While it may sound strange, your program listing(s) is kind of the heart of your program section. You should have a listing for each NAMI Signature program that your affiliate conducts. Program listings are needed to list program leaders on a local basis and for reporting data for your program. Additionally, if you want to have a listing appear on the National website, you must create a program listing in 360 (that’s where Nationals pulls the information). Please note that your program listings do not have to appear on the National site, you would check that box or not. So, start out by ensuring that you have a program listing for each of your Signature program (Family Support Groups, Family-to-Family, etc.) Ideally your affiliate would have a listing for each program and each location that you conduct, but that doesn’t have to be the case—just make sure that you have a listing for each Program type (eg Peer-to-Peer, Family-to-Family, Connections, Family Support Group, etc. So, the first step is to:

**STEP ONE
CREATE A PROGRAM LISTING**

Please name your program listings with this structure:
NAMI [Program Name] – [Affiliate Name] – [Location (optional)]
Example: NAMI Family Support Group – NAMI Wilmington – 1st United Methodist Church

Your NAMI affiliate may choose to only have one listing per signature program, if this is the case you do not need to include location in the program listing.

**STEP TWO
Do you have all your Program Leaders added to 360?**

- No
  - Add your Program Leader(s) at each level
  - Add national listing (Leader Designation) then add local listing (skip to step 6 if only adding local listing)

- I Don’t Know
  - You can get a list of your program leaders with their record type through 360

- Yes
  - Is there a listing for both levels, local and national (leader designation)?
    - Yes
      - Add national listing (Leader Designation) then add local listing (skip to step 6 if only adding local listing)
    - No

Once you have related your program leaders to each of your listings that you will be reporting on, they will be able to complete their reporting of program data via their User Portal (myNAMI sign in via nami.org). They do not have to be 360 users to report their program data! (there are limited number of user licenses for 360, so if they do not need access to 360, it’s better to have them report through their myNAMI portal.)