

FIVE GOOD REASONS TO LOG YOUR HOURS

1. It's our way of knowing you are an active volunteer.
2. Active volunteers are covered under ABNC liability insurance.
3. Volunteer hours are a performance indicator for the various governing bodies.
4. Volunteer hour totals are an important factor for grant applications.
5. Only those with hours logged are invited to the appreciation dinner.

If you are unable to work volunteer hours for a period exceeding 12 months but wish to remain active on the database – notify our Volunteer Coordinator: liz@abnc.org

HOW TO LOG YOUR HOURS USING THE VOLUNTEER WEBSITE

REGISTRATION:

On your web browser go to www.abncvols.org



Select register

You will need to enter the following information:

First name, last name, username, email address, password, and re-enter password.

There is also an optional screen to enter your telephone number and address – at this point; we do not use this information in this database.

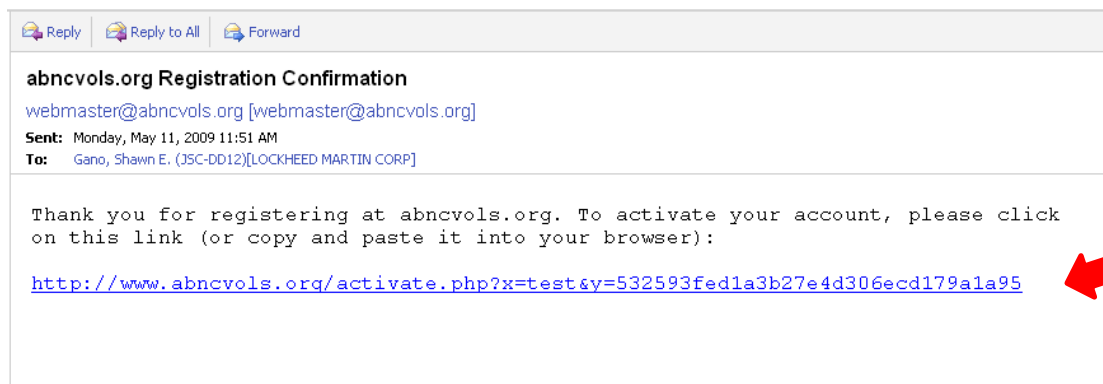
Be sure to make a note of your user name and password, you will need these to log on.

After completing the information and submitting, you will receive the following message:



It shows that your submission has been accepted and that an email will be sent to the email address you gave.

You must click on the link in the email to log in for the first time.

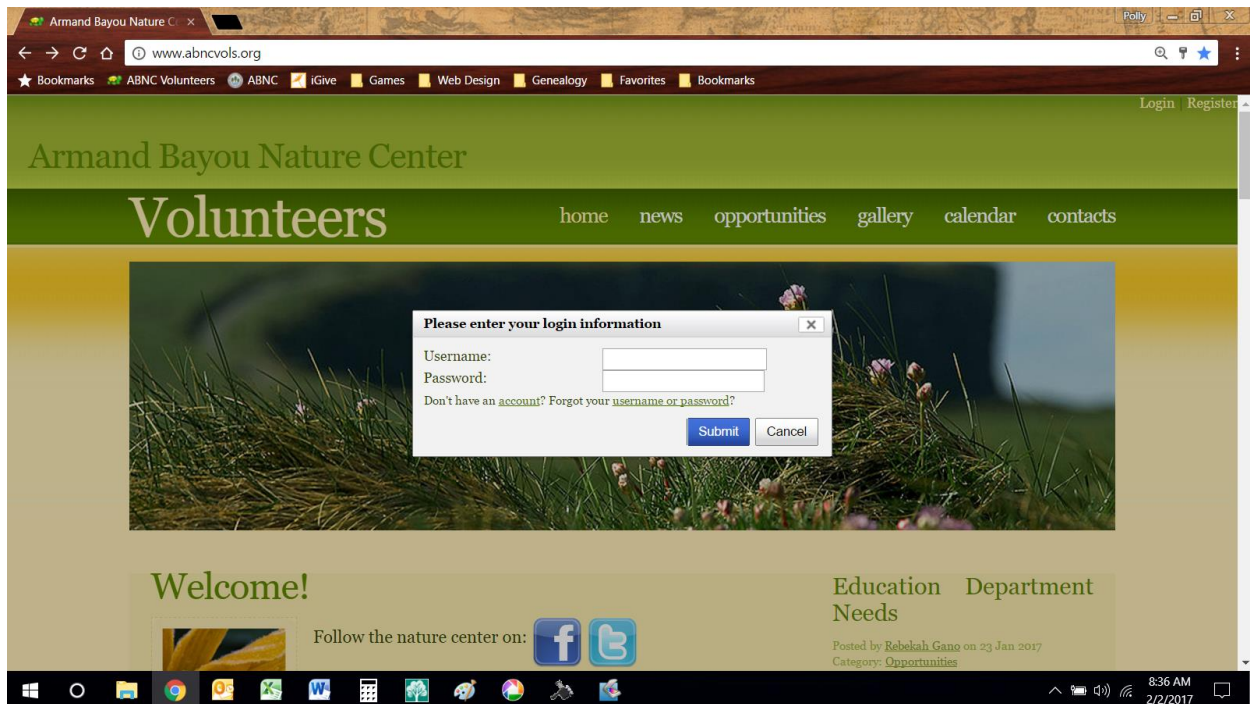


If you do not receive an email within a couple days, contact webmaster@abncvols.org or our Coordinator liz@abnc.org



