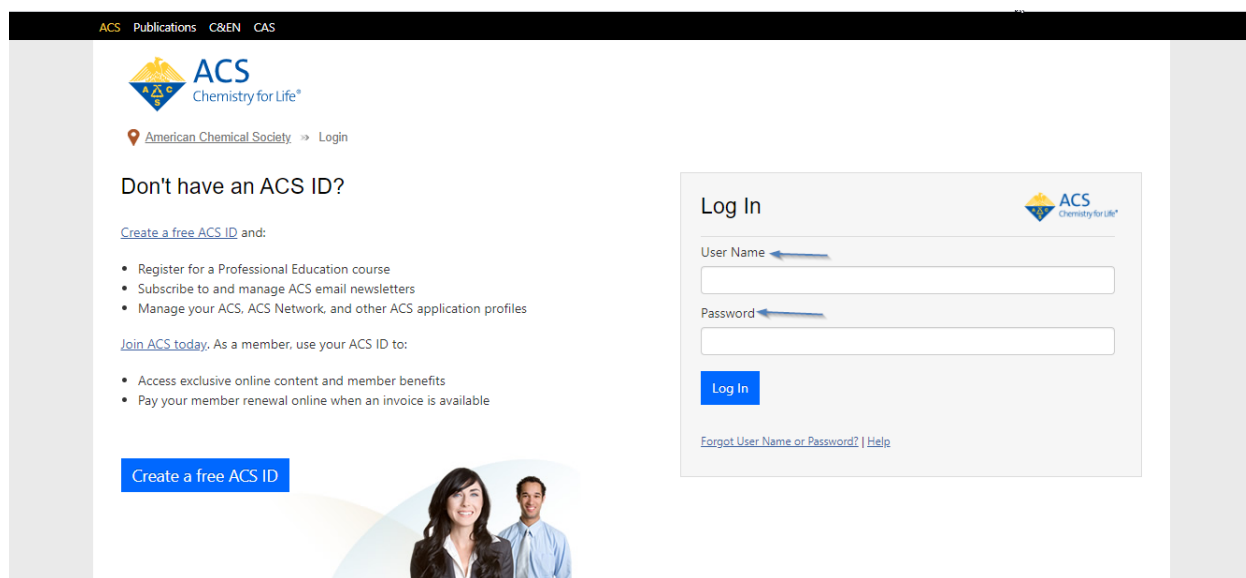


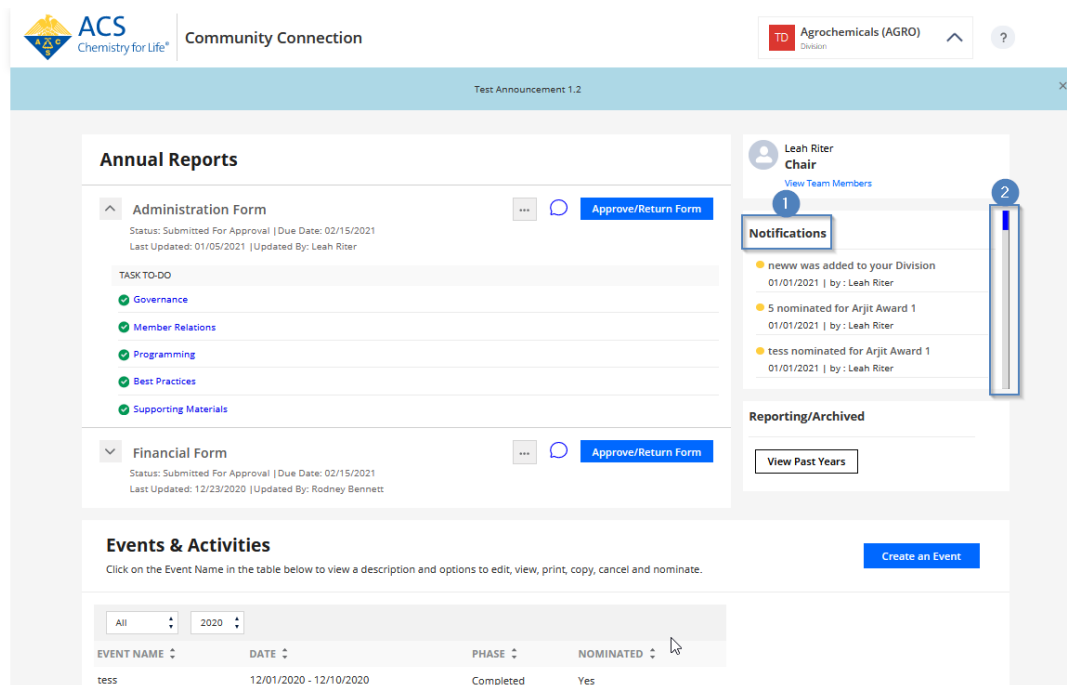
Approval Process:

