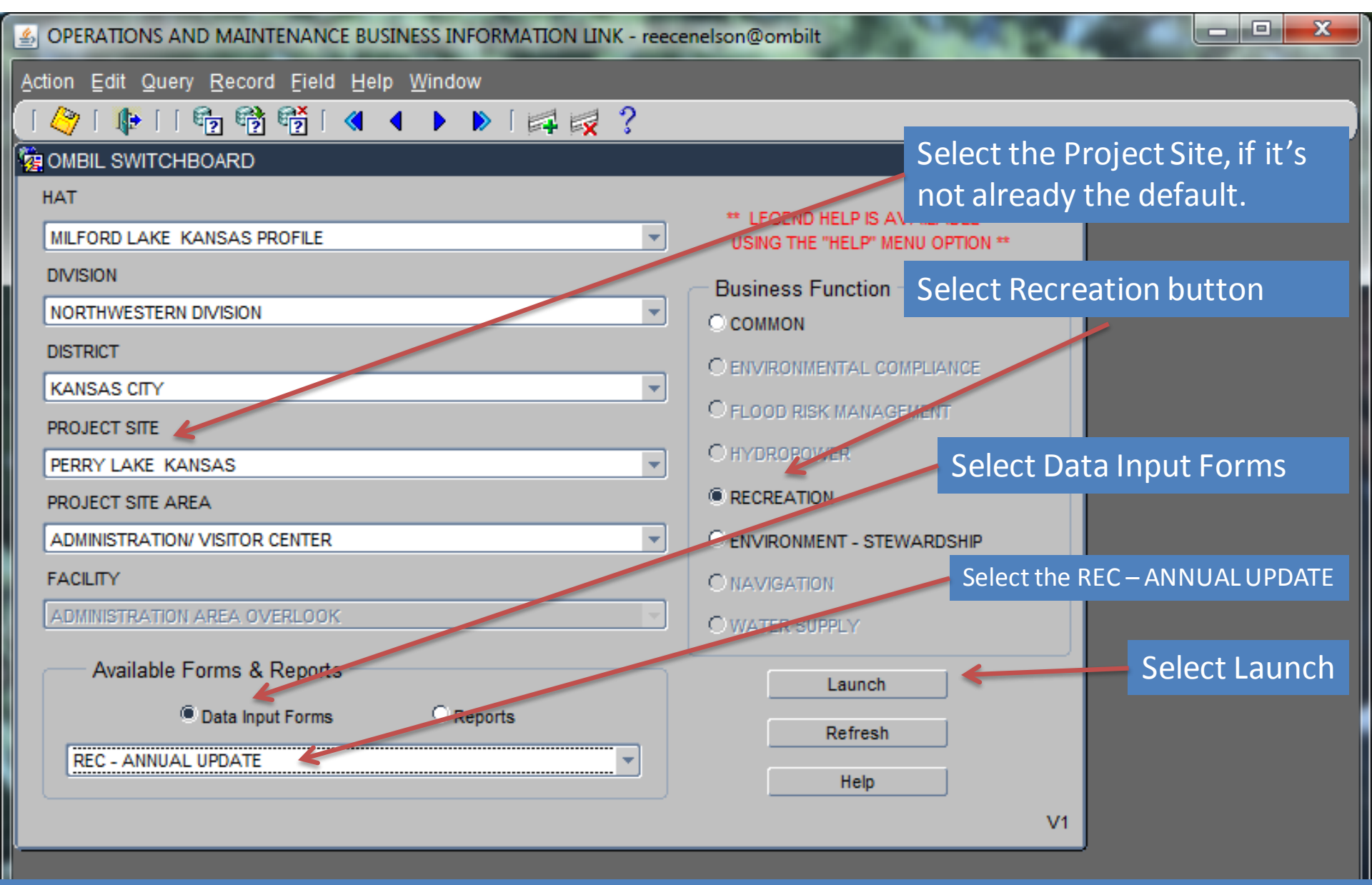
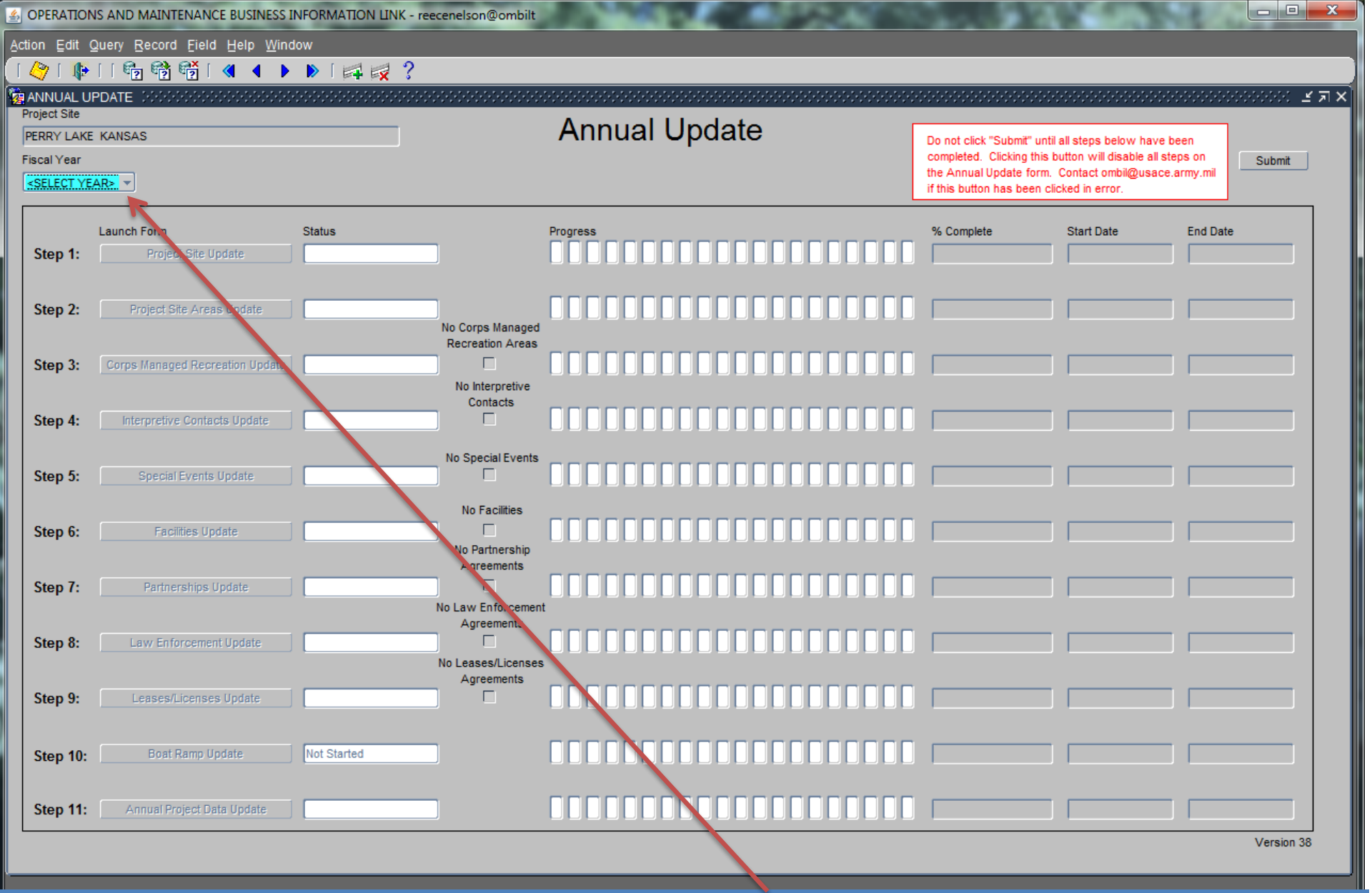
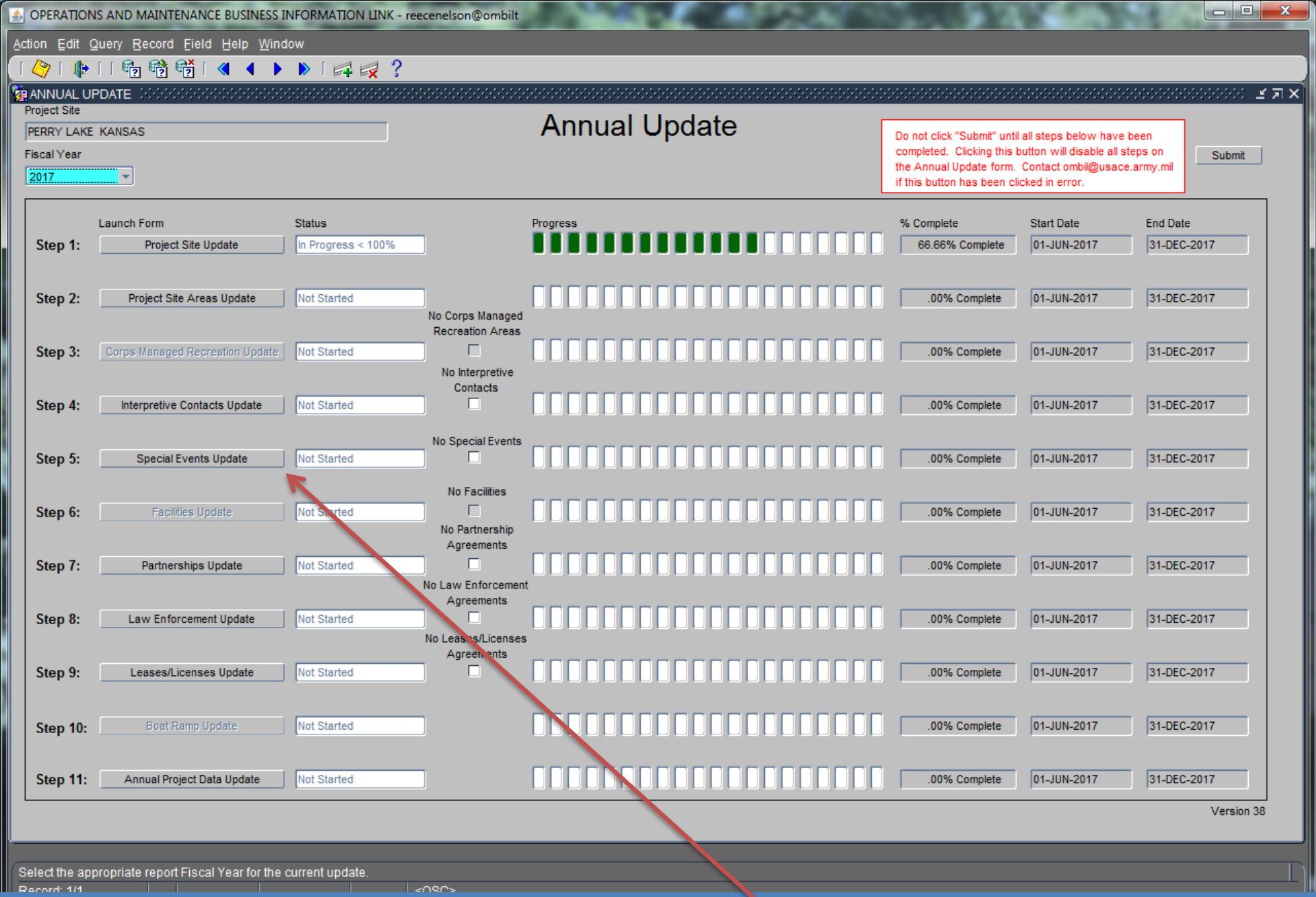


