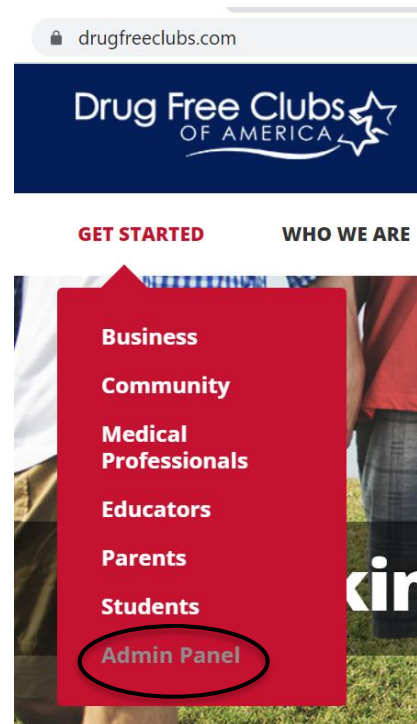
Test Day Tools, Coordinator's Dashboard, & the Member Database

[**DFCATestDay.com**](https://DFCATestDay.com)



-OR-

[**DrugFreeClubs.com**](https://DrugFreeClubs.com)



This website is your anchor to the Drug Free Clubs of America program. You will go to this site for Initial Test Day functions. In addition, this is also the site you will use to access the DFCA Dashboard, Database and Digital Materials.

Notes:


1. Your **INDIVIDUAL ADMIN** login information is the very last, laminated page of this chapter.
2. When logging in, make sure you check the BOX that says, **"I'm not a robot"**.

ADMIN PANEL

Welcome to Drug Free Clubs of America

What would you like to do?

Register as a Member

Add a Photo 

Administration:

Coordinator Dashboard & Database

This screen has two functions:

1. The top two options, under the “What would you like to do?” heading are for your **Initial Test Day**, which has its own login that you can locate in your Test Day Binder.
2. The bottom option, under the “Administration” heading has a blue button that will take you to the *Dashboard and Database*. **This option can only be accessed with your individual Admin login, found on the laminated login information sheet at the end of this chapter.**