Login to Community Connection from provided URL



The screenshot shows the ACS Community Connection login page. At the top, there is a navigation bar with 'ACS Publications C&EN CAS'. The main header features the ACS logo and 'Chemistry for Life'. Below this, it says 'American Chemical Society >> Login'. A section titled 'Don't have an ACS ID?' provides instructions on how to create a free ACS ID, including links to register for courses, manage newsletters, and manage application profiles. A 'Log In' form is present on the right, with fields for 'User Name' and 'Password', a 'Log In' button, and links for 'Forgot User Name or Password?' and 'Help'. A 'Create a free ACS ID' button is also visible at the bottom left, next to a photo of two people.

After logging in you may check and see if you need to approve anything by looking under Notifications shown with 1 and scrolling down to see all items shown with 2 in below screenshot.



The screenshot shows the ACS Community Connection dashboard for Leah Ritter, Chair. The page is titled 'Annual Reports' and contains several sections:

- Administration Form:** Status: Submitted For Approval | Due Date: 02/15/2021. Last Updated: 01/05/2021 | Updated By: Leah Ritter. Includes a 'TASK TO DO' list with items like Governance, Member Relations, Programming, Best Practices, and Supporting Materials, all marked as complete.
- Financial Form:** Status: Submitted For Approval | Due Date: 02/15/2021. Last Updated: 12/23/2020 | Updated By: Rodney Bennett.
- Notifications:** A list of notifications with a scroll bar. A circled '1' points to the notification header, and a circled '2' points to the scroll bar.
- Reporting/Archived:** Includes a 'View Past Years' button.
- Events & Activities:** Includes a 'Create an Event' button and a table of events.

EVENT NAME	DATE	PHASE	NOMINATED
tess	12/01/2020 - 12/10/2020	Completed	Yes

Here, for example you can see Administration Form 2020 Submitted for Approval shown with 3 and Approve/Return Form button shown with 4 in below screenshot.

ACS Chemistry for Life® Community Connection

Agrochemicals (AGRO) Division

Test Announcement 1.2

Annual Reports

Administration Form
Status: Submitted For Approval | Due Date: 02/15/2021
Last Updated: 01/05/2021 | Updated By: Leah Riter

TASK TO-DO

- ✓ Governance
- ✓ Member Relations
- ✓ Programming
- ✓ Best Practices
- ✓ Supporting Materials

Financial Form
Status: Submitted For Approval | Due Date: 02/15/2021
Last Updated: 12/23/2020 | Updated By: Rodney Bennett

Approve/Return Form

Leah Riter
Chair
View Team Members

- 1 was added to your Division
12/16/2020 | by: Rodney Bennett
- 1 was added to your Division
12/16/2020 | by: Rodney Bennett
- Administration Form 2020 Submitted For Approval
12/16/2020 | by: Rodney Bennett
- tess was added to your Division
12/16/2020 | by: Rodney Bennett

Reporting/Archived

View Past Years

Events & Activities

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

Create an Event

All 2020

EVENT NAME	DATE	PHASE	NOMINATED
tess	12/01/2020 - 12/10/2020	Completed	Yes

Before clicking on Approve/Return Form button, click on each tasks (Governance, Member Relations, Programming, Best Practices, Supporting Materials) under TASK TO-DO as shown with 5 in below screenshot and make sure you are agree with all the information.