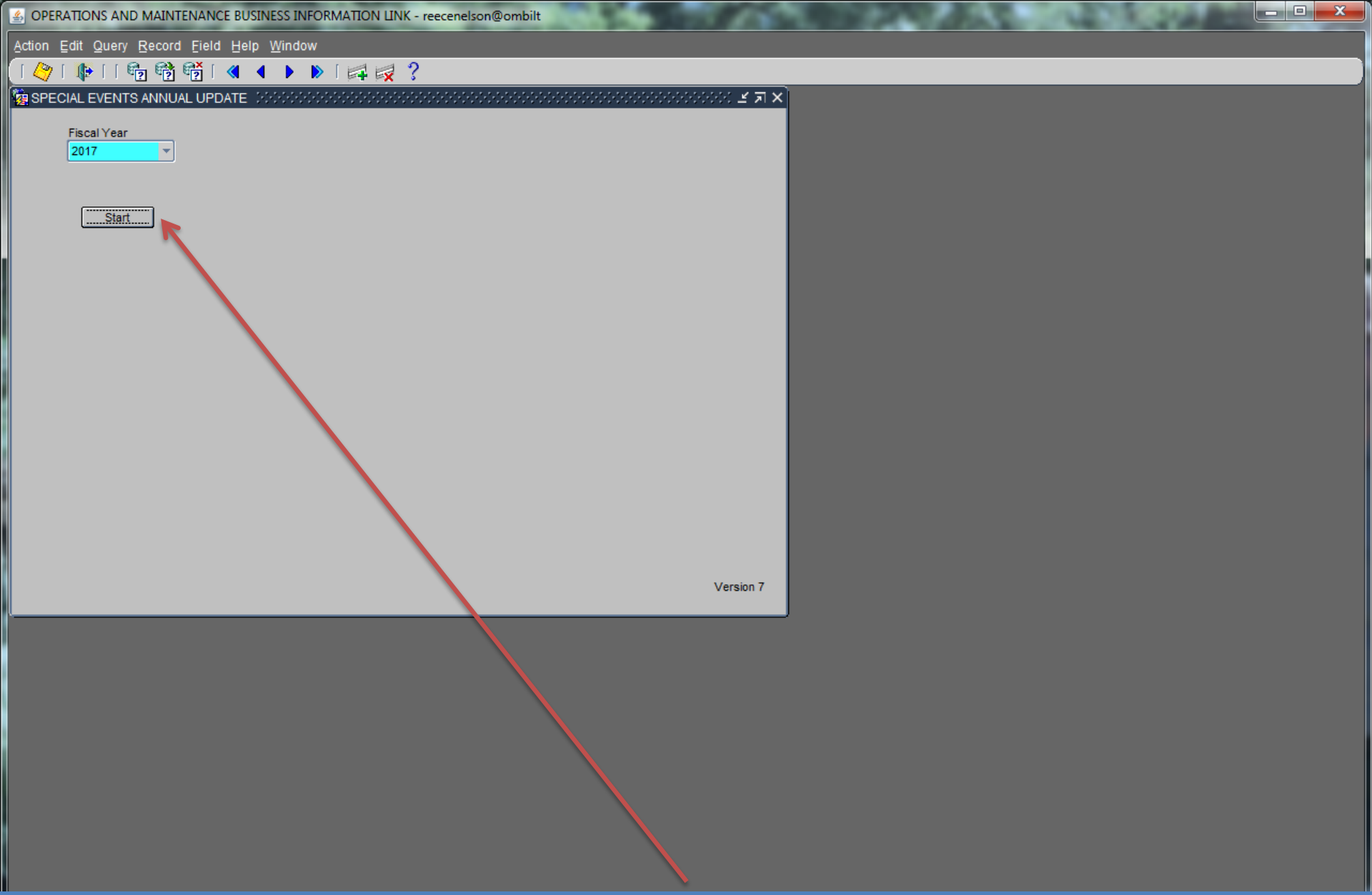
Begin at the Switchboard. Select your Project, select the Recreation button, select Data Input Forms, then select the REC – ANNUAL UPDATE. Click the Launch button.



