

Government of Canada Workplace Charitable Campaign (GCWCC)

National Online Reporting Tool (NORT)

DEPARTMENTAL ADMINISTRATOR GUIDE

Updated: October 2015

Franglais

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www.gcwcc.org | www.ccmtgc.org

National Online Reporting Tool (NORT)
Outil national de rapports en ligne (ONRE)

GCWCC
CCMTGC

GOVERNMENT OF CANADA WORKPLACE CHARITABLE CAMPAIGN | CAMPAGNE DE CHARITÉ EN MILIEU DE TRAVAIL DU GOUVERNEMENT DU CANADA

United Way / Centraide

Password / Mot de passe

Enter / Entrer View Reports / Visualiser les rapports Departmental Login / Nom d'utilisateur du ministère

United Way of Canada Centraide Car ads Government of Canada Gouvernement du Canada HealthPartners PartenaireSanté Charities At Work La philanthropie au travail

The GCWCC is managed by United Way/Centraide.
363 Coventry Road, Ottawa, Ontario, K1K 2C5
(613) 228-6700

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Welcome to the National Results Reporting Pilot

United Way Ottawa (UWO) is the Campaign Manager for the Government of Canada Workplace Charitable Campaign (GCWCC), as mandated by Treasury Board, and is looking for ways to advance the national aspect of the campaign.

The national aspect of the GCWCC provides departments and agencies and their staff the opportunity to recognize and celebrate their commitment to community across the country.

Comprehensive national campaign results have, up to now, only been readily available from local United Ways, well after the annual GCWCC closes in the NCR. However, interest in the national picture from a departmental perspective is growing.

UWO can give each participating department/agency access to an on-line automated system, the National Online Reporting Tool (NORT), to track verbal results at the local level and produce updates nationally during the campaign.

The major tasks for each department/agency will be to:

- Identify the local campaign volunteers within that department/agency's regional, district and other offices across Canada;
- Enlist their support to change from the current means they use locally to record and report verbal results collected during the campaign; and
- Open user accounts for them in the new automated reporting system, NORT.

During the fall campaign, participating volunteers report on five items (number of employees; campaign goal (if available); number of donors; special event and donation dollars raised) and update the data regularly from September to December. Departments/agencies are able to use the system to monitor their campaign progress across the country. Local United Ways will also have access to the system to collect the data they require for verbal results reporting.

All existing operational requirements and procedures at the local level remain the same. Local volunteers maintain their relationship with their local United Ways and gift forms and donations continue to flow between them and there is no change to final campaign results reporting.

Note: Departmental Administrators should not enter NCR verbal results in NORT. These are captured under the existing systems utilized in the NCR.

Welcome to NORT!

This Guide for the GCWCC National Online Reporting Tool (NORT) has been prepared to serve as a reference tool for Departmental Administrators. It will help you learn how to use NORT, including how to:

- (1) give NORT access to the local campaign volunteers within your department's regional/district/local offices across Canada, and
- (2) collect updated verbal results from them.

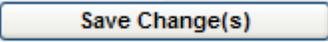
During the campaign, Departmental Administrators collect verbal results from their local departmental volunteers across Canada (outside the NCR) on a weekly basis through NORT. This information will enable these departments to see a snapshot of their GCWCC campaign outside of the NCR, and reinforce the national aspect of the campaign.

If you have any questions not covered in this manual, or for more information, please contact the GCWCC National Office staff at United Way Ottawa:

Victoria Kaniewski

Campaign Officer, GCWCC, National Approach, United Way Ottawa
e-mail: GCWCC_National@unitedwayottawa.ca

Important Points to Remember about NORT:

1. Once all your data-entering is completed remember to click  at the bottom of the screen! It is **very important** to save any and all information entered or changes made, since if the system is left inactive for any longer than approximately 30 minutes, the application will time-out. A pop-up will notify you of this prior to timing out.
2. Don't forget to **LogOff** (available at the top right-hand corner of all screens) whenever you are not entering data, or you are away from your computer!

To Access NORT

To access NORT please go to: www.gewcc-ccmtgc-national.org.

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www.gewcc.org | www.ccmtgc.org

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GOVERNMENT OF CANADA WORKPLACE CHARITABLE CAMPAIGN | CAMPAGNE DE CHARITÉ EN MILIEU DE TRAVAIL DU GOUVERNEMENT DU CANADA

United Way / Centraide
Password / Mot de passe

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United Way of Canada Centraide Canada Government of Canada Gouvernement du Canada HealthPartners PartenaireSanté

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363 Coventry Road, Ottawa, Ontario, K1K 2C5
(613) 228-6700

To Log-in

Please click the **Departmental Login** option.