ACS Publications CEN CAS

ACS Chemistry for Life® Community Connection

Agrochemicals (AGRO) Division

Test Announcement 1.2

Annual Reports

Administration Form
Status: Submitted For Approval | Due Date: 02/15/2021
Last Updated: 01/05/2021 | Updated By: Leah Riter

TASK TO-DO

- ✓ Governance
- ✓ Member Relations
- ✓ Programming
- ✓ Best Practices
- ✓ Supporting Materials

Approve/Return Form

Leah Riter
Chair
View Team Members

- 1 was added to your Division
12/16/2020 | by: Rodney Bennett
- Administration Form 2020 Submitted For Approval
12/16/2020 | by: Rodney Bennett
- tess was added to your Division
12/16/2020 | by: Rodney Bennett

Reporting/Archived

Let us click on first task to do which is Governance as shown with 6 and check all the fields and if you like to comment about any item then click on Comments as shown with 7 (if everything looks good then just click on next task in this case Member Relations) as shown in below screenshot.

ACS
Chemistry for Life®

Community Connection

Agrochemicals (AGRO) > Administration Form

Agrochemicals (AGRO) Division

6 Governance

- Member Relations
- Programming
- Best Practices
- Supporting Materials (optional)

Submit For Approval

Return Form

Approve Form

7 Comments

Governance

Informational notification:
Administration Form has been submitted. The report will be available to approve/return on 01/15/2021