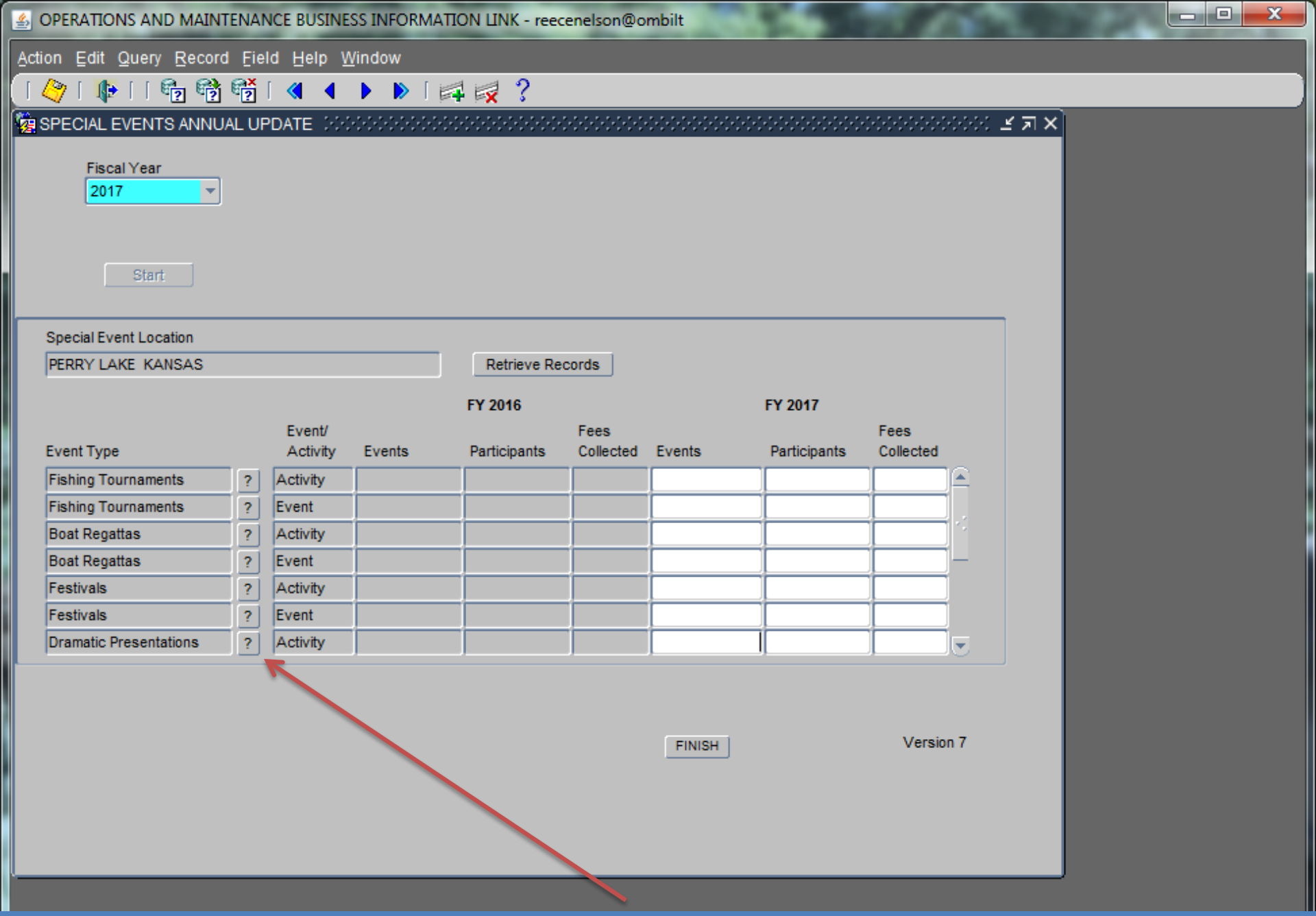
Annual Update Wizard Home screen. Select Current FY. Previous FY data can be viewed within each individual Step (Wizard). Other year's data can be viewed using the reports available on the switchboard.



