



SBN Category Lead Site Visit Prep Quick Reference

1. Sign in to SBN (https://scorebooknav.org/user_login.aspx) and Select Scorebook you will work on. Be sure it is in Stage :: 2 section.

Scorebook Navigator Navigation Bar								
Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account								
Scorebooks								
Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points	
Stage :: 1								
	10539 - Complete individual review. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input checked="" type="checkbox"/>	0/17	0/1000	
Stage :: 2								
	10540 - Complete your assigned items. Do not check Done when done. Your team leader will.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input type="checkbox"/>	0/17	0/1000	

Copy An Example Scorebook

2. For each of the items you are a category lead:
 - a. Click the "V" for each item

Strengths (include figure references, as appropriate.)				
KF Ref.	++ Strengths	Rationale	Item Ref.	Observation
1 P.1a(1)	Enter Strength from Criteria	Enter information from the application	1.1a(1)	<input type="text"/> Add 



b. Enter document(s)/Interviewee(s)/Site Visit questions - save

Visits. [Export to Word](#)

Strength	Rationale
This is the feedback ready comment	What information supported your selection of the comment.

Documents To Review	Who To Interview
Document <input type="text" value="Document(s) you want to see"/>	Interviewee <input type="text" value="People you want to talk to."/>

Potential Questions To Verify / Clarify	Findings
Draft questions which will enable you to verify / clarify the Strength or Opportunity for Improvement <input type="text" value="Site visit questions"/>	During site visit, record a summary of your findings. <input type="text"/>

c. Review with Back-up