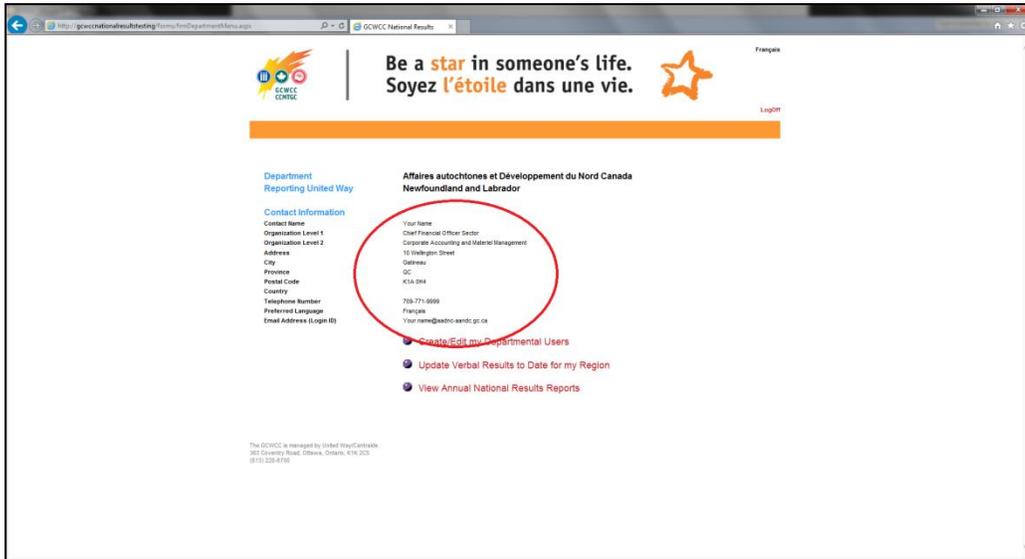
Please enter your **E-mail**.

Please enter your **Password**.

Note: Your password will be provided to you by the GCWCC National Office. If at any point in time you cannot remember your password, please contact GCWCC_National@unitedwayottawa.ca or at (613) 228-6897.

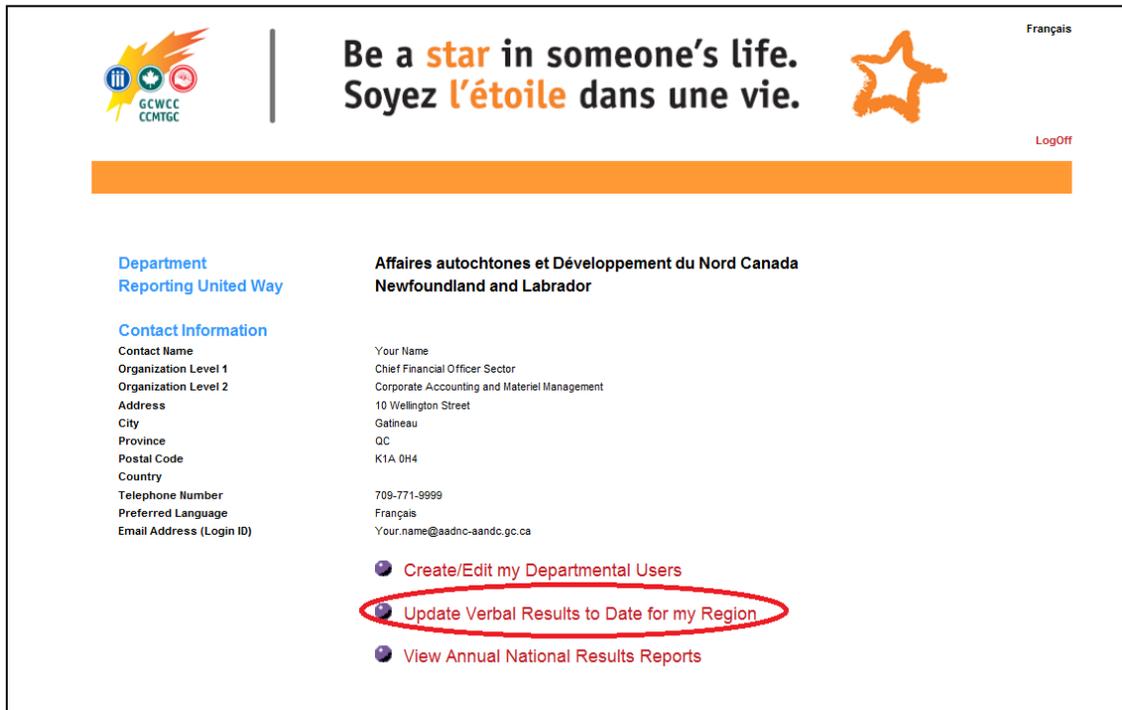
Main Menu

Upon log-in, you will be brought to the NORT **Main Menu**. Below is an example of the page you will see. The GCWCC National Office will pre-fill this page with your Departmental Administrator information before you receive your password. All you have to do is check the information and edit it if there are any errors.