DASHBOARD

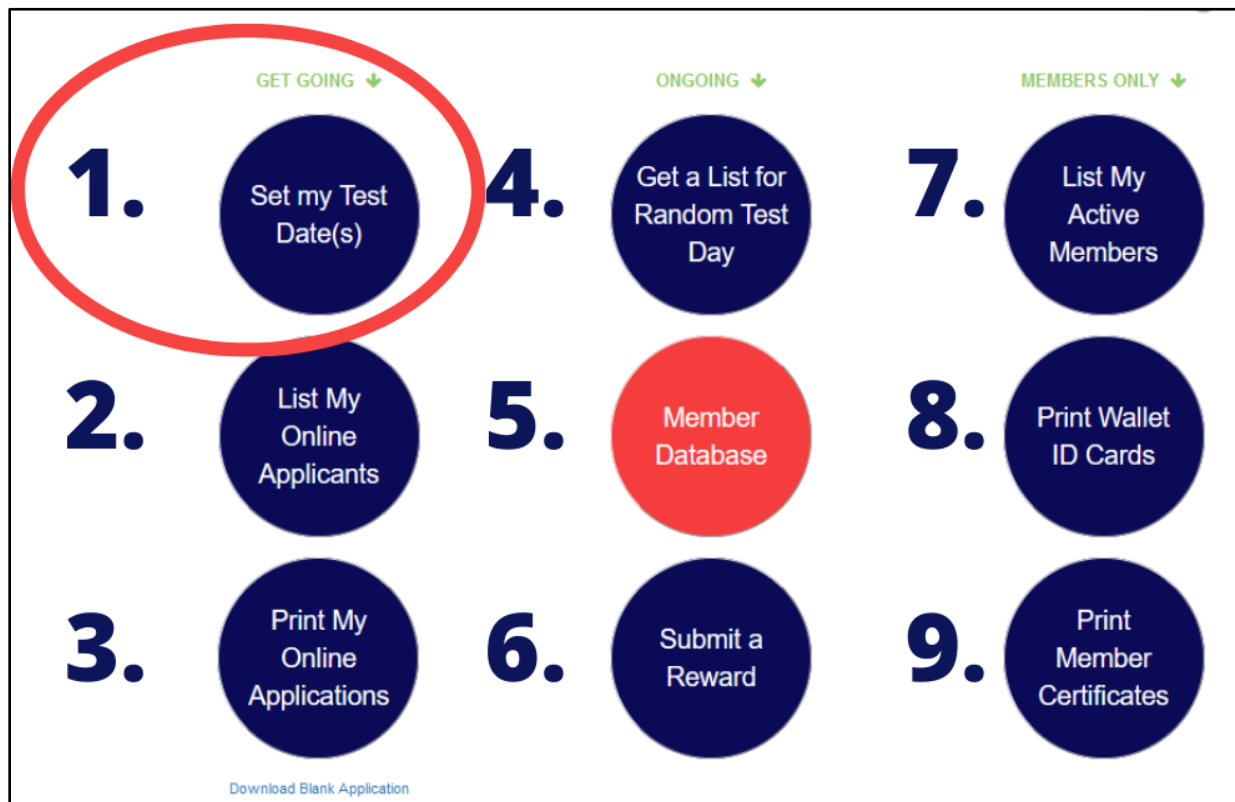


This is the home screen of your DFCA Dashboard. A simple click on the circle of your choice will take you to a new screen or begin a download. You may need to accept pop-up windows from our site so the download will begin.

By having one landing site with all of the information you'll need throughout the year, you can quickly and easily access information not only for test days, but also for ongoing needs throughout the school year.

Column One, "Get Going", of the Dashboard has everything you will need leading up to your Initial Test Day. Column Two, "Ongoing", will be what you use to facilitate the program throughout the school year. And Column Three, "Members Only", will give you items used to identify your active members after their membership has been confirmed.

#1 SET MY TEST DATES



Establishing your testing dates through Button #1 is a crucial part of planning. We ask that you share these with us as they are established with your Collectors.

You can enter all dates at once, or as they are approaching, if you cannot plan a full year of testing at one time. Once you submit your Initial Test Date in the Dashboard, a chain of checklists will be activated over the course of a month or so to help you take on smaller tasks in preparation of your Initial Test Day. As the remaining test dates approach, you will receive reminder emails a week or so ahead of the date to help you prepare for follow up and random testing.

As you've done in the past, continue to notify your Collector and Administrator of these dates, but keep these dates under wraps. Our goal is for the dates to be unannounced to the mass majority so that students are unaware of when they could be tested.

As you plan for your dates, remember that there is a minimum of six dates to schedule. All members must take their Initial Test before December 31, so plan accordingly with 2-4 dates in the first semester of the school year. Your first Test Day will only consist of Initial tests, any other dates before Winter Break can be a combination of Initial and Random testing, and all dates after January 1 will be Random testing only.

#2 LIST MY ONLINE APPLICANTS



When choosing Button #2, an Excel file will automatically begin downloading a list of all students who have applied online for this school year. If you do not see a download, check your pop-up blocker to allow pop-ups from the DFCA site.

This is the best button to use when you are confirming the students in your school who have signed up online. This information, combined with any paper applications you receive as you collect them at school, will help you to plan your Initial testing logistics.

#3 PRINT MY ONLINE APPLICATIONS



Button #3 will automatically download applications for any students who have applied online through the DFCA website, or for anyone who has paid for the current year previously (select schools only). We recommend you only do this the night before or morning of your Initial Testing. This will help you stay organized by only printing one set of applications from the PDF file. Leading up to your Initial Test Day, you can keep track of who has signed up by choosing Option #2.

When printed, these applications will be alphabetically organized by the student's last name. For future test dates where more students have applied online, you can repeat the process. For those additional test days before Winter Break where Initial Testing will occur, applications will print for students who have yet to take their Initial Test. If a student was in the first batch of applications that you printed but did not test on the original date, their application will print again. Therefore, you may want to shred any online applications for students who were not tested so you don't have duplicates.

