**NOTE:** The year of the activity is of primary importance. If you remember the month, please add that from the drop down too.

**Example 1:** Show activity for one year (or day) "2016"
For activities that occurred on a certain month/day, **leave the start date blank** and specify the end date.

**Example 2:** Show “From 2009 – Present”
For activities that started but have not yet completed, specify the start date and **leave the end date blank**.

**Example 3:** Show a start and an end date "2009 - 2015"
For activities that have definite start and end dates, **specify the start date and the end date**.
To create a record that shows both start and end dates:
1. Enter the date the activity began in the “Start Date.”
2. Enter the date the activity ended in the “End Date.”