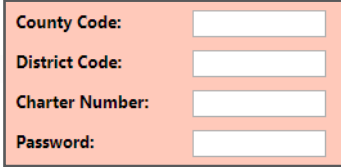


Data Submission Process: How to Enter Data

- 1 Navigate to <https://www.pftdata.org/>.
- 2 Enter the County Code, District Code, Charter number, and Password for the local educational agency (LEA).

- i* If your LEA is not an independent charter, please enter 0000 for the Charter Number.
- 3 Select the **Login** button.
- 4 Select the **Data Entry** button in the upper navigation bar.
- 5 First, select the school of the student you are entering from the dropdown menu. If a school is not listed, please contact pft@scoe.net.
- 6 Then, complete the student demographic information section (student name, date of birth, etc.).
- 7 The next section is where you enter the fitness testing data. Each field has the accepted range and format for that testing item listed to the right of the entry field.
- i* Please note the range listed to the right of the entry field. Any value outside of this range will not be accepted. If a student did not attempt a test, leave those fields blank.
- 8 Once all of the data is entered, select **Save Changes/Submit Student Record** at the bottom of the screen.
- 9 If there are errors in your data, you will be taken back to the top of the data entry page. The errors will be listed in red for you to correct.
- 10 Once you have successfully saved the record, a message will display confirming this. Select the **OK** button, and you will be taken to the Student List.
- 11 Select the **Data Entry** button in the upper navigation bar to add another student record.
- 12 Once all student data has been entered, a confirmation of the number of student records can be printed by selecting the **PFT Confirmation web page** link on the home page.