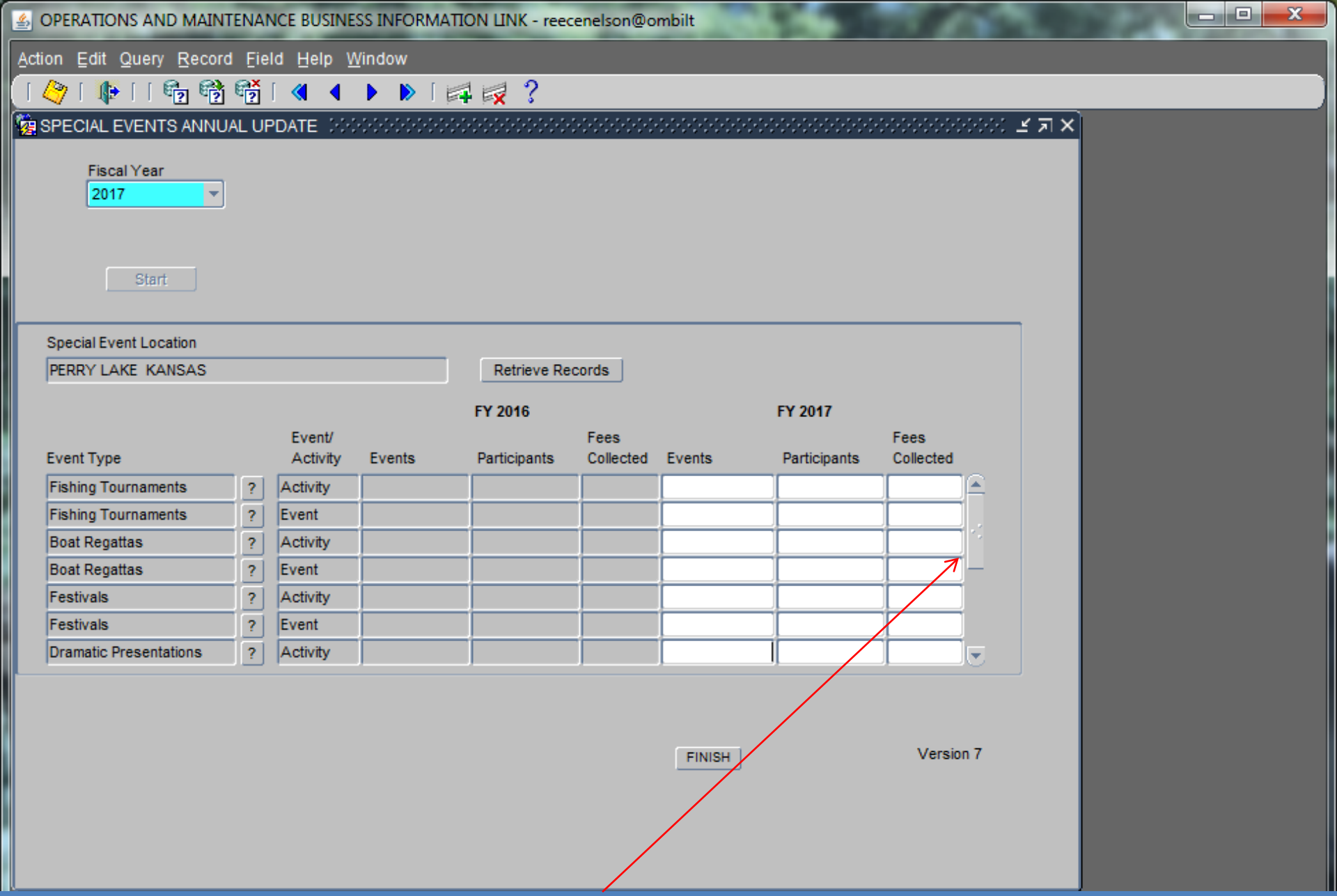
From the Wizard Home screen, Click on the "Special Events Update" button to begin the update process.



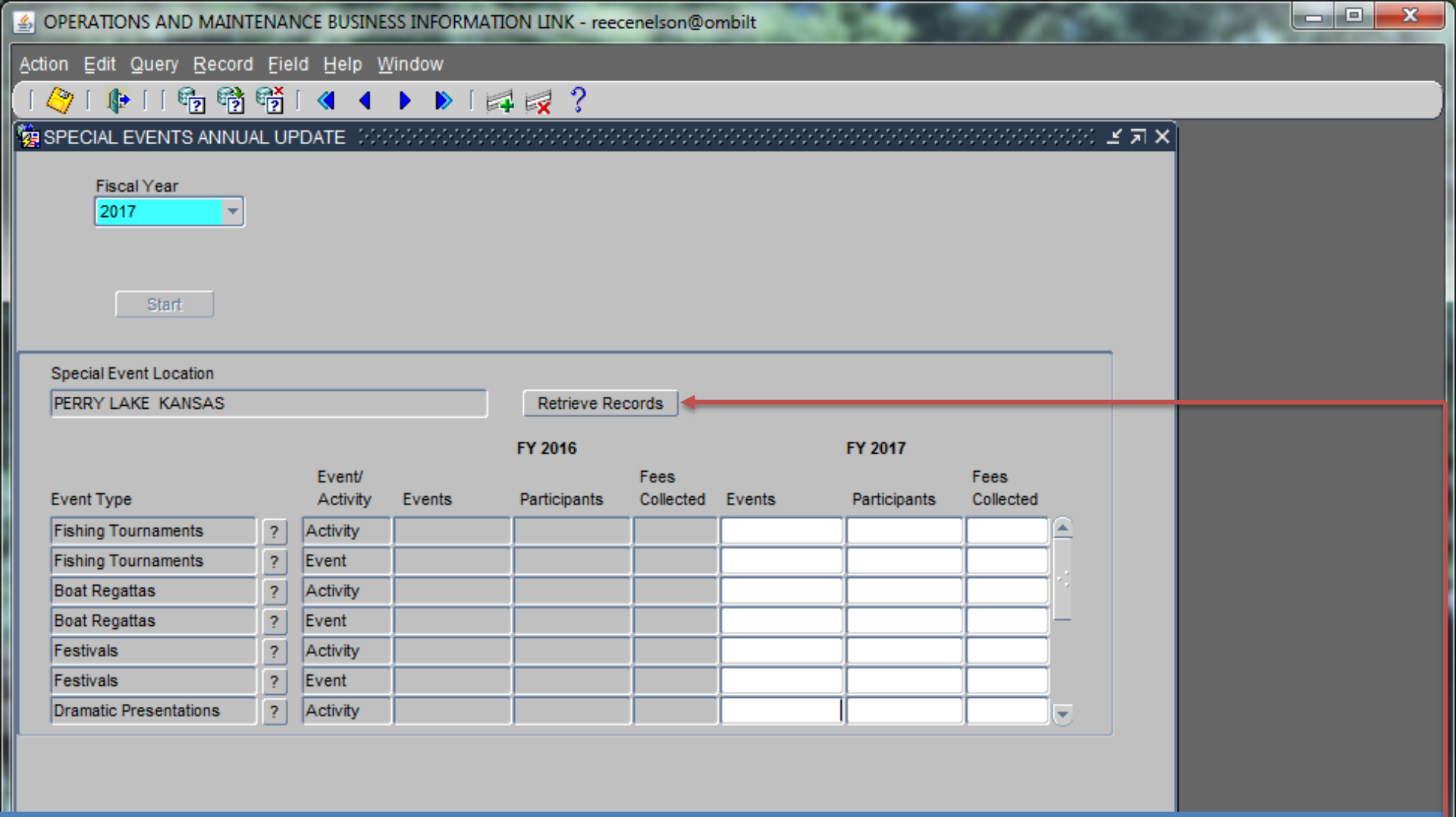
Opening screen should default to current FY. You can look at other years that are available; however, you can only make changes to the update FY. Click "Start" to begin the update process.