To Edit Contact Information

To edit your contact information, from the **Main Menu**, click  **Update Verbal Results to Date for my Region**



Now you can edit all of your Departmental Administrator contact information. Don't forget to click

Save Change(s) !

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LogOff

View Report

Department
Reporting United Way

Contact Information

Name *

Organization Level 1 *
Chief Financial Officer Sector
If you cannot find your Organization Level 1 in the list, check the following checkbox to type your region

Organization Level 2 *
Corporate Accounting and Materiel Management
If you cannot find your Organization Level 2 in the list, check the following checkbox to type your location

Address
10 Wellington Street
City
Gatineau
Province
QC
Postal Code *
K1A 0H4
Telephone Number *
709-771-9999
Country
Preferred Language
English French
Email Address (Login ID) *
Your.name@aadnc-aandc.gc.ca

* * These fields are mandatory.
To transfer your GCWCC departmental administrator responsibilities to another individual or to change your login id (email address) or password, please contact the GCWCC National Office at (613) 226-8897.

Verbal Results to Date

Population	0
Goal	\$0.00
Number of Donors	0
Special Event Verbal \$ to date	\$0.00
Donor Verbal \$ to date (gift form)	\$0.00

To create/edit a Departmental User

You will first need to identify the local volunteers in your department across Canada who are responsible for coordinating the GCWCC in their areas. Once you have done so, you can create Departmental User accounts for them in NORT.

From the **Main Menu** click **Create/Edit my Departmental Users**.

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LogOff

Department
Reporting United Way

Contact Information

Your Name
Chief Financial Officer Sector
Corporate Accounting and Materiel Management
10 Wellington Street
City
Gatineau
Province
QC
Postal Code
K1A 0H4
Country
709-771-9999
Preferred Language
Français
Email Address (Login ID)
Your.name@aadnc-aandc.gc.ca

- Create/Edit my Departmental Users**
- Update Verbal Results to Date for my Region
- View Annual National Results Reports



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Français

LogOff

Create/Edit my Departmental Users

New Departmental Contact

Add/Edit Region

Add/Edit Location

Export to Excel File

Return to Menu

View/Edit	Campaign Year	Department	Reporting United Way	Contact Name	Organization Level 1	Organization Level 2	Address	City	Province	Postal Code
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Alberta Capital Region	Christine Miller	Alberta Region	Corporate & Funding Services	630, 9700 Jasper Avenue	Edmonton	Alberta	T5S
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Alberta Capital Region	Testing	Northwest Territories Region	AERO				
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Brant	Charlene McCue	Ontario Region	Lands & Economic Development	25 St. Clair Avenue East, 8th Floor	Toronto	On	M4 1M
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Cumberland County	Bette Matheson	Atlantic Region	Government Relations	PO Box 160, 40 Havelock Street	Amherst	Nova Scotia	B4 3Z

Click **New Departmental Contact**, and a new screen will appear.



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Français

LogOff

Create/Edit my Departmental Users

Campaign Year: 2012

Department: [Dropdown]

Reporting United Way: [Dropdown]

Contact Information

Contact Name: *

Organization Level 1: *

If you cannot find your Organization Level 1 in the list, check the following checkbox to type your region

Organization Level 2: *

If you cannot find your Organization Level 2 in the list, check the following checkbox to type your location

Address: [Text]

City: [Text]

Province: [Text]

Postal Code: [Text]

Country: [Text]

You can create as many Departmental User accounts as you need.

You will need to fill out 7 mandatory pieces of information for each Departmental User account that you create:

(1) Contact Name:

- The contact name is the name of the local volunteer (Departmental User) who you are opening the account for. Please provide a first and last name

(2) Organization Level 1:

- Provide the name of the highest level of organization at which your campaign leader wants to report results.

(3) Organization Level 2:

- Provide the name of the next level of organization at which your campaign leader wants to report results.

(4) Telephone Number:

- Enter a telephone number for the Departmental User

(5) Email Address (Login ID)

- The email address of the Departmental User will be used as their Login ID.
- It is recommended that you use a workplace email address.
- Note that the e-mail address must be unique (i.e. cannot use the same one for more than one user).

(6) Password

- You provide the password as the Departmental Administrator
- It is recommended that you use a simple series of numbers or letters
- It is also recommended that Departmental Administrator's keep a list of passwords somewhere safe
- If a password is ever misplaced or lost, the Departmental Administrator can reinstate a new password for the user, or you can contact the GCWCC National Office for assistance.

