

Tips for entering data in the Campaign Finance application:

- Be sure to save your drafts regularly by clicking “Save Draft” at the bottom of the page.
- Be sure to complete all the forms that you’ll be filing before submitting. Submit them all at once using the “Submit All” button on the “My Documents” screen.
- In date fields, always use the indicated format (month/day/year in xx/xx/xxxx format). Be sure to enter the year as four digits. For example, **enter 10/12/2006**, not 10/12/06. Alternatively, use the Date Controls (auto calendars). Doing so will automatically enter the correct date format.
- Only enter numerical values for contribution amounts. Be sure to enter “0” (versus “none” or “n/a”) for a zero contribution amount.
- Before submitting your documents, double check that auto-calculated totals match your anticipated totals for each.
- In the field for “Amended” be sure to select either “Yes” or “No.” Do not leave it blank.
- When using the Campaign Finance software, be sure not to double-click on any fields or commands. Click only once.
- When preparing to enter a list of contributors or expenditure recipients, you may add blank fields for the total number of entries you will be making. For instance, if you know that you will be entering 14 contributors, you may click “Additional Entry for Contributor” 14 times to create 14 numbered fields. Then, fill in all the contributor information.
- Attempt to complete all data entry fields. For example, if a field is not applicable, enter “n/a” or “none” as appropriate.