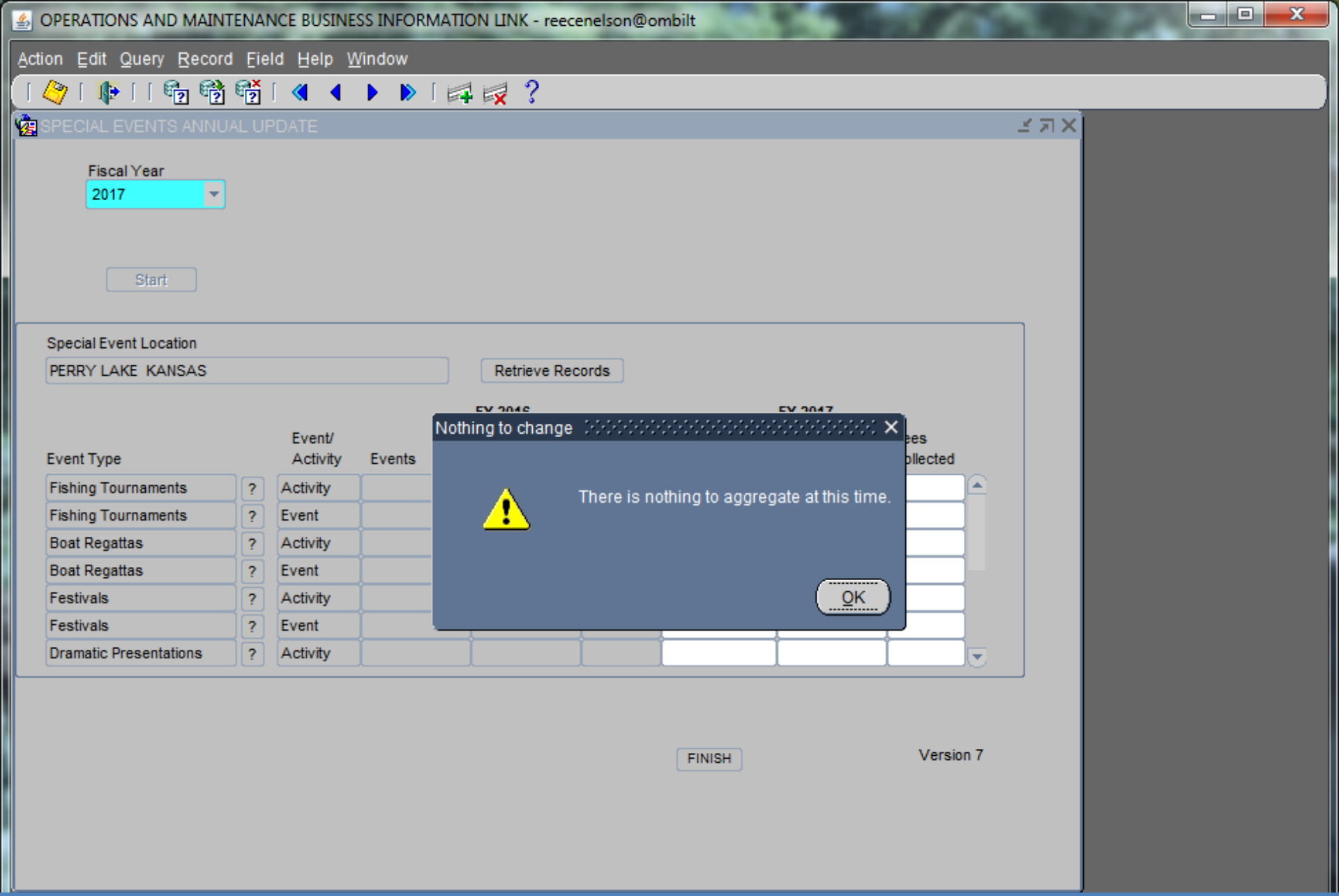
Beside each type of Event is a ? Mark. Click on it to see a description of each type of Event.



