



ATA Volunteer Hours Entry



If you have any issues with these steps, don't hesitate to contact Wendy or Chrissy!

- 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 click 'CLICK HERE TO REQUEST A LINK TO YOUR ENGAGEMENT DASHBOARD'. This will take you to the Engagement Dashboard Link Request page.
- c. From the bottom of the page, fill out the "Link Request" form with your first and last names, zip code and email address. Note that the system will look for your name and email in our membership and volunteer database. If you've already got a record on-file, it will try to identify you from the information you enter here. Changes such as nicknames (i.e. Rick for Richard or Sue for Susan), alternate emails or new addresses will not be recognized by our system and you'll create a new record. Don't worry - we can always merge them later!
- d. The system will send a link for your Engagement Dashboard to the email address you provided. Any links you may have received prior to this time will no longer be valid. (Check your spam if you don't see it right away - sometimes these are considered unsolicited by email providers).
- e. Make a **bookmark** or **shortcut** to your Engagement Dashboard. (This will save you time later!)

2. How log hours

- a. Navigate to your Engagement Dashboard. Click the link for "**Volunteers**" under your membership expiration date or scroll down to your Volunteer Resume.
- b. Click the **Submit Hours** button below the table with your past volunteer contributions.
- c. Complete the required fields for your volunteer task. (Required items have a star*). Note that *times* started/finished are not required. *Only a start date is required.*
- d. You can enter hours for multiple days in a single entry as long as they pertain to the same task.
- e. Click **Submit** at the bottom of the page.

3. What happens then?

- 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".

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

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

5. 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 Engagement Dashboard.
- d. If you don't receive a confirmation email after you've completed the form, please let us know at volunteer@aztrail.org!