(7) Reporting United Way:

- Every User account that you create MUST be linked to a reporting local United Way. GCWCC campaigns are managed by local United Ways across the country, and these United Ways are where all gift forms are returned on a local basis for processing.

- To find the local United Way for a particular User:

(i) Go to United Way Canada's website under the Local United Way Section:

<http://www.unitedway.ca/our-work/united-way-office-locator>.

- This site allows you to search for United Way by Postal Code
- Enter the workplace postal code for the Departmental User and the local United Way will pop-up on screen. Enter the local United Way in NORT.

If you have any difficulties with any of these options, please contact the GCWCC National Office at GCWCC_National@unitedwayottawa.ca.

Once you have opened the Departmental User account, and entered all of the required information, you will need to email the Departmental User and let them know:

1. Their login ID (email address)
2. Their password

To change a Departmental User for a region

Important Note: If there comes a time when you need to change a Departmental User for a particular location, **do NOT** delete the previous user. Every user account created carries a historical thread of data, which, if deleted, cannot be restored.

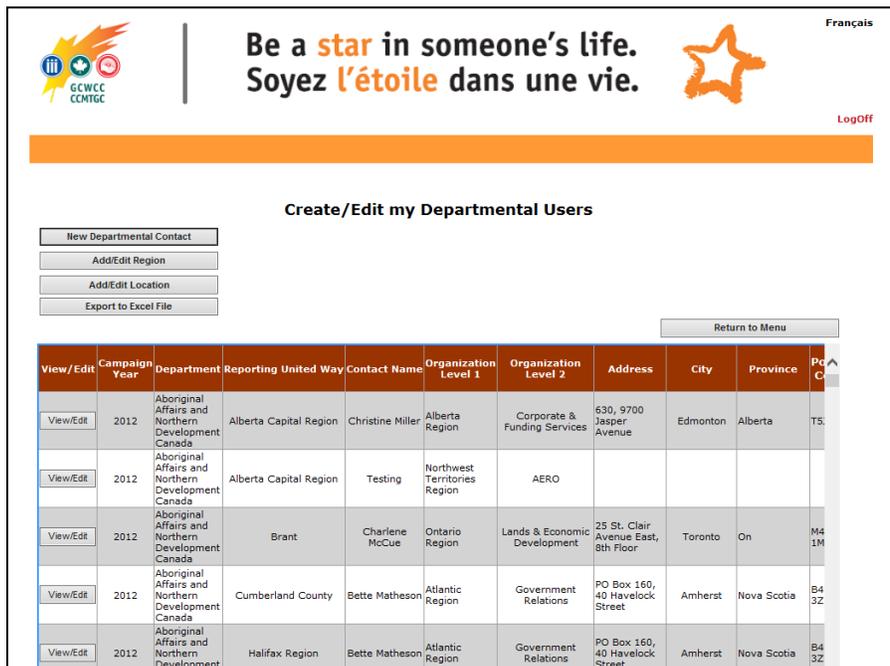
If it becomes necessary that you need to change a Departmental User for a specific location during the campaign, it would be necessary to identify another individual in that departmental office to assume the User role as quickly as possible. Once you have located a new Departmental User, there are two ways to transfer the responsibility:

Option 1 (preferred): Change the e-mail and password of the existing User to reflect the new User.

The simplest way to transfer the responsibility is to keep the account of the previous Departmental User and simply update the email, password and personal information to reflect the new User. By keeping the same account, this method will ensure that the previously entered data remains preserved.

To pursue this option, from the Main Menu click  **Create/Edit my Departmental Users**

You will be sent to a screen which will display any/all existing Departmental Users.



View/Edit	Campaign Year	Department	Reporting United Way	Contact Name	Organization Level 1	Organization Level 2	Address	City	Province	Page
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Alberta Capital Region	Christine Miller	Alberta Region	Corporate & Funding Services	630, 9700 Jasper Avenue	Edmonton	Alberta	T5
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Alberta Capital Region	Testing	Northwest Territories Region	AERO				
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Brant	Charlene McCue	Ontario Region	Lands & Economic Development	25 St. Clair Avenue East, 8th Floor	Toronto	On	M4 1M
View/Edit	2012	Aboriginal Affairs and Northern Development Canada	Cumberland County	Bette Matheson	Atlantic Region	Government Relations	PO Box 160, 40 Havelock Street	Amherst	Nova Scotia	B4 3Z
View/Edit	2012	Aboriginal Affairs and Northern Development	Halifax Region	Bette Matheson	Atlantic Region	Government Relations	PO Box 160, 40 Havelock Street	Amherst	Nova Scotia	B4 3Z

Click [View/Edit](#) on the line of the User that you want replace. A new page will appear with that user's information. When this appears, edit all of the information to reflect the details of the new User. Most importantly, do not forget to edit their **email address** and **password**.