* Required Fields

1. Does the Division have a Vision and/or Mission Statement? *

Yes
 No

2. What was the date of the last Division strategic planning session? *

12/9/2020

3. What are the primary challenges confronting your Division? *

description

4. Were Division elections conducted according to its Bylaws? *

Yes
 No

description

5. What offices were filled by elections during the past year? *

description

6. What additional support do you need from DAC or ACS staff?

description

7. What can DAC do to improve the Annual Review Process? *

description

8. How many Executive Committee meetings were held during the calendar year? *

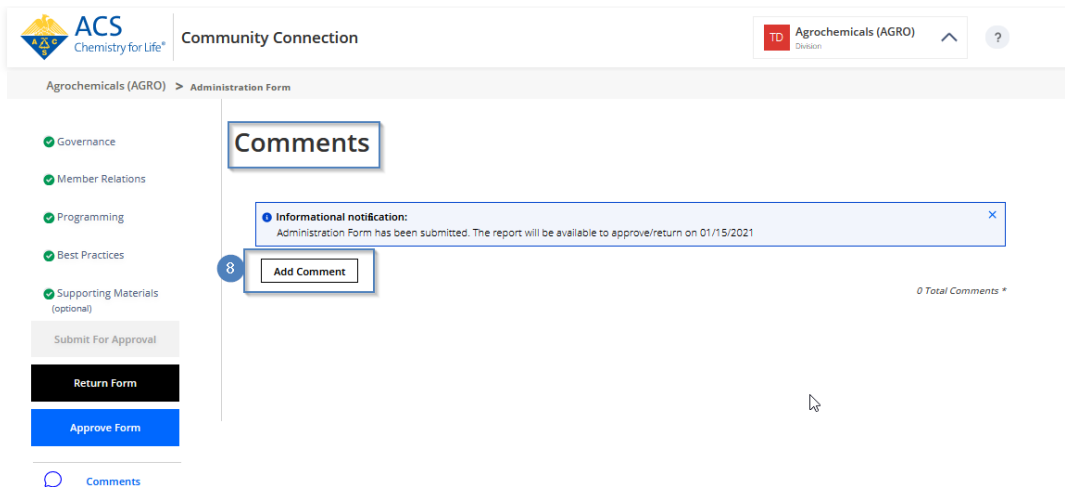
12

9. Did your Division hold an open meeting for Division members? *

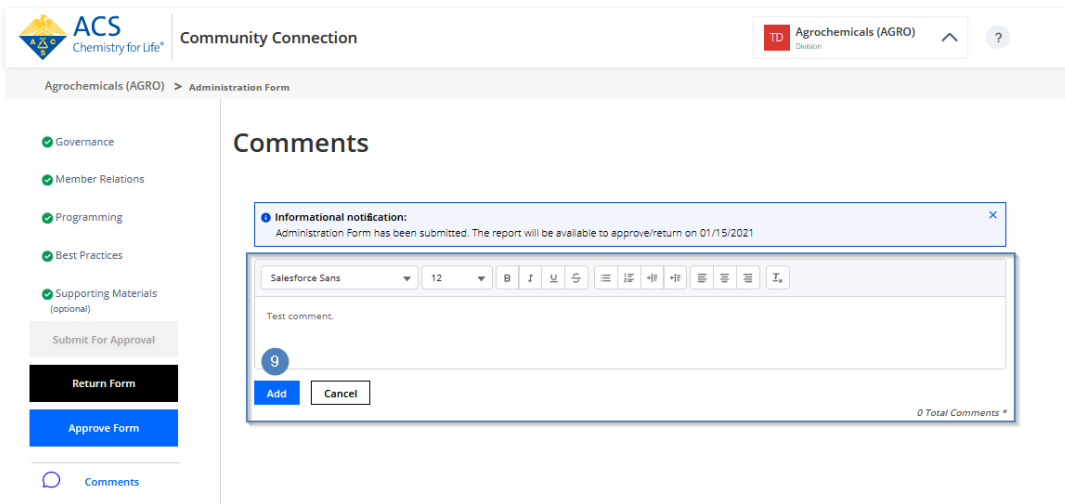
Yes
 No

Save and Continue to Next Step

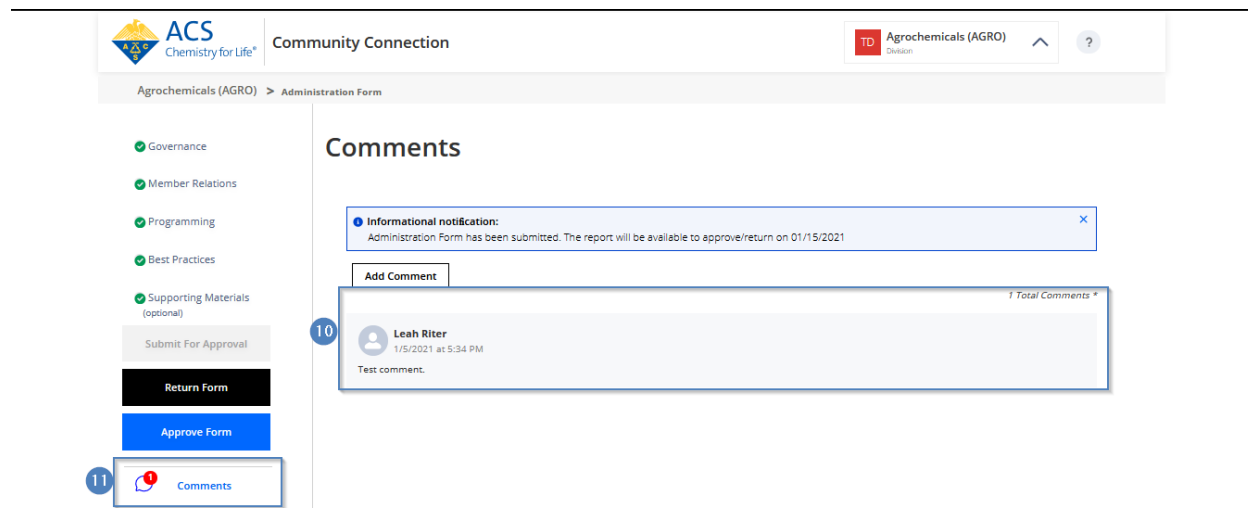
If you clicked on Comments, this will take to below screen and here click on Add Comment button as shown with 8 in below screenshot.