#4 GET A LIST FOR RANDOM TEST DAY



Upon choosing Button #4, a PDF with a list of 10% of your active members' names will be downloaded. 5% will be listed as "Priority" and should be called for Random Testing. Another 5% will be listed as "Alternate" and will only be called, in order, to replace anyone from the Priority list that may be absent. This list is generated randomly and does not target specific members.

Random Test List - Use for TESTING ONLY

This random list has been autogenerated by Drug Free Clubs of America's proprietary system. Any member of this club may be randomly selected by the computer program any number of times. Individuals do not have the ability to alter or influence this list at the time of its creation.

VERY IMPORTANT NOTES:

- The "Priority" selections below have been randomly identified for testing. This includes retests (if any) plus a random selection of about 5% of your club's current members.
- Only call an "Alternate" selection if a "Priority" is unavailable or is faculty. Alternates must be taken in order to replace an unavailable priority selection. Disregard others.
- Custom percentage lists can be created in the member database. (DFCA recommends 5 retest events each school year, with 5% testing at each, totaling 25% random retesting).

Priority or Alternate	Member ID	First Name	Last Name
Priority	87639	Heather	McGowan

Priority or Alternate	Member ID	First Name	Last Name
Alternate	87667	Angie	Ferguson

**In the example above, Heather is the member to be tested, and Angie is the Alternate*

#5 MEMBER DATABASE



The Member Database, Button #5, is a function that you may not ever need or use, but it does have flexibility you might enjoy.

Upon choosing this button, you will have two options – Active Members (for students who have become members by passing their drug test) or Online Applicants (who have applied to become members of DFCA through the online application process but have not yet tested). The difference between this screen and the "List My Online Applicants" or "List my Active Members" buttons is that you can choose specific date ranges.

An example of when you could use the "List My Active Members" would be to pull a list of students who took their Initial test on a specific day or to look for a student's member ID number. An example of when you could use "List My Online Applicants" would be that you are having a drawing for students who have signed up in a particular timeframe.

#6 SUBMIT A REWARD



Button #6 will take you to the DFCA website. At this link, you can submit Rewards that you have collected from local businesses.

Upon choosing this option, we recommend sharing the link with local business owners and parents to offer them the opportunity to reward your members. Community Rewards are a phenomenal way to get others outside the school involved with your program and a fantastic way to remind your students that living a drug free lifestyle has benefits!

#7 LIST MY ACTIVE MEMBERS



When you choose Button #6, an Excel file will download with a list of your Active Members. Active members will show up in two ways from this download. The previous year's members are considered Active until October 31st. Anyone who successfully completes Initial Testing before October 31st would also be on this list. If you are looking to find just students from the current school year, we recommend using the Member Database through Button #5, where you can select the dates for the period you are looking for.

#8 PRINT WALLET ID CARDS



Button #8 will download a file that has a wallet size ID card for all Active members. For any of our schools on the Anywhere Program with DFCA who do not get photo ID Cards, this could be an option you would like to utilize. You can print these sheets with their photo, Member #, School Year, and the DFCA logo. Your school is welcome to laminate these and use them as your DFCA ID Cards.

These are not limited to schools who have chosen to not have the original photo ID cards provided by DFCA's Home Office, but can be used by all chapters. An example of when to use them would be to replace photo ID cards that have been lost when a student needs a quick replacement. If you only need to print a card for one member, or a handful of members, you can do that by choosing the "List My Active Members" under Button #5, searching for a student's name, and printing from there.

#9 PRINT MEMBER CERTIFICATES



Button #9 gives you the opportunity to print personalized certificates for your members who have completed the school year as an active member. These are great for many circumstances, such as student portfolios or to attach to college applications and job applications. Choosing this option will create a PDF that has certificates for each of your active members in an alphabetical manner.

If you only need to print a certificate for one member, or a handful of members, you can do that by choosing the “List My Active Members” under Button #5, searching for a student’s name, and printing from there.

COORDINATOR DASHBOARD LOGIN

www.DFCATestDay.com



Username: _____

Password: *T3stDay#DFCA*

**case sensitive*



Welcome to Drug Free Clubs of America

What would you like to do?

[Register as a Member](#)

[Add a Photo](#) 

Administration:

[Coordinator Dashboard & Database](#)



Select “Coordinator Dashboard and Database”