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Français

LogOff

Create/Edit my Departmental Users

Campaign Year
Department
Reporting United Way

Contact Information

Contact Name
Organization Level 1
If you cannot find your Organization Level 1 in the list, check the following checkbox to type your region
Organization Level 2
If you cannot find your Organization Level 2 in the list, check the following checkbox to type your location

Address
City
Province
Postal Code
Country

Telephone Number
Preferred Language English French

Email Address (Login ID)

Password (must be 8 - 30 characters)

Active

Remember to click when you are finished making the changes!

Option 2: De-active the account of the previous User, and create a new account for the new User.

If there is a particular reason for which you would like to keep the accounts separate, you can de-active the account of the previous User and open a new account for the new User. To ensure previous data is preserved, the data entered by the deactivated User will continue to count toward the departmental verbal results in that particular location until the newly activated User enters data.

To de-activate a Departmental User, from the Main Menu click  [Create/Edit my Departmental Users](#)

You will be sent to a screen which will display any/all existing Departmental Users.


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LogOff

Create/Edit my Departmental Users

View/Edit	Campaign Year	Department	Reporting United Way	Contact Name	Organization Level 1	Organization Level 2	Address	City	Province	PC
<input type="button" value="View/Edit"/>	2012	Aboriginal Affairs and Northern Development Canada	Alberta Capital Region	Christine Miller	Alberta Region	Corporate & Funding Services	630, 9700 Jasper Avenue	Edmonton	Alberta	T5J 4G2
<input type="button" value="View/Edit"/>	2012	Aboriginal Affairs and Northern Development Canada	Alberta Capital Region	Testing	Northwest Territories Region	AERO				
<input type="button" value="View/Edit"/>	2012	Aboriginal Affairs and Northern Development Canada	Brant	Charlene McCue	Ontario Region	Lands & Economic Development	25 St. Clair Avenue East, 8th Floor	Toronto	On	M4M 1M5
<input type="button" value="View/Edit"/>	2012	Aboriginal Affairs and Northern Development Canada	Cumberland County	Bette Matheson	Atlantic Region	Government Relations	PO Box 160, 40 Havelock Street	Amherst	Nova Scotia	B4S 3Z2
<input type="button" value="View/Edit"/>	2012	Aboriginal Affairs and Northern Development Canada	Halifax Region	Bette Matheson	Atlantic Region	Government Relations	PO Box 160, 40 Havelock Street	Amherst	Nova Scotia	B4S 3Z2

Click on the line of the User that you want to de-activate. A new page will appear with that user's information. When this happens, unclick the **active status** button: (see below).


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LogOff

Create/Edit my Departmental Users

Campaign Year:
 Department:
 Reporting United Way:

Contact Information

Contact Name *:
 Organization Level 1 *:
If you cannot find your Organization Level 1 in the list, check the following checkbox to type your region
 Organization Level 2 *:
If you cannot find your Organization Level 2 in the list, check the following checkbox to type your location

Address:
 City:
 Province:
 Postal Code:
 Country:
 Telephone Number *:

Preferred Language: English French
 Email Address (Login ID):
 Password *: (must be 8 - 30 characters)
 Active Department Admin

* These fields are mandatory.

You can now create a new User. See instructions above (To create/edit a Departmental User)

Updating a location's GCWCC Verbal Results to Date

NOTE – There is a Departmental User's manual available for each Departmental User to help guide them through the following process.

You will need to make sure that all of your Departmental Users enter updated information in NORT every week of the GCWCC from late September to early December.

When Departmental Users log in, they go directly to their only screen – which allows them to update their own contact information, and to enter their verbal results.



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Français

LogOff

Department
Reporting United Way

Contact Information

Name *

Organization Level 1 *

If you cannot find your Organization Level 1 in the list, check the following checkbox to type your region

Organization Level 2 *

If you cannot find your Organization Level 2 in the list, check the following checkbox to type your location

Address

City

Province

Postal Code *

Telephone Number *

Country

Preferred Language
 English French

Email Address (Login ID) *

* * These fields are mandatory.

To transfer your GCWCC departmental administrator responsibilities to another individual, or to change your login id (email address) or password, please contact the GCWCC National Office at (613) 228-6897.

Affaires autochtones et Développement du Nord Canada
Newfoundland and Labrador

Verbal Results to Date

Population	<input type="text" value="0"/>
Goal	<input type="text" value="\$0.00"/>
Number of Donors	<input type="text" value="0"/>
Special Event Verbal \$ to date	<input type="text" value="\$0.00"/>
Donor Verbal \$ to date (gift form)	<input type="text" value="\$0.00"/>
Total Verbal Results to Date	<input type="text" value="\$0.00"/>

Below their contact information, they will find the following section to fill out to update their GCWCC verbal campaign results.