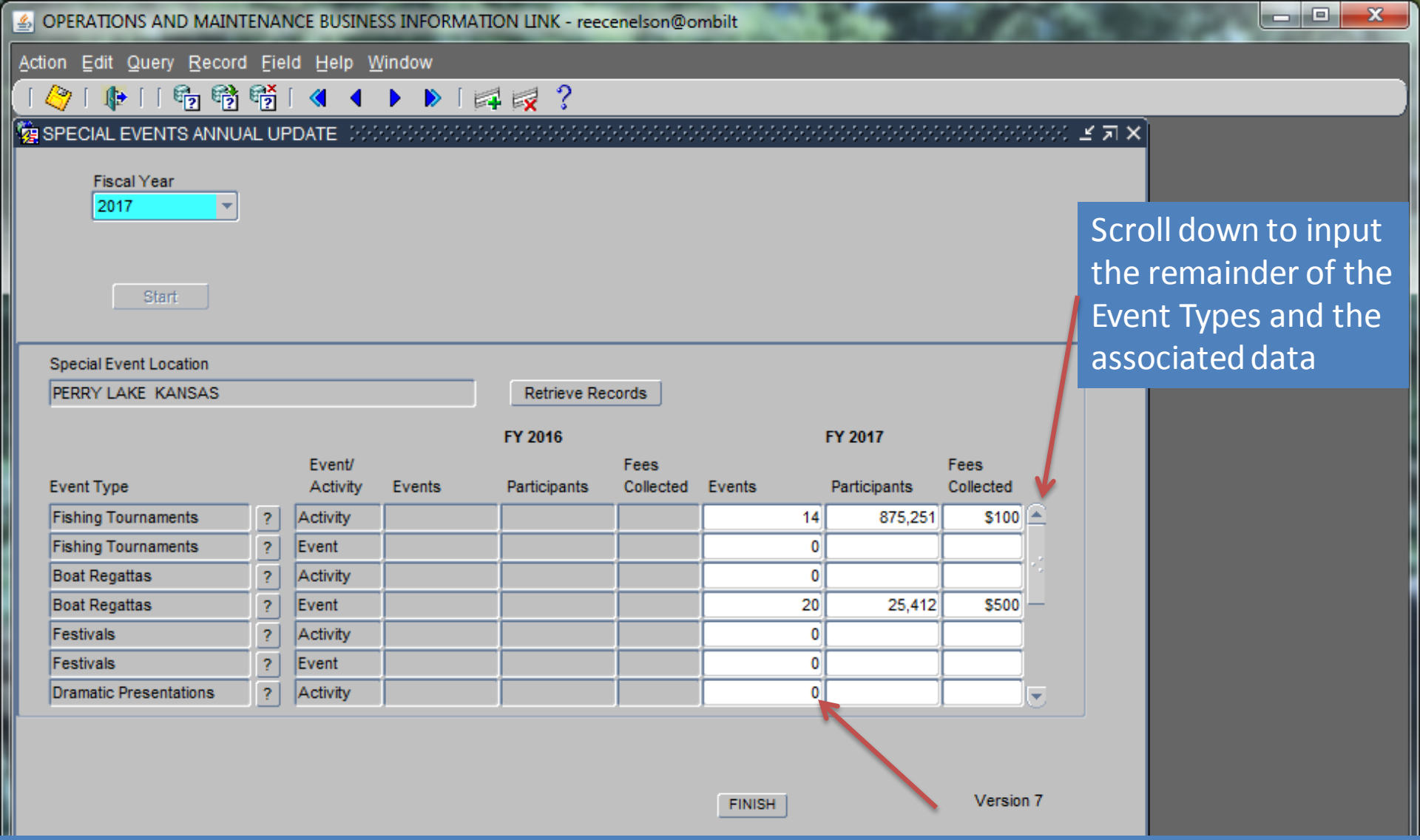
Please note the scroll bar on the right side of the screen. There are more Event/Activity Types than will fit on one screen, so you must scroll down in order to complete the update process.



Special Events can be entered in OMBIL in two different ways. The original method is to enter each individual Event/Activity (throughout the year) as a separate record, which is described in the Recreation Data Update manual: https://ombil.usace.army.mil/systems/RefLinks/RecreationFiles/RECDataInput.pdf. If you use this method, then all you have to do to complete this portion of the Annual Update is click on the "Retrieve Records" button.

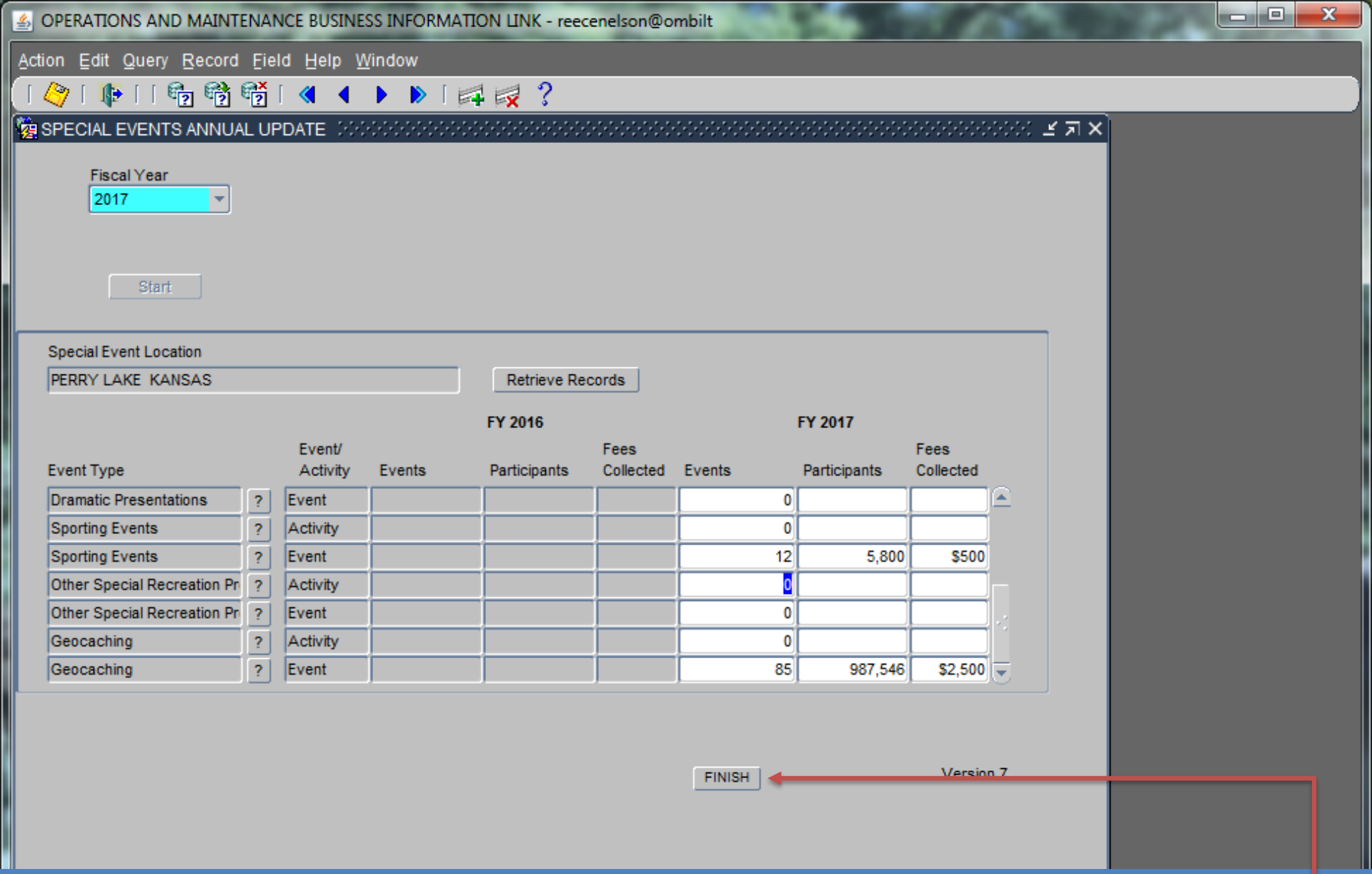


If there are no individual records to retrieve, you will get this message. You will then manually enter the summary totals for the FY for each Event/Activity Type.

