

# Submit a Goal

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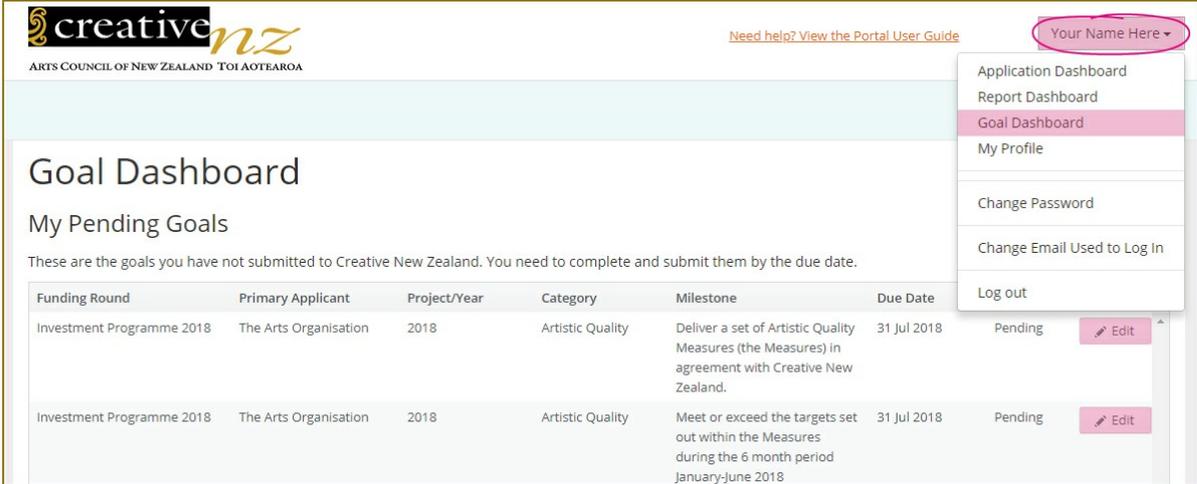
If your organisation has Development Goals, these will be listed on your 'Goal Dashboard' along with their due dates.

You must submit your goals by the due date, and you should include progress updates in the commentary of your 6-month reports due 31 July and 31 January each year.

## Steps:

1. Log in to the Portal.
2. Click your name in the upper right-hand corner.  
A menu will drop-down. Select 'Goal Dashboard'.  
Your dashboard will display your goals and the milestone dates you need to report by.

 **TIP:** If you cannot see your organisation's goal milestones, or if you would like another person to be able to see the goal milestones, ask [Creative New Zealand](#) for access.



**creative nz**  
ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA

[Need help? View the Portal User Guide](#)

Your Name Here

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## Goal Dashboard

### My Pending Goals

These are the goals you have not submitted to Creative New Zealand. You need to complete and submit them by the due date.

Funding Round	Primary Applicant	Project/Year	Category	Milestone	Due Date	Status	Action
Investment Programme 2018	The Arts Organisation	2018	Artistic Quality	Deliver a set of Artistic Quality Measures (the Measures) in agreement with Creative New Zealand.	31 Jul 2018	Pending	<a href="#">Edit</a>
Investment Programme 2018	The Arts Organisation	2018	Artistic Quality	Meet or exceed the targets set out within the Measures during the 6 month period January-June 2018	31 Jul 2018	Pending	<a href="#">Edit</a>

3. Click 'Edit' to open a goal milestone.
4. On the Commentary tab enter brief commentary (maximum 1500 characters) describing the results you have achieved and other relevant information.  
Click 'Save'.

CANCEL SAVE SUBMIT

Commentary Attachments

Goal Category: Artistic Quality Due Date: 31 Jul 2018

Deliver a set of Artistic Quality Measures (the Measures) in agreement with Creative New Zealand.

Tell us how you have achieved against this goal:

Type brief comments here (no more than 1500 characters)

Characters: 55 out of 1500

5. Select the 'Attachments' tab to add support material, as relevant to the goal milestone.  
Click '+ Add New Attachment' to add each item of support material.  
Refer to the guidelines for adding documents and support material for help.

CANCEL SAVE SUBMIT

Commentary Attachments

Attach documents or provide links to support material to demonstrate how you achieved against this goal (if relevant).

+ Add New Attachment

Name/Description	Attachment link	
Artistic Quality Measures	ARTISTIC QUALITY MEASURES.DOCK	Edit x Delete

6. Click 'Save' then 'Submit'.

CANCEL SAVE SUBMIT

You will return to your Goal Dashboard.