Verbal Results to Date

Population	1,000
Goal	\$500.00
Number of Donors	5
Special Event Verbal \$ to date	\$100.00
Donor Verbal \$ to date (gift form)	\$200.00
Total Verbal Results to Date	\$300.00
Participation Rate	0.50 %
Percentage of Goal	60.00 %
Last Updated Date	08/03/2012 12:30:36 PM

They will be asked to update the following five items for their local departmental office(s) with **cumulative (to date)** GCWCC information:

- Population;
- Goal;
- Number of donors (those who have filled out a gift form);
- Special Events Verbal dollars to date (verbal donations via special events); and
- Donor Verbal dollars to date (verbal donations via the gift form).

Departmental Users should be reminded not to forget to click when they are finished entering your data.

Once “Save Changes” has been clicked, the data is kept in a historical record which is displayed below the data entry section.

Contact Name	# of Employees	Goal	# of Donors	Special Event Verbal \$ to date	Donor Verbal \$ to date (gift form)	Total Verbal Results to Date	Participation Rate	Percentage of Goal	Verbals La Updated C
Jamie Sue	1000	\$500.00	5	\$100.00	\$200.00	\$300.00	0.50%	60.00%	08/03/2012 12:30:00 PM
Jamie Sue	1000	\$500.00	5	\$0.00	\$0.00	\$300.00	0.50%	60.00%	08/03/2012 10:19:00 AM

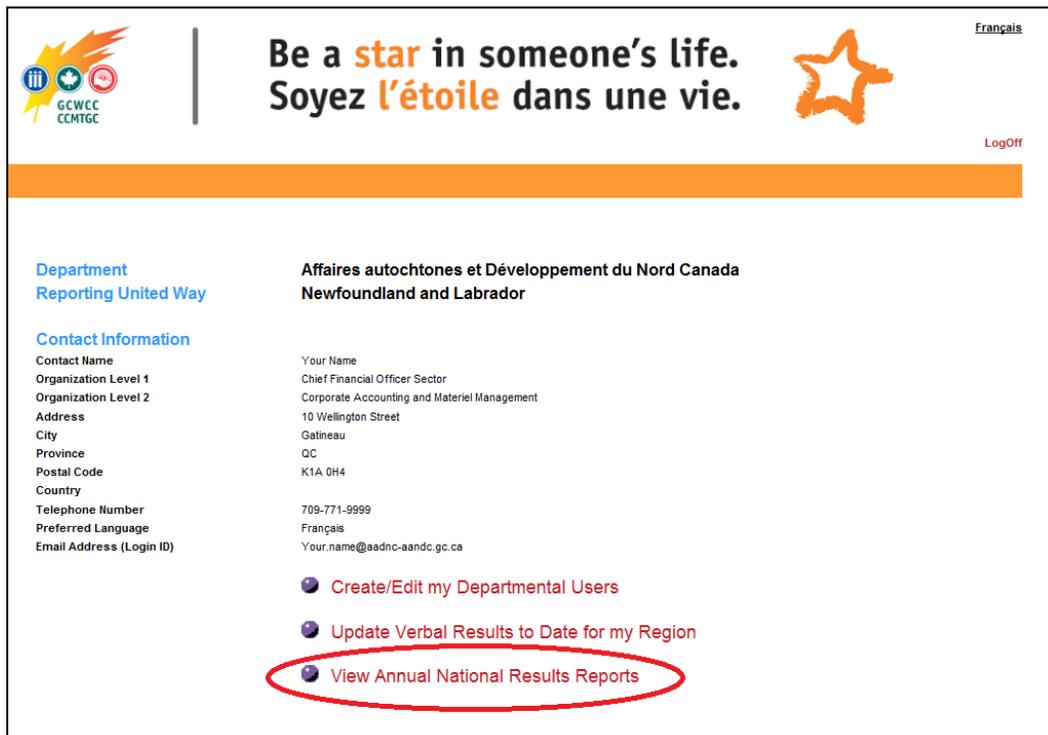
To View Current Year's Verbal Results Reports or Final Results Reports from a Previous Year

Notes:

- When viewing verbal reports, only the current year's reports are available for your respective department. You will not be able to see data on other departments.
 - o Verbal Result to date by Department/Agency
 - o Verbal Result to date by Department, Province and United Way
 - o Verbal Results to date by Department and Organization Level

- The final results for the current year will not be available until all results are in and they have been released from the GCWCC National Office. However, you will be able to view final results from previous years.
 - o Summary by Province
 - o Summary by Province and United Way
 - o National Results by United Way
 - o National Results by Department/Agency
 - o National Results by Department, Province and United Way
 - o Friends and Leaders by United Way
 - o Friends and Leaders by Department/Agency
 - o Designations – Percentage of Total – by Province and United Way
 - o Comparative Results

From the **Main Menu** click  **View Annual National Results Reports** .



