

How to Fill Out the Discover Dairy Incentive Form On-Line

1. Fill in all required information: first and last name, title, county, email, and phone. (Submitter's information)

2. Click on "Add Event," to add a Discover Dairy activity.



3. Fill in all required information

- ✓ Date of Promotion: enter the date of the promotion or the published date of the article
- ✓ Promotion Type: Follow the chart below to select the correct short code that matches the activity completed

Promotion	Short Code	Promotion	Short Code
School Promos Read Curious Clover & activity Included activity, lesson, or video Provided a packet to the teacher Handed out DD items to students	School Clover School Activity School Packet School Handouts	Print Media Submit an article for DD e-newsletter Submit photo of published article Wrote a blog about DD activity	E-Newsletter Media Published Media Blog Media Adult Group
Social Media Facebook Live of DD activity Recorded Video of DD activity Shared DD Post	Live Media Recorded Media Shared Media	Adult Group PSAs Other Princess Display Board Teacher References DD/AAC	PSA Display Board (not on form)

- ✓ Discover Dairy Lesson/Activity: Select where you got the activity from
- ✓ Description: Use the description area to share additional details about the promotion as described below:
 - School Promotions – List the specific activity used, video showed and/or items handed out
 - Social Media – List the specific activity demonstrated. *Sharing posts does not need a description
 - Print Media – Share location/link to the published article or a link to the blog. *E-Newsletter articles do not need a description
 - Adult Group – List the school and group of adults spoken to
 - PSAs – List the location where the PSA was said
 - Other – No need for a description
- ✓ Who Presented the Activity: Select all of that apply

4. Attach any needed materials to complete the submission. Items that require attachments are Print Media promotions.

5. The form automatically calculates the number of points awarded. Then click "Add Event," to add it to your report.

6. Add as many events as needed to include each DD activity completed that month, then click "Submit" to finish.