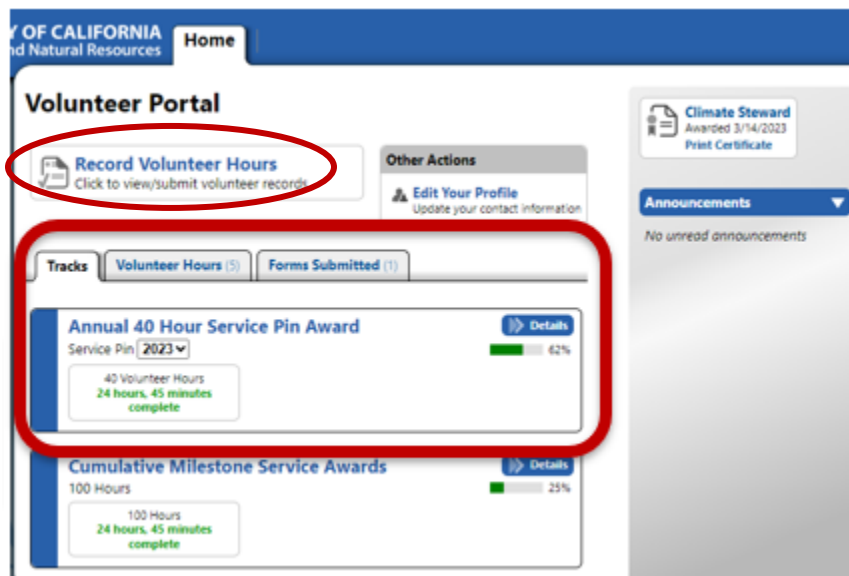


How to Log Volunteer hours as a Certified California Naturalist or Climate Steward

Step 1

Log into the Volunteer Portal at <https://apps.ideal-logic.com/ucanr>. From your home page you can see your progress towards 40 volunteer hour Service award for the current year.



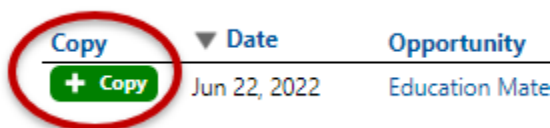
Step 2

Click on **Record Volunteer Hours** near the top of the window. Look at previous records entered to determine if you need to [create a new entry for a new organization](#)

[+ Add Volunteer Record](#)



or simply take the [short-cut to copy a previous record](#)





Step 3a-Add a New Record

To add a new record, click on **Record Volunteer Hours** near the top of the window. Choose the organization from your list of your organizations. If this is a new organization for you,

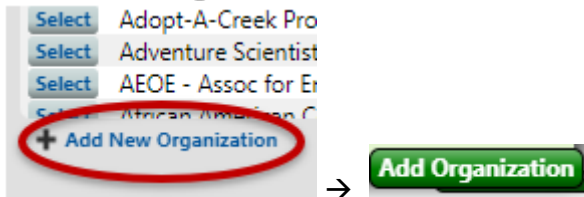


select **New Volunteer Record**

ORGANIZATION: Click on **All Organizations** and choose the new organization that you are volunteering with.



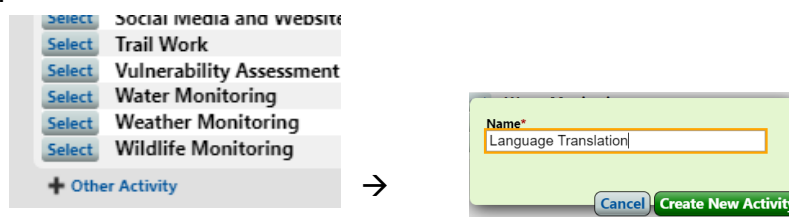
If your organization is not listed, click on **+Add New Organization** at the bottom of the list. Type in the name of the organization and click Add Organization. It will be added to your profile for future entries.



Activity*
Select/Add the act details after you m

ACTIVITY: Select **All Activities**. Scroll through the list to find the category of activity that best fits your volunteer service. Note: The six **Stewardship Project** () activities (previously called Capstone) are reserved for the first 8 hours spent on your Stewardship project.

If your service does not fit into one of the categories listed, click **+Other Activity** and type in a new activity category .



Enter subsequent information:

- A simple **Title** and short **Description**,
- the Service **Date**, Volunteer **Hours**, **Miles Traveled**,

County*
Select the col

California

- **County** (click the **California** button to select the county),
- **Place**, **City** and **zip code** of your service (e.g. the area where you volunteered or where the item you created will be used such as a reserve, park, community, trail etc),
- **Volunteer Information** (If you volunteered as a California Naturalist or Climate Steward)
- **Impact** (Select **No** unless your service includes an impact report)

Submit Volunteer Record

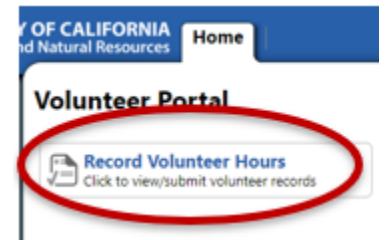
Click **Submit Volunteer Record**

Done!

To add hours of service for this activity, use the Copy feature: If you continue to volunteer on this project, you can quickly add additional hours by copying this record then entering the new date and time.

Step 3b-Shortcut – Copy a Previous Record

From your [Volunteer Portal](#) dashboard, click on **Record Volunteer Hours** near the top of the window. If you have already entered a related volunteer record, you can use the copy feature as a short-cut.



- **Choose the similar activity from your list of volunteer records and click Copy.**

Volunteer Records

+ Add Volunteer Record

Search... Program... Date... Categories

Volunteer Hours: **32h.15m** | Miles Traveled: **204.00 miles**

Copy	Date	Opportunity	Orgar
+ Copy	Jul 27, 2023	Education Support	Peppe
+ Copy	Jul 19, 2023	Education Support	Peppe
+ Copy	Jun 10, 2023	Restoration	Peppe

- **Scroll down to enter the new date & hours** for this new record.

- **Update other information** as needed.

Then click **Submit Volunteer Record**

Submit Volunteer Record

Well Done!