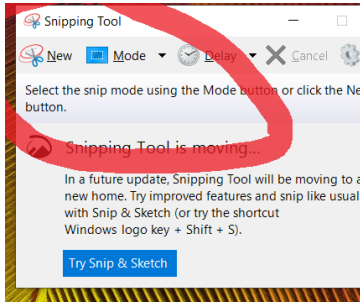


# SHARING FEEDBACK

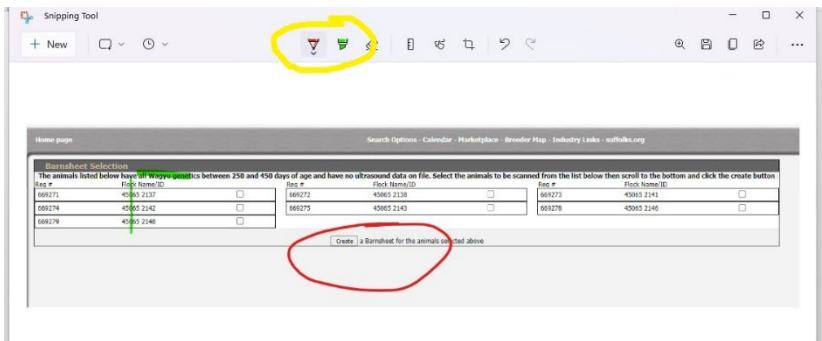
As the USSA softly rolls out the Digital Suffolk program for member use, there will be some continued programming needed to resolve issues, improve member use, and make corrections in the program that have not been updated to Suffolk sheep. We kindly ask to share feedback on things you find that need attention, don't seem right, or need clarity on the instructions sheet. Please note that tutorials on all the options/tools found in Digital Suffolk have been included on this document. Please stay tuned for more information but if you're comfortable with doing more, please do!

The easiest way to provide feedback is by sharing screenshots of the program page via email - here's a quick tutorial:

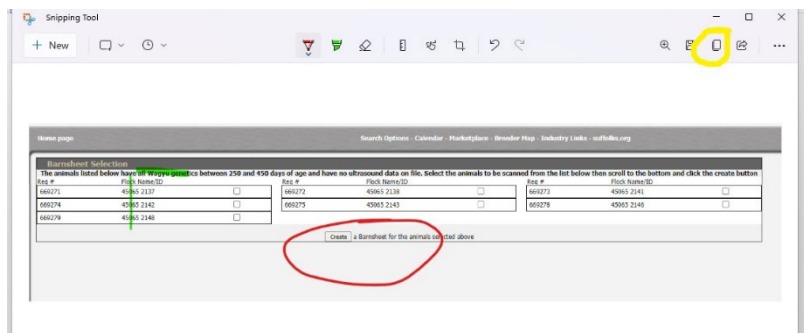
- 1) On your computer search for the program called Snipping Tool (it should come standard on your computer).
- 2) Open program and select new.



- 3) Your screen will turn a gray color. Draw a box around what you want to share.
- 4) The area your screen that was snipped will automatically feed into the tool. You can use tools such as highlighter or pen as circled below in yellow to point out the area(s) where the issue occurs or where something needs to be added/corrected.



- 5) Once you identified the issues (not always necessary) you can copy your edited screenshot by clicking on the double paper icon circled below in yellow.



- 7) Draft an email through your email account explaining what you found and place your cursor where you want the screenshot to go and hit **Ctrl** and **V** at the same time to paste/place the image into your email message. You can do this as many times as you want in the email. Please send the email to [info@suffolks.org](mailto:info@suffolks.org), subject line DigitalSuffolk edits.

The best and preferred way to share the issue is by email as I can forward the information directly to the programmer. If the issue you are having is tricky to explain via email or time sensitive, please call the office for further troubleshooting.