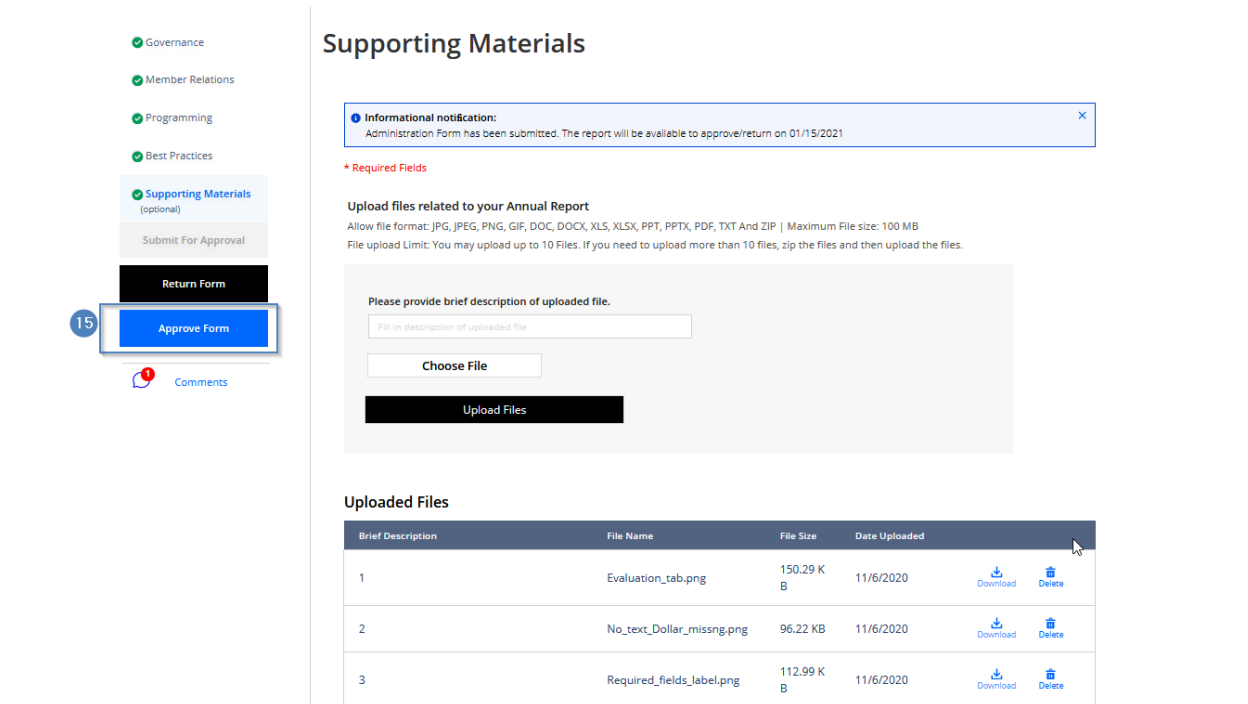
Type your comments in text area and click on Add as shown with 9 in below screenshot.



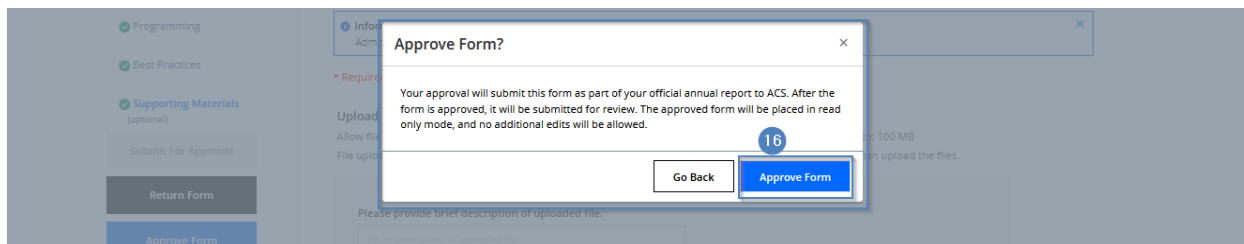
Now you will see your comments in Add Comment field as shown with 10 and you will see the number of comments (if you add more comments this number will change) shown with red counter button in Comments fields as shown with 11 in below screenshot.



