

# How to use **Track** and **Impact**

## Step 1

Go to [event:decision](#) and select [Create An Account](#).

Complete the short form, making a note of your password.

A member of the event:decision team will then link you to your company and notify you.

## Step 2

Go to [event:decision](#) and [Log In](#).

Select 'My Projects' from your menu and then then follow **Step 3** for either Track or Impact.

This is also where you will be able to view your Dashboard, which provides a summary of your results, lists all your uploaded events and completed reports and certificates.

We'll notify you when each report is ready and a reminder of how to access them.

## Step 3



To add an event for a **Track** report, scroll past the Client Dashboard and select 'Add Event'.

Enter the basic details of the event and upload any relevant documents. These can be edited at any time and additional documents uploaded, we understand things change!



For Impact, select the '**Impact Assessment**' button, above your Dashboard.

Complete the event details, followed by the questions relating to each of Environment, Social and Governance factors for your event. Once complete, press Submit.

Contact us if you have any questions, we're always happy to help!

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