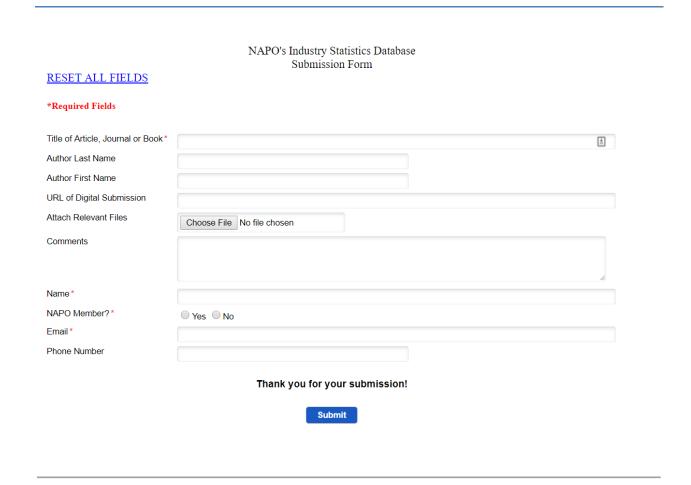




NAPO Statistics Database Submission Form FAQ

When you select 'Click Here to SUBMIT A STATISTIC, FACT, OR QUOTE" on the NAPO Statistics Database Home Page, you will see the following form:



Components of the submission form.

General:

Red stars indicate required fields. (•).



- 1. **Title of Article, Journal or Book** (required field): Enter the exact title of the article, journal or book where the submission information was published. The title can be from a posting on a website, in a magazine, journal, book, or other printed material, and is not always the same as "Source of Data." If there is no title, please enter "UNKNOWN."
- 2. Author Last Name: Enter the author's last name. If more than one author is listed, enter the last names of all authors separated by commas. If the article was authored by an organization, enter the organization's name in this field.
- 3. Author First Name: Enter the author's first name, if available. If more than one author is listed, enter all first names, separated by commas in the same order as "Author Last Name."
- 4. **URL of Digital Submission**: Enter the URL for online publications
- 5. Attach Relevant Files: Upload images, PDFs or other additional information, if available.
- 16. Comments: Use this field if you have additional information related to this submission that has not otherwise been communicated in the submission process.
- 17. **Submitter Name** (required field): Enter your full name.
- 18. NAPO Member? (required field): Select "Yes" or "No" as appropriate. NAPO = National Association of Professional Organizers
- 20. Submitter's Email (required field): Communication associated with the submission will be directed to this email address.
- 21. **Submitter's Phone Number**: Please provide this contact information to expedite communication when necessary.

When you have completed the Submission Form:

- Click on "SUBMIT" to complete your submission.
- If there are errors on the form, you will be directed to correct it before re-submitting.
- Your submission will not be visible or available in Database searches until the approval process is complete.
- You may be contacted for additional information if any questions arise during the approval process.