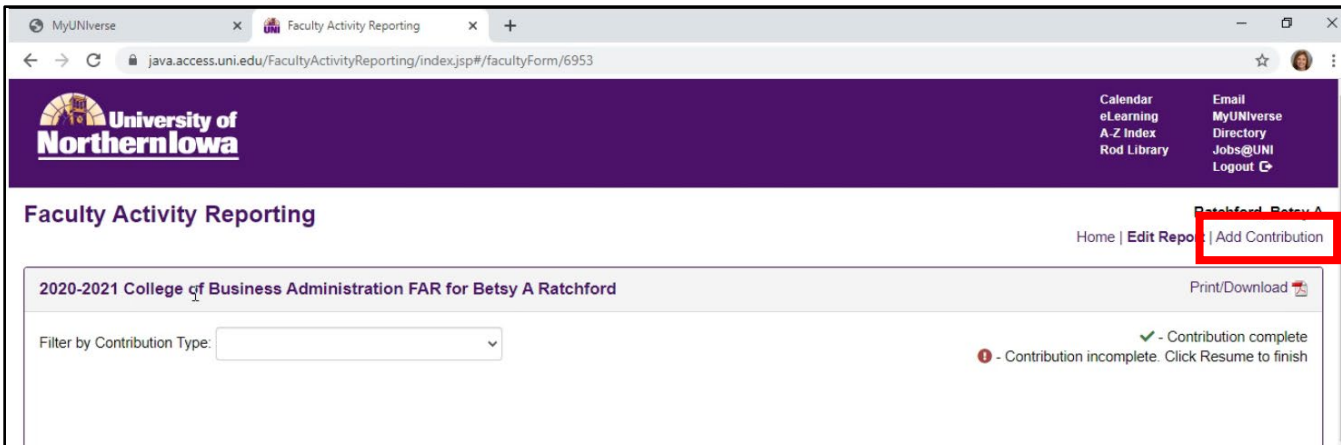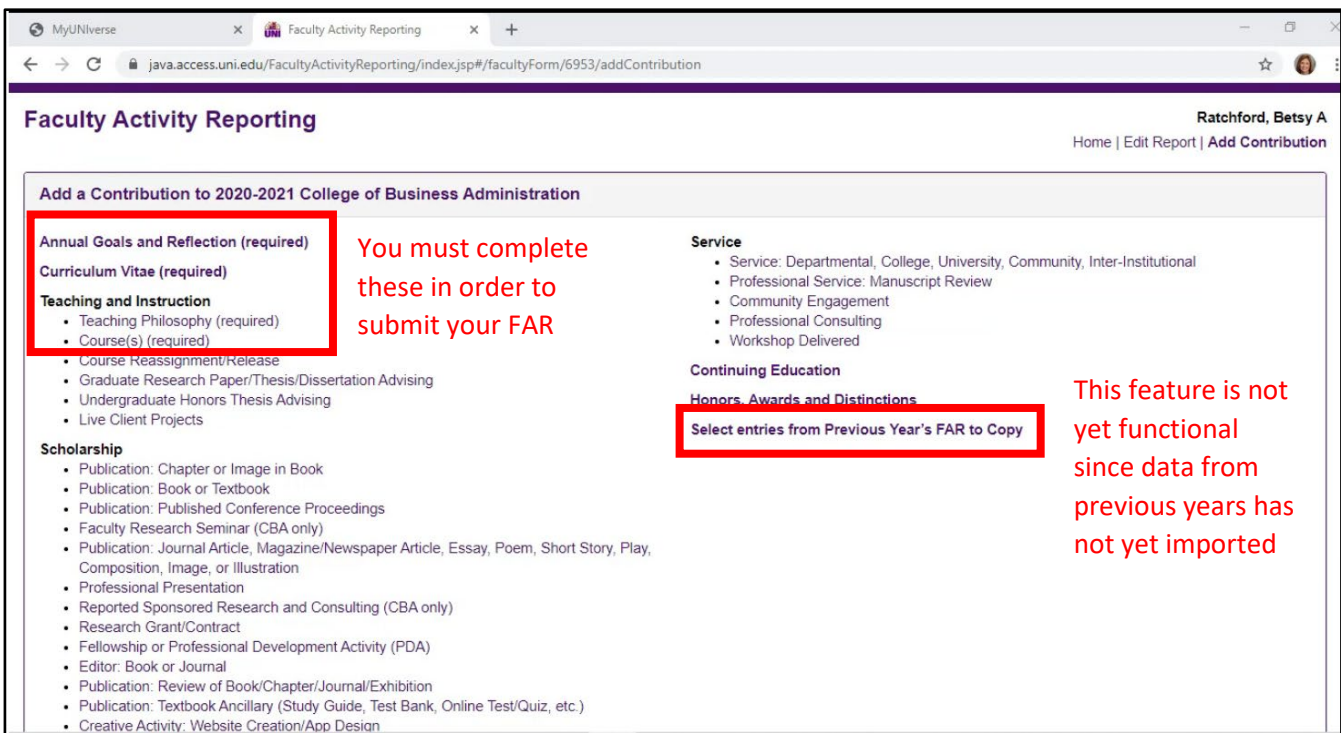# FAR – Adding Contributions

Once you have accessed the Faculty Activity Reporting System and have begun your report, it is time to add contributions to it.

1. Click on **Add Contribution**

This will bring up a listing of contribution types as shown below:

Select the appropriate contribution type and enter data for the necessary fields. Required fields are identified with an asterisk (*).

If you have questions about how to categorize a contribution or where one should go, please contact Mary Connerley or Betsy Ratchford.