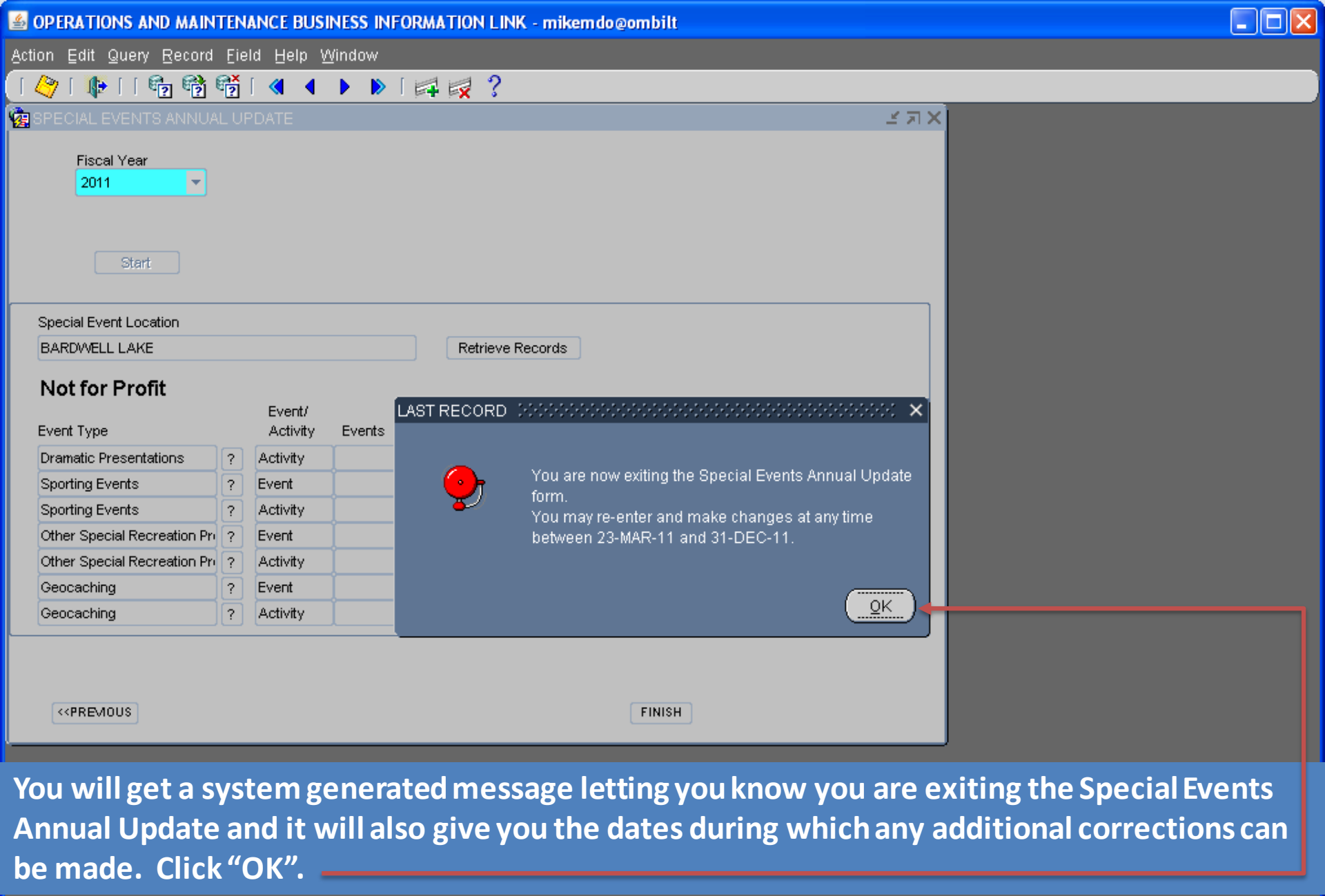


You must have an entry for the number of Events, even if it is a zero, but the number of Participants and Fees Collected can be blank if there are no events. However, the number of Participants and Fees Collected cannot be blank if the number of events is greater than 0.