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LogOff

Department
Reporting United Way

Affaires autochtones et Développement du Nord Canada
Newfoundland and Labrador

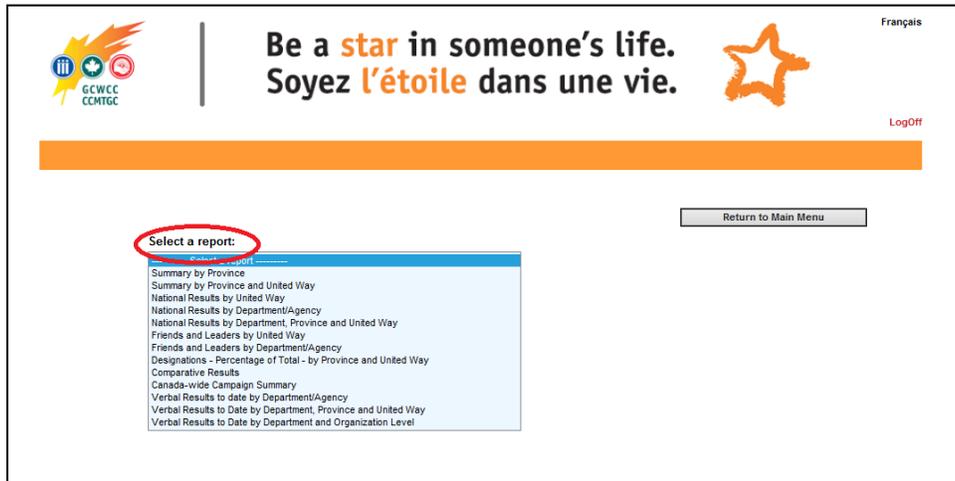
Contact Information

Contact Name	Your Name
Organization Level 1	Chief Financial Officer Sector
Organization Level 2	Corporate Accounting and Materiel Management
Address	10 Wellington Street
City	Gatineau
Province	QC
Postal Code	K1A 0H4
Country	
Telephone Number	709-771-9999
Preferred Language	Français
Email Address (Login ID)	Your.name@aadnc-aandc.gc.ca

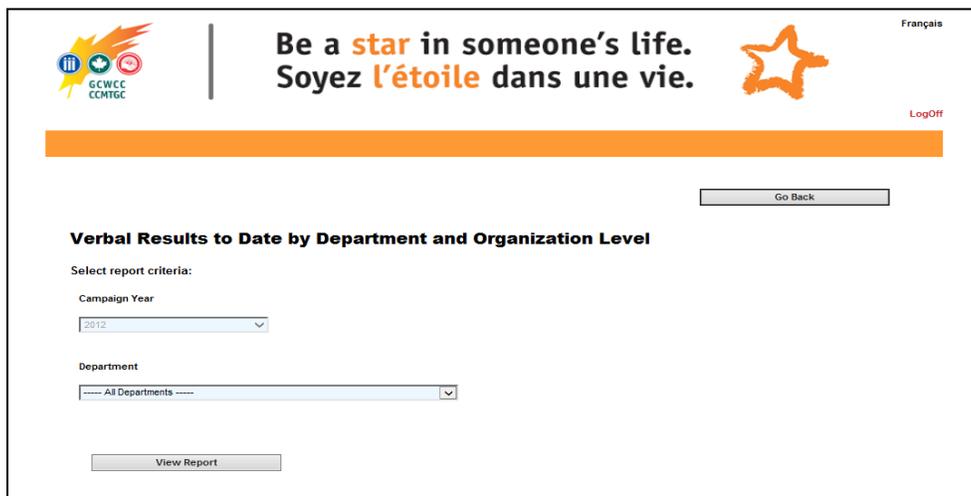
-  Create/Edit my Departmental Users
-  Update Verbal Results to Date for my Region
-  **View Annual National Results Reports**

A list of all national results reports available for viewing will appear.

Select the report you would like to view.



Depending on the report that you chose, you will be prompted to select additional criteria. For example, you will be prompted to select the year or department that you would like to view. However, if you select any of the Verbal Results to date reports, you will only have access to the verbal results for your particular department for the current campaign year.