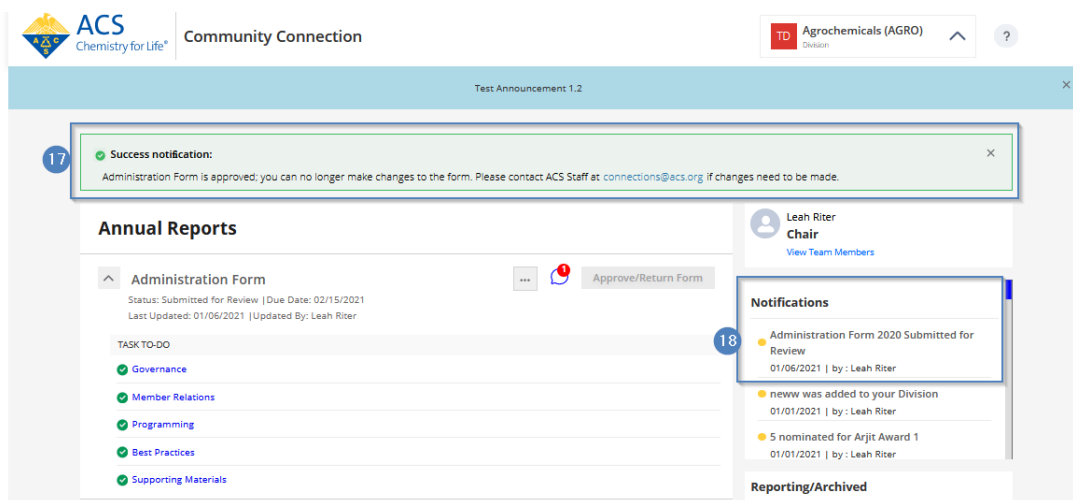
After finished reviewing all the items, you are ready to make a decision to approve or return the form for editing. To approve click on Approve Form button as shown with 15 in below screenshot.



This will prompt you Approve Form? and click on Approve Form as shown 16 in below screenshot.



Once approved you will see Success notification as shown with 17 and status of the form will show Administration Form 2020 Submitted for Review under Notifications as shown with 18 in below screenshot.



If you like to return the form then click on Return Form button as shown with 19 in below screenshot.

Supporting Materials

Informational notification:
Administration Form has been submitted. The report will be available to approve/return on 01/15/2021

*** Required Fields**

Upload files related to your Annual Report
Allow file format: JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT And ZIP | Maximum File size: 100 MB
File upload Limit: You may upload up to 10 Files. If you need to upload more than 10 files, zip the files and then upload the files.

Please provide brief description of uploaded file.
Fill in description of uploaded file

Choose File

Upload Files

Uploaded Files

Brief Description	File Name	File Size	Date Uploaded		
1	Evaluation_tab.png	150.29 K B	11/6/2020	Download	Delete
2	No_text_Dollar_missng.png	96.22 KB	11/6/2020	Download	Delete
3	Required_fields_label.png	112.99 K B	11/6/2020	Download	Delete

This will prompt you Return form to Contributor. Click on Return Form as shown with 20 in below screenshot.

Return form to Contributor?

This form will be returned to the contributor for review/edits.

Go Back Return Form

Once form is returned, you will see Success notification as shown with 21 saying Administration form is returned for edit and status of the form will show Administration Form 2020 Returned For Edit under Notifications as shown with 22 in below screenshot.

The screenshot displays the ACS Community Connection interface. At the top left, the ACS logo and 'Chemistry for Life' tagline are visible, along with the text 'Community Connection'. On the top right, there is a user profile for 'TD Agrochemicals (AGRO) Division' and a help icon. A blue banner at the top indicates 'Test Announcement 1.2'. A green notification box, labeled '21', contains the text: 'Success notification: Administration form is returned for edit.' Below this, the 'Annual Reports' section is shown, with a sub-section for 'Administration Form'. The status is 'Returned For Edit' with a due date of '02/15/2021'. It lists 'TASK-TO-DO' items: Governance, Member Relations, Programming, Best Practices, and Supporting Materials, all marked as complete. To the right, a user profile for 'Leah Riter, Chair' is shown. A notification box, labeled '22', lists three notifications: 'Administration Form 2020 Returned For Edit' (01/06/2021 by Leah Riter), 'Administration Form 2020 Submitted For Approval' (01/06/2021 by Erkan Ertekin), and 'Administration Form 2020 Submitted for'.