One Planet Annual Reporting

STEP-BY-STEP GUIDE TO REPORTING

The estimated time to report an activity is 4-7 minutes. The more you report and familiarise yourself with the reporting system, the faster your reporting will become.

- On average more than 70% of the required fields are of multiple or drop-down selection, with only 5 open text fields, including short entries such as numbers, names and links.

⇒ Go to www.oneplanetnetwork.org

⇒ Click on MySCP - button on the upper right-hand corner of the website

⇒ Login to your MySCP
   
   If you do not yet have an account, please click create an account and continue this guide after you have created your account

⇒ Go to your MySCP page

⇒ Click on the large One Planet Reporting button or the smaller reporting button in the banner – both will take you to the same page
Welcome to your Reporting Hub – it provides an overview of your projects, the activities reported under each, and the links to report.

Please read the welcome message and tips to help you get started.

We suggest that you first upload your project to our database

Projects in our database provide a highly visible snapshot of the tools and solutions available in the network. They are an overview, the overarching plan, of initiatives that support and implement the shift to sustainable consumption and production.

Uploading your project contributes to the portfolio of your programme, increases your visibility, and further improves your reporting experience and overview.

Report progress on your project by submitting your implemented activities

Once you have uploaded your project into the database, return to your MySCP “One Planet Reporting” hub and report on activities related to the implementation of your project.

To report an activity, simply click on the “Report an activity” button under the relevant project.
Did you implemented an activity that is relevant to SCP, but not related to one of your projects?

No problem! You can report on this as well. Scroll down your reporting page and click on “Report on an activity not related to a project”

Report your activity

The report is now available in English, Spanish, and French!

⇒ To select a language, click on the dropdown menu located in the right corner of the grey bar above the Tell us about yourself section

⇒ To start reporting please select the group to which your organisation belongs to, add your functional title, review that the other questions are pre-filled correctly, and click Next
Select the type of activity that you are reporting on, when you do so, further guidance and the reporting questions associated to this activity will become visible to you.

Please note that if you are reporting an activity related to one of your projects, then you will also see your project title, automatically pre-filled for you, and an option to report on the overall impacts of your project.

Answer the reporting questions:

Please note that not all questions are required, we still encourage you to submit as much information about your activity as possible. This will allow us to provide more visibility to your activities in communication materials and official reports.

If you need support along the way, please scroll down to the bottom of the page and click the Need help? Box, where you will find the relevant contact information.
Once you have filled out the questions, click **submit** at the bottom of the page.

Thank you!
You have successfully reported!

- You will now see a **Thank You!** message.
  
  *Please note that if you wish to *edit your submission*, you can do so through a link in your confirmation email or directly through your MySCP “One Planet Reporting” hub until January 15th 2020.*

- **To report more** activities please go to your MySCP space again and repeat the previous steps.

Thank you!
You have successfully submitted **High Level Training Workshop on the Implementation of OGP and Eco-labeling in Asia-Pacific Countries as a Training for SCP**.

You will receive a confirmation email allowing you to review and edit your submission.
You can edit your submission until January 15th, 2020.

To report on more activities please go to your MySCP.