Instructions for editing the service history:

1. Go the web site members only area and log in as you would normally
2. Go to the service history tab and the year and type of event you want to add (call out, drill, event)
3. At the bottom left, below the table, you should see the word edit - click on it (*if you don’t see edit, your access level is not set correctly – contact* *webmaster@hopeaacr.org* *for this*)



1. Click the checkbox of the row below where you want your data entered (usually row 2)



1. Then go down to the Data Manipulation section and click insert row.



1. Now fill in the added blank row and then click on "Update changes" to save your work. You can add multiple rows of data at a time.



1. If the dates are out of order (should be newest first), you can use the sort tool to refresh the sort, and then click update changes again. Choose descending order.
2. Notes on content:
	1. When viewing on the web page, the row should not be more than 5 rows long. This should be a brief description of the event.
	2. No personal information should be included about the individuals served.
	3. No agency contact individual names should be listed or other AACR/AAT groups could use our work to get themselves called out.