

SBN Team 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.

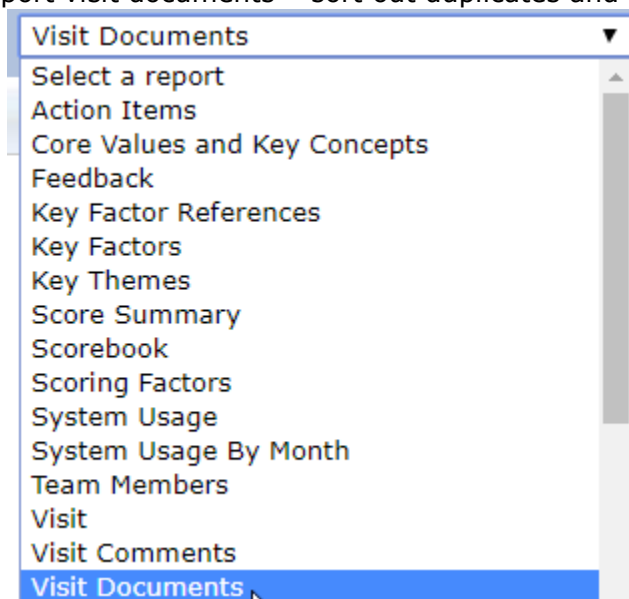
Scorebook Navigator Navigation Bar Sign Out Scorebooks Key Factors Item Evaluation Key Themes Reports My Account

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. Run report visit documents – sort out duplicates and provide to applicant





3. Run report visit interviews – sort out duplicates and provide to applicant