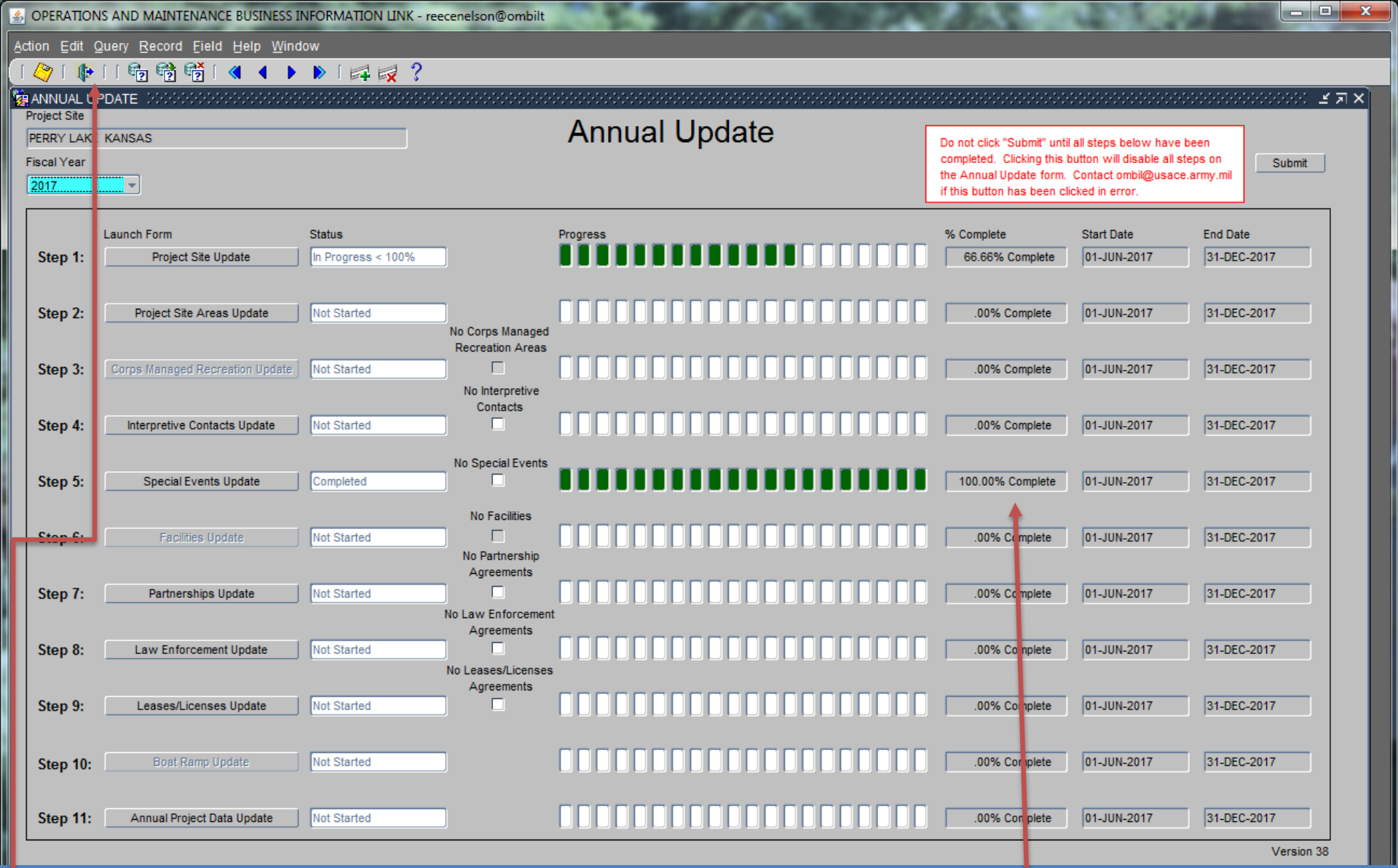
*** NEW – No separate screen between For Profit/Not for Profit. Aggregate both groups into one row.**



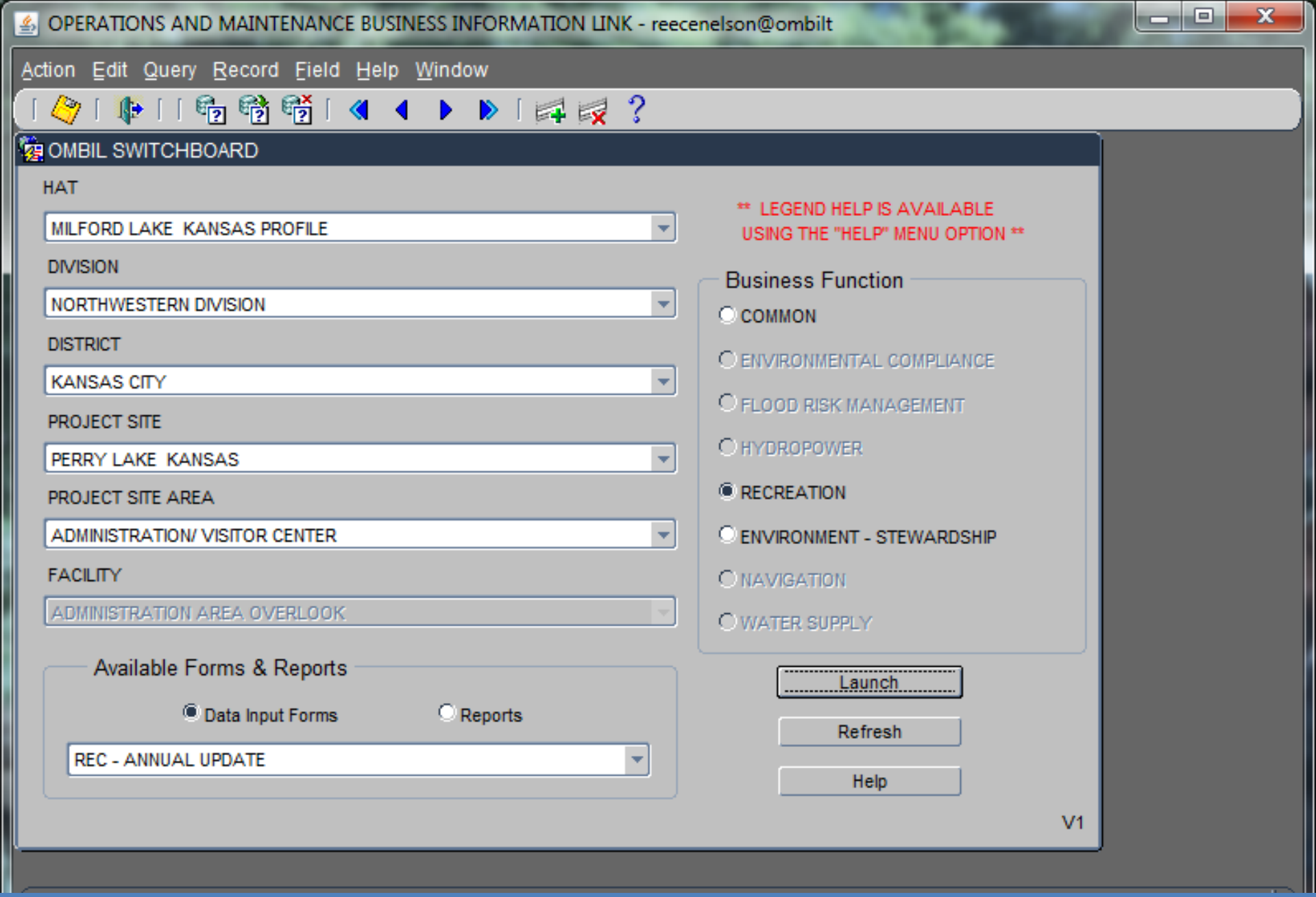
Once you have scrolled down to the last Event Type and made sure the numbers that were retrieved are correct and/or have manually entered the correct data, then Click on the "Finish" button.



You will get a system generated message letting you know you are exiting the Special Events Annual Update and it will also give you the dates during which any additional corrections can be made. Click "OK".



You will be returned to the Annual Update Wizard home screen. Status has updated to 100%. If any data is missing, the completion Status would be less than 100%, go back and make corrections in order to complete the data update process. At this point, you can proceed to any of the other Steps or Exit if you are ready to quit the Annual Update.



When you exit the Annual Update, you will be returned to the Switchboard where you can exit the system, select another function or return to the Annual Update.