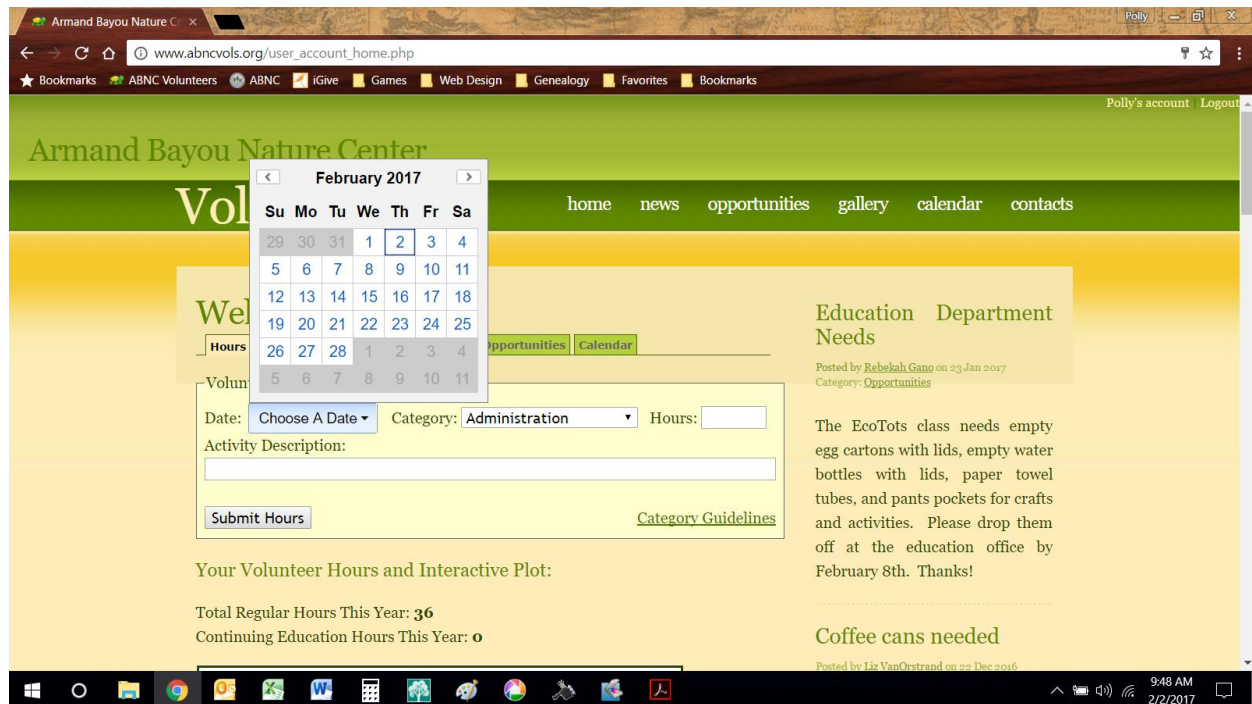
LOGGING IN:

Make sure you are on the home page – select home tab, then login button and enter your username and password in the popup login box.



If the login does not work, make sure you are on the home page and try again, the user name and password you selected should be entered exactly as you set them. If it still does not work, contact webmaster@abncvols.org or our Coordinator liz@abnc.org

Successful login will take you to this screen:



To log hours, select date, then type of hours worked:

Administration – Monthly Volunteer Board, Business Section of Volunteer Meetings, and Special Administration tasks at the request of Staff

Education – Class and Field Trip Instructors, Paid Outreach Programs, Scouting Programs

Special Events – Spring Gala, Martyn Farm Harvest Festival

Stewardship – Prairie Friday, Stewardship Saturday, Bird Counts, Land Management, Animal Care

Facilities – Building Maintenance, Repairs, Mowing, Guardians of the Gardens

Visitor Services – Front Desk, Interpretive: Trail Guides, (Trails, Owl Prowls, Bat Hikes, Fire Fly Fridays and Photo Hikes) Cultural and Natural History Demos, Greeters, Deck Hands, Canoe Guides, and Unpaid Outreach Programs

Continuing Education – Monthly Volunteer Meeting Speaker portion, Volunteer Orientation, CE Classes, Buddying

Bayou Interpretive Guide (BIG) – This section is for hours to qualify for the BIG patch, all trail guides, cultural and natural history demos, outreach, deck hands and canoe guides

Enter the number of hours you worked and a brief description of what you did.

Example: Polly worked Saturday, February 4th at the farm making butter:



When you have entered the information you can click the submit button.

If you want to submit more hours, just repeat the steps. To see how you are doing for the year and check what you have entered, scroll down.

You can see a graph plotting your hours over the year and a list of everything you have entered for the current month. To see more graphs and the whole year listed, select "Generate Report" at the bottom of this month's list.

(At present, to see graphs, you will have to [Allow] Adobe Flash Player, our webmaster is working to solve this issue.)

