

Adding Volunteer Hours

Click the “Record
Volunteer Hours”
Button

The screenshot shows the 'Volunteer Portal' interface. On the left is a blue sidebar with 'Dashboard' and 'Staff Home' buttons. The main header is blue with links for 'Home', 'Catalog', 'People', 'Messages', 'Notes & Tasks', and 'Admin'. The 'Volunteer Portal' section contains two main buttons: 'Start a New Registration' (with a document icon) and 'Record Volunteer Hours' (with a checkmark icon). A red arrow points from the text on the left to the 'Record Volunteer Hours' button. Below these buttons is a 'Tracks' section with a tab for 'Volunteer Hours (8)'. This section contains two cards: 'Annual Service Pin' (Service Pin 2022, 40 Volunteer Hours, 26 hours complete) and 'Recognition Level' (100 Hours, 67 hours complete). On the right side, there are sections for 'Custom Reports' (Dominguez Rancho and NFF, 31), 'Announcements' (No unread announcements, Dismissed (1), New Announcement...), and 'Links' (Add Links...).

Adding Volunteer Hours

Click the “Add
Volunteer Record”
Button



Volunteer Records

Welcome! Use the green buttons to add new volunteer records. Use the green **Copy** button to the left of a record below to copy from an existing volunteer record.

+ Add Volunteer Record

Search... Date... Categories... Partner... More Filters...

Volunteer Hours
71h

Miles Traveled
20.00 miles

Copy	Date	Opportunity	Organization	Volunteer Hours	Miles Traveled	Actions
+ Copy	Mar 17, 2022	Native Gardens	Living Arroyo	4h	0.00 miles	View Edit
+ Copy	Feb 27, 2022	Boards and Committees	Ocean Education Outreach	5h	0.00 miles	View Edit
+ Copy	Feb 25, 2022	Education/Interpretation Program	Cabrillo Aquarium	4h	0.00 miles	View Edit
+ Copy	Feb 13, 2022	Boards and Committees	Ocean Education Outreach	10h	0.00 miles	View Edit
+ Copy	Feb 6, 2022	Boards and Committees	Ocean Education Outreach	5h	0.00 miles	View Edit
+ Copy	Feb 5, 2022	Translation Materials	Aquarium of the Pacific	2h	0.00 miles	View Edit
N/A	Dec 31, 2020	Legacy	Dominguez Rancho Adobe Museum	20h	5.00 miles	View
N/A	Dec 31, 2020	Legacy	ADMIN (Global Projects) CalNat Program	17h	5.00 miles	View
N/A	Dec 31, 2019	Legacy	UC Riverside Palm Desert Center	4h	10.00 miles	View
				71h	20.00 miles	

Adding Volunteer Hours

Click the “New Volunteer Record” Button



Volunteer Records

Welcome! Use the green buttons to add new volunteer records. Use the green *Copy* button to the left of a record below to copy from an existing volunteer record.

+ Add Volunteer Record

Click a recently used organization:

- » ADMIN (Global Projects) CalNat Program
- » Aquarium of the Pacific
- » Cabrillo Aquarium
- » Dominguez Rancho Adobe Museum
- » Living Arroyo
- » Ocean Education Outreach
- » UC Riverside Palm Desert Center

Or, create a new volunteer record from scratch:

- » **New Volunteer Record**

You may also find an existing volunteer record in your list and use the *Copy* button to start from one that's already been filled out.

Cancel

es... Partner... More Filters...

Organization	Volunteer Hours	Miles Traveled	Actions
Living Arroyo	4h	0.00 miles	View Edit Delete
tees Ocean Education Outreach	5h	0.00 miles	View Edit Delete
ation Program Cabrillo Aquarium	4h	0.00 miles	View Edit Delete
tees Ocean Education Outreach	10h	0.00 miles	View Edit Delete
tees Ocean Education Outreach	5h	0.00 miles	View Edit Delete
s Aquarium of the Pacific	2h	0.00 miles	View Edit Delete
Dominguez Rancho Adobe Museum	20h	5.00 miles	View
ADMIN (Global Projects) CalNat Program	17h	5.00 miles	View
UC Riverside Palm Desert Center	4h	10.00 miles	View
	71h	20.00 miles	

Adding Volunteer Hours

Click the “All Organizations”
Button

New Volunteer Record

Add a New Volunteer Record

Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.

All Organizations

Submit Volunteer Record

Participant

 **Eliot Freutel**
Community Education Spe

Status

0%

New Record

[What's Missing?](#)

Instructions

Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?

Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

Adding Volunteer Hours

Click the “Add New Organizations” Button

The screenshot shows a web application interface for adding a new volunteer record. The main form is titled 'New Volunteer Record' and contains a section 'Add a New Volunteer Record' with instructions to complete the form and click the green 'Submit' button. Below this is a section for 'Organization*' with a dropdown menu. A modal window titled 'Select a Organization' is open, showing a list of organizations with a 'Select' button next to each. The modal also includes a search bar and a 'Managed By' dropdown. The background form has a 'Participant' section with a profile picture and name, a 'Status' section with a progress bar, and an 'Instructions' section. The modal window lists the following organizations: American River College - Los Rios CC District, American River Conservancy, Audubon Canyon Ranch: Bouverie Preserve, Audubon Canyon Ranch: Martin Griffith Preserve, Bolsa Chica Conservancy, Calaveras Big Trees Association, Camp Ocean Pines, Catalina Island Conservancy, Chico Creek Nature Center, City College of San Francisco, College of the Redwoods, Columbia College, Community Nature Connection, Cuesta College, Dominguez Rancho Adobe Museum, and Effie Yeaw Nature Ctr/American River Natural History. At the bottom of the modal is a '+ Add New Organization' button. The background form has a 'Submit Volunteer Record' button and a 'Cancel' button.

