



Program Year 23-24

## Instructions for Completing the HUS 2023-2024 Annual Report

To ensure a smooth and accurate submission process for your HUS 2023-2024 Annual Report, please follow the instructions below:

### Step 1: Download the Blank Annual Report [with this link](#).

- The document can also be downloaded from the program administration folder in the [HIPPY US library](#). The password to log into the library is Destination with a capital D.

### Step 2: Complete the Annual Report

- Fill in the required data: Populate the report template with your site's data for the 2023-2024 year.
- Review your entries: Ensure all fields are complete and accurate, and verify your data before saving the file.

### Step 3: Submit the Annual Report

- Visit [this link to upload](#) your annual report. You will also be asked for your contact information.
- Upload your report: Use the file upload feature on the form to submit your completed annual report spreadsheet.
- Confirm submission: Once the file is uploaded, you will receive a confirmation message indicating your successful submission.

### Due Dates

- Submission Deadline: All completed annual reports must be submitted by September 30, 2024.
- Support and Extensions: If you need additional support or if you anticipate needing an extension, please contact HUS Data Manager David Tisdale at [david.tisdale@hippyus.org](mailto:david.tisdale@hippyus.org) by June 15, 2024 to discuss possible arrangements.

Thank you for your attention to these instructions and for your timely submission. If you have any questions or need assistance, please feel free to reach out to either Carla at [cala.mowell@hippyus.org](mailto:cala.mowell@hippyus.org) or Terri at [terri.meehan@hippyus.org](mailto:terri.meehan@hippyus.org).

Kind Regards,

HIPPY US