

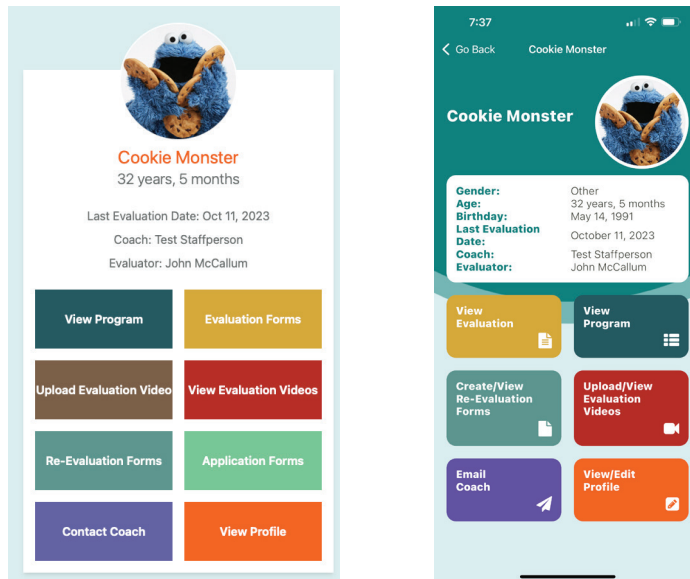
Your Family Members

1. Log in to the NACD Family Portal

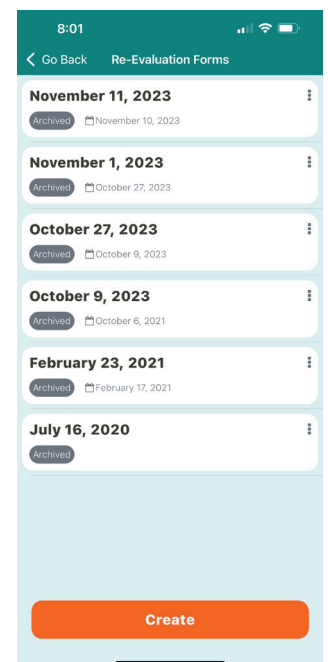
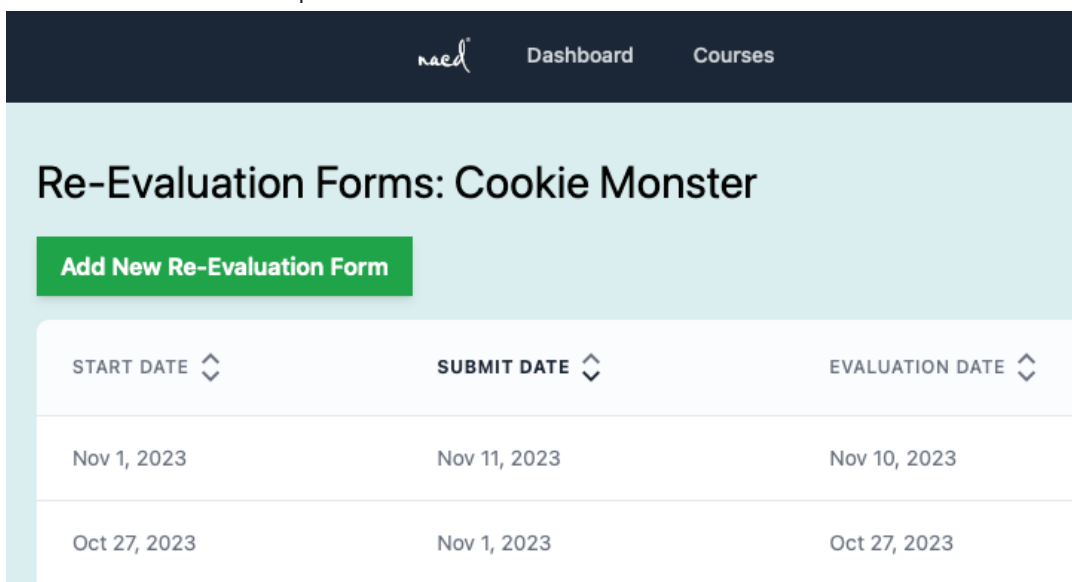
Using your existing username and password, log into your NACD Family Portal Dashboard.

Login at: nacdfamily.com or use our [iOS/Android App](#)

2. Find the family member you want to create a form for (in this case, Cookie Monster), then find the **Re-Evaluation Forms** or **Create/View Re-Evaluation Forms** button and click on that (see examples below)



4. To create your new form, you should see a button that says either **Add New Re-Evaluation Form** or **Create** (see examples below).



5. If there are previous forms for your client that you have filled out in the past, you will instead see your previous (and current) forms listed in the area.

Start Date is the date when you first clicked on the Add New Re-Evaluation Form button and began entering the form.

Submit Date is the most recent date that you clicked on the Submit button (see more information below).

Status: There are 3 possible **Statuses:**

Draft - This means that you have started the form but have not completed it. It will stay in Draft status until you click on the Submit button. You cannot create another new form while you have a form currently in Draft mode (only one form can be created at a time so there are no duplicates).

Active - Active means that you have clicked on the Submit button at the end of the form and it is **ready for your coach and evaluator to review**. You can still edit the form in this state by clicking on the pencil icon. When finished editing, please click on the Submit button again so that your team knows the form has been updated. You cannot create another new form when your current form is in Active mode (only one can be created at a time so there are not duplicates).

Archived - This is the state it will be in after your Evaluator checks it off and has reviewed it. **Once your Evaluator has reviewed and archived your most recent form, the "Add New Re-Evaluation Form" button will be shown again and you can create a new form on your next Evaluation. If you are requested to fill out a form and do not see the "Add New Re-Evaluation Form" button, do not edit and replace the information on the form from your previous evaluation. Instead, please contact your coach and/or evaluator to have your previous form cleared and archived for you before you begin so we can get a new form from you.**

6. Fill out the form to the best of your ability.

You will see that the portions of the top of the form will be autofilled using the information found in your Parent and/or Client profiles.

7. Adding more rows:

Please note that on certain parts of the form, to add more rows, you will need to click on the **Save** or **Add** button. Using this, you can create as many rows as you need. **It will not save this new row until the Save or Add button is clicked.** It will also give you the option to Delete rows as needed. There are several of these throughout the form. The same applies to both the website and apps. *(See example below—in this example, Art & Physics have been saved and History has NOT been saved yet.)*

Please list specific classes, therapies, and/or additional activities your child is engaged in

Click on the Save button after entering each activity to save your progress

CLASS	TIMES PER WEEK	MINUTES PER SESSION	EFFECTIVENESS (1-10)	OPTIONS
Art	3	45	8	Delete
Physics	3	45	8	Delete
History	3	45	7	Save

8. When finished filling out the form, **click on the Submit button to make it an Active form in our system.**

It is very important that you click the Submit button when finished, since this lets your coach and evaluator know that your form is finished and ready for them to review.

9. Email your coach and evaluator to let them know you have finished filling out your form(s) and they are ready to review.

10. If you have more than one active client, please repeat these steps for each of your clients that have upcoming evaluations and fill out a new form for each client, sibling client, etc. you have on our program.