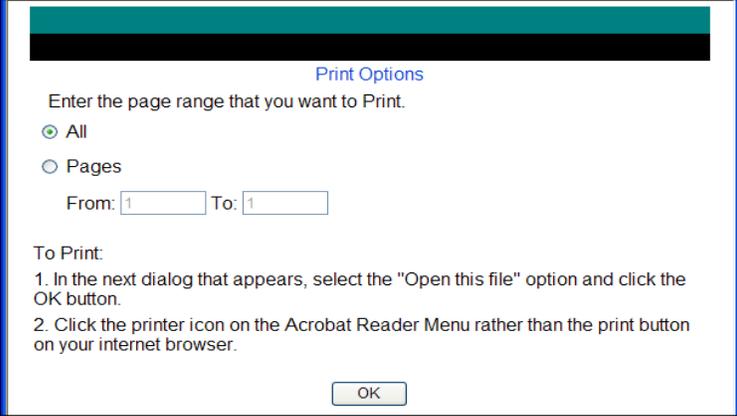


Once you have made all of your selections, click **View Report**. You will then be able to view the report. For example, see below:

GCWCC - 2012 Verbal Results to Date by Department and Organization Level									
CCMTGC – Résultats verbaux de 2012 à date par niveau de ministère et d'organisme									
	# of employees	# of donors	Participation %	Cost	Special Events Verbal \$ to date	Donor Verbal \$ to date	Total Verbal Results to Date	% of Cost	
	# d'employés	# de donateurs	% Participation	Coût	Dons verbaux pour	Dons verbaux des donateurs	Résultats verbaux à jour	% de l'échéancier	
<i>Aboriginal Affairs and Northern Development Canada</i>									
Employees									
Alberta Region									
Corporate & Funding Services	220	86	39.1%	\$37,373.00	\$3,641.31	\$28,666.68	\$32,208.19	86.4%	
Alberta Region Total	220	86	39.1%	\$37,373.00	\$3,641.31	\$28,666.68	\$32,208.19	86.4%	
Atlantic Region									

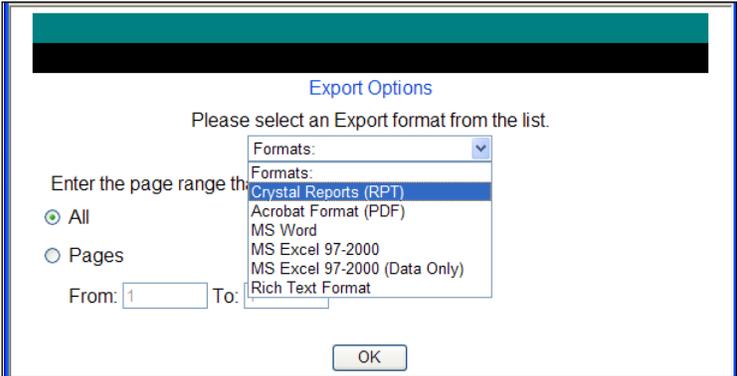
Options for National Reports

A) Print the report by selecting  in the top left hand corner. The following screen will appear. Select the portion of the report you would like to print (or the entire thing) and then follow your normal printing dialogue instructions.



The screenshot shows a dialog box titled "Print Options" with a teal header bar. Below the title, it says "Enter the page range that you want to Print." There are two radio buttons: "All" (which is selected) and "Pages". Below "Pages" are two input boxes labeled "From:" and "To:", both containing the number "1". Underneath, it says "To Print:" followed by two numbered instructions: "1. In the next dialog that appears, select the 'Open this file' option and click the OK button." and "2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser." At the bottom center is an "OK" button.

B) Save the report by selecting  in the top left hand corner. The following screen will appear. Select the format that you would like to save the report in. Then select the portion of the report you would like to save (by page number) or you may save the entire document and Click 



The screenshot shows a dialog box titled "Export Options" with a teal header bar. Below the title, it says "Please select an Export format from the list." There is a dropdown menu labeled "Formats:" with a list of options: "Crystal Reports (RPT)", "Acrobat Format (PDF)", "MS Word", "MS Excel 97-2000", "MS Excel 97-2000 (Data Only)", and "Rich Text Format". The "Crystal Reports (RPT)" option is highlighted. To the left of the dropdown, it says "Enter the page range th" (partially cut off). There are two radio buttons: "All" (which is selected) and "Pages". Below "Pages" are two input boxes labeled "From:" and "To:", both containing the number "1". At the bottom center is an "OK" button.

Thank You!

Thank you for using NORT for GCWCC departmental verbal results reporting.

Please contact the GCWCC National Office if you need any assistance.

If you are contacted by Departmental Users who have questions that you cannot answer, please have them call us, or their local United Way for further assistance.

We would also appreciate to hear feedback from you. Please feel free to email the National Office