**Focus Group (FG) Tracking Sheet**

This document will be a password-protected Microsoft Excel file completed and maintained by the RTI focus group task lead (FGTL). Instructions for completing the tracking sheet are supplied below, as well as examples of how the form will look populated.

* Name 🡪 Enter the first and last name of the potential participant
* Email 🡪 Enter the email address used by the potential participant
* Source 🡪 Indicate the social media platform that the participant was recruited from. Codes include FB=facebook, CL=craigslist, OSM=other social media
* Sex 🡪 Codes include M=male, F=female
* Age group 🡪 Codes include 18-64, 65+
* Consent form shared 🡪 FGTL will indicate if s/he emailed the consent form to the potential participant. Indicate Y for yes, N for no
* Signed consent form returned 🡪 FGTL will indicate if s/he received a signed consent form back from the potential participant. Indicate Y for yes, N for no
* FG date/time 🡪 Enter in MM/DD/YY, ##:## am/pm. Use EST for consistency in this record.
* Link shared 🡪 FGTL will indicate if s/he emailed the appointment time and the link to access the focus group
* Participated in focus group 🡪 FGTL will indicate if the potential participant did attend the focus group. Indicate Y for yes, N for no
* Incentive sent 🡪 FGTL will indicate if s/he sent the electronic gift card incentive via email *after* participation

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| **Full Name** | **Email address** | **Source** | **Sex** | **Age group** | **Consent form shared** | **Signed consent form returned** | **FG date/time** | **Link shared** | **Partipated in FG** | **Incentive sent** |
| Jane Smith | jane.smith@gmail.com | FB | F | 65+ | Y | Y | 03/10/21, 02:00 pm | Y | Y | Y |
| Jason Wang | JW111@yahoo.com | CL | M | 18-64 | Y | N | 03/10/21, 02:00 pm | N | N | N |
| Becky Weber | bweber@ncsu.edu | FB | F | 18-64 | Y | Y | 05/20/21, 10:00 am | Y | N | N |
| Sam Lopez | sam.lopez@gmail.com | FB | M | 18-65 | Y | Y | 05/20/21, 10:00 am | Y | Y | Y |
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