How To Submit Volunteer Hours

Getting to your AZT PORTAL

a. From www.aztrail.org click the green **VOLUNTEER** button in the page header. This will take you to the Volunteer page.

b. From there scroll down to **VOLUNTEER HOURS** and click "Request an **AZT Portal Link** here." This will take you to the AZT Portal Link Request page.

c. From the bottom of the page, follow the instructions on requesting your AZT Portal Link. Note that the system will look for your name and email in our membership and volunteer database. If you already have a record on file, it will try to identify you from the information you enter here.

d. The system will send a link for your AZT Portal to the email address you provided. Any AZT Portal link you may have received prior to this time will no longer be valid.
(Check your spam if you don't see it within 5 minutes)

e. We recommend you **bookmark** your **AZT Portal Link** to save time in the future.

How To Log hours

a. Navigate to your **AZT Portal**. Click the link for "**Enter Volunteer Hours**" under your profile.

b. Complete the required fields for your volunteer task. Remember to include your travel time in the total volunteer hours!

c. You can enter hours for multiple days in a single entry as long as they pertain to the same task.

d. Click **Submit** at the bottom of the page.

What happens next?

a. Your submission will go into our queue for "approval". This process simply ensures that the hours are not a duplicate entry and that they are assigned to the correct land management unit.

b. Once the hours are approved, you will see them listed under your "10 Most Recent Approved Hours".

What if I don't see the right hours on my screen?

If there's anything unusual about what you see on your AZT Portal related to volunteer hours, just email us at volunteer@aztrail.org and we'll get it sorted out. We value your time and want our records to be accurate.

How to sign up for events

a. From www.aztrail.org, click the green **Volunteer** button. You can also navigate on the drop-down menus from "Get Involved" and "Volunteer".

b. Click the green link on the Get Involved page **Click Here to Check Out Our Volunteer Opportunities**.

c. Sign up using your information as entered into your AZT Portal.

If you have any problems with these steps, please contact JJ jj@aztrail.org