Adding Volunteer Hours

Type in the name of the organization you volunteered for and click the “Add Organization” Button

The screenshot shows a web interface for adding volunteer hours. The main form is titled "New Volunteer Record" and includes a section for "Add a New Volunteer Record" with instructions to complete the form and click the "Submit" button. Below this is a field for "Organization*" with a dropdown menu. A modal window is open, titled "Select a Organization", showing a list of organizations with "Select" buttons next to each. A red arrow points to the "Add Organization" button at the bottom of the modal. The modal also includes a search bar, a filter dropdown, and a "History" link. The background form has a sidebar with sections for "Participant", "Status", "Instructions", and "Need Help?".

New Volunteer Record

Add a New Volunteer Record
Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered

Your Organizations

Select a Organization
Click the *Select* button next to your choice

Filter: **Volunteer Partner** (52) **Empty** (3)

Search... Managed By.. ▾

Select	American River College - Los Rios CC District
Select	American River Conservancy
Select	Audubon Canyon Ranch: Bouverie Preserve
Select	Audubon Canyon Ranch: Martin Griffith Preserve
Select	Bolsa Chica Conservancy
Select	Calaveras Big Trees Association
Select	Camp Ocean Pines
Select	Catalina Island Conservancy
Select	Chico Creek Nature Center
Select	City College of San Francisco
Select	College of the Redwoods
Select	Columbia College
Select	Community Nature Connection
Select	Cuesta College
Select	Dominquez Rancho Adobe Museum

History

Organization*

Cancel Add Organization Cancel

Participant
Eliot Freutel
Community Education Spe

Status
0%
New Record
[What's Missing?](#)

Instructions
Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?
Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

Adding Volunteer Hours

Click the “All
Activities” Button



Name of Organization

Add a New Volunteer Record

Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.


Name of Organization [Remove](#)

[Your Organizations](#) [All Organizations](#)

Activity*
Select/Add the activity in which you participated. You'll have an opportunity to provide more details after you make your choice.

[All Activities](#)

Participant

 **Eliot Freutel**
Community Education Spe

Status

9%


New Record
[What's Missing?](#)

Instructions

Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?

Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

[Submit Volunteer Record](#)

Adding Volunteer Hours

Name of Organization

Add a New Volunteer Record
Complete the form below and click the green *Submit* button at the bottom.


Organization *
Select/Add the organization where you volunteered.

Select an Activity
Please try to select one of these options before you create a new service opportunity.
Click the *Select* button next to your choice.

Search... Category...

- Select Bioblitz
- Select Boards and Committees
- Select Building/Woodwork
- Select Camera Trap
- Select Capstone Project (Community Resilience & Adaptation)
- Select Capstone Project (Conservation/Restoration)
- Select Capstone Project (Education/Interpretation)
- Select Capstone Project (Environmental & Climate Justice)
- Select Capstone Project (Participatory Science)
- Select Capstone Project (Program Support)
- Select Clean-up Efforts
- Select Community Organizing
- Select Community Planning
- Select Conference Support
- Select Education/Interpretation Program
- Select Education Materials Production
- + Other Activity

Participant

 **Eliot Freutel**
Community Education Spe

Status

9%

New Record
[What's Missing?](#)

Instructions

Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?

Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

[Cancel](#) [Submit Volunteer Record](#)

Select the activity that best describes your volunteering record.



Adding Volunteer Hours

Name of Organization

Add a New Volunteer Record
Complete the form below and click the green *Submit* button at the bottom.

Organization *
Select/Add the organization where you volunteered.

Select an Activity
Please try to select one of these options before you create a new service opportunity.
Click the *Select* button next to your choice

Search... Category...

- Select Bioblitz
- Select Boards and Committees
- Select Building/Woodwork
- Select Camera Trap
- Select Capstone Project (Community Resilience & Adaptation)
- Select Capstone Project (Conservation/Restoration)
- Select Capstone Project (Education/Interpretation)
- Select Capstone Project (Environmental & Climate Justice)
- Select Capstone Project (Participatory Science)
- Select Capstone Project (Program Support)
- Select Clean-up Efforts
- Select Community Organizing
- Select Community Planning
- Select Conference Support
- Select Education/Interpretation Program
- Select Education Materials Production
- + Other Activity

Participant

Eliot Freutel
Community Education Spe

Status

9%

New Record
[What's Missing?](#)

Instructions

Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?

Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

[Cancel](#) [Submit Volunteer Record](#)

If you have just been added to the portal, record your capstone project as your first 8 hours.

Adding Volunteer Hours

Use the provided fields to describe your volunteering activity and then click “Submit Volunteer Record”

Clean-up Efforts

Add a New Volunteer Record

Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.

Name of Organization [Remove](#)

[Your Organizations](#) [All Organizations](#)

Activity*
Select/Add the activity in which you participated. You'll have an opportunity to provide more details after you make your choice.

Clean-up Efforts [Remove](#)

[All Activities](#)

Description
In the box below you may find examples of activities that might occur with this volunteer service. **Please edit the description to accurately reflect your volunteer service.**

Removed 20 pounds of trash from local beaches


Categories
Conservation/Restoration

Service Date*
When did you volunteer?

Date ☐ Multiple Days [More Below - Scroll Down ↓](#)

[Submit Volunteer Record](#)

Participant

**Eliot Freutel**
Community Education Spe

Status

20%

New Record

[What's Missing?](#)

Instructions

Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?

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