**How to add achievements to a performance plan**

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| Script |
| Welcome to the AmpliFund recipient series video focused on how to add achievements to a performance plan. We recommend referencing documentation provided by your funder to determine if you need to log performance achievements in AmpliFund. |
| Let’s jump into AmpliFund and look at how to access this feature. From the calendar navigate to Grant Management then grants |
| From the list of grant awards select the relevant grant award by clicking on the name. |
| Once in the award details, click on Post Award> Performance> Performance Plan. |
| On this screen you will see the performance goals as indicated by your funder. To add an achievement to a goal click on the trophy icon next to the goal name. |
| Once in the goal screen, click on the plus icon in the upper right hand corner to add your achievement. |
| You will land on the create achievement tab. Based on the goal type the required fields will change. In this case since we selected a numeric goal, you need to provide the number achieved. There is also a spot for notes and files which will be visible to your funder. Click create once you are done entering information. |
| Let’s add one more achievement, this time to a narrative goal type. I’ll navigate into the goal and then click on the plus icon to add my achievement. You’ll notice here the fields have changed. You still have a spot for the achievement date, but you need to enter text for your narrative. There is also a spot to mark this goal as complete. If the goal is not yet complete you can leave this blank and can continue to add achievements until the goal is complete. There is still a spot for notes and files. Once you are done entering information click create. |
| You can continue to add achievements as they take place or at the intervals dictated by your funder. If you click on performance plan you can go back to your goals. If you click on any goal name you can see additional information about the goal. To view achievements you’ve already logged click on the trophy icon, then in the achievement screen you can edit achievements using the pencil icon or delete achievements if necessary using the trash can icon. |
| Through this recipient series video you’ve learned how to add performance plan achievements, should you have additional questions please reference our support site. Thank you! |