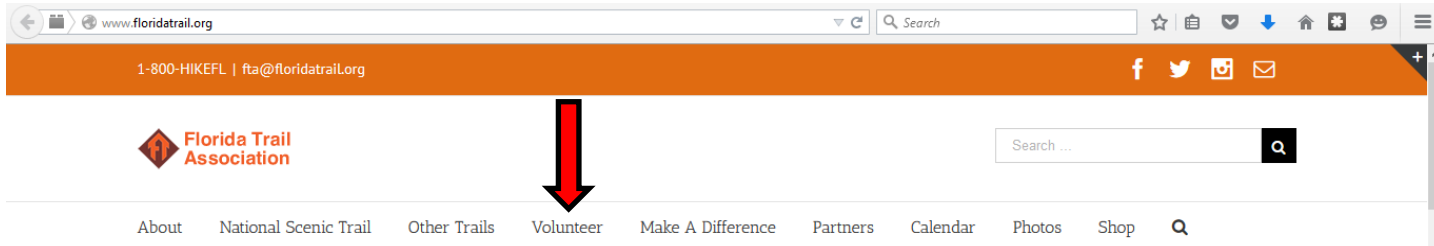


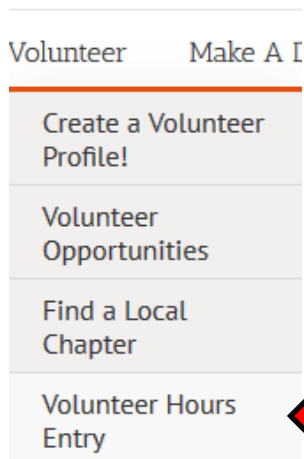
# VOLUNTEER HOURS ENTRY GUIDE

Watch our [YouTube Guide!](#)

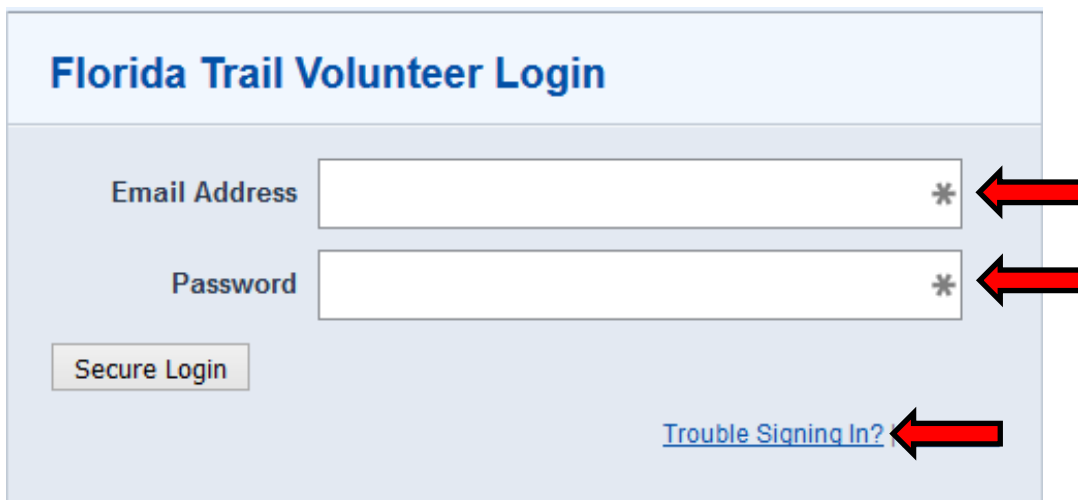
1. Access our website: [www.floridatrail.org](http://www.floridatrail.org), and click the “Volunteer” drop-down menu.



2. In the drop-down menu, click “Volunteer Hours Entry.”



3. In the login window, enter your personal email address and password. **Please note:** Generic emails/passwords will no longer work; you must use your individual login credentials.
4. If you’ve forgotten your password, click the “Trouble Signing In?” link.



# VOLUNTEER HOURS ENTRY GUIDE

## PASSWORD RECOVERY

5. If you've clicked "Touble Signing In?," you will be taken to this screen.
6. Enter your email address, and then click the check box that says "I'm not a robot." You may need to complete a security check. If prompted, complete this security procedure.
7. Wait for the green checkmark to appear. Then click the "Recover" button.

**Password Recovery**

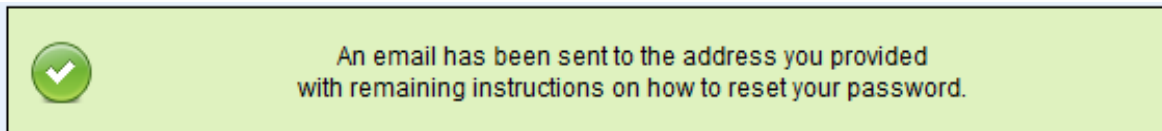
Email Address

Are you a Robot?

I'm not a robot

 reCAPTCHA  
Privacy - Terms

8. You will be redirected to the entry portal, and will receive this message.



9. Navigate to your email server, and find our recovery email. It will come from the "Florida Trail Association" and will have the subject "Lost Your Password at FTA?"
10. In this email, click the "Reset my FTA Volunteer Password" link.



Hello there!

Looks like you used the Forgot Password link for your Volunteer at

[Reset my FTA Volunteer password](#)

If you did not request a password reset, or if you remembered you

See you soon!

Florida Trail Association

# VOLUNTEER HOURS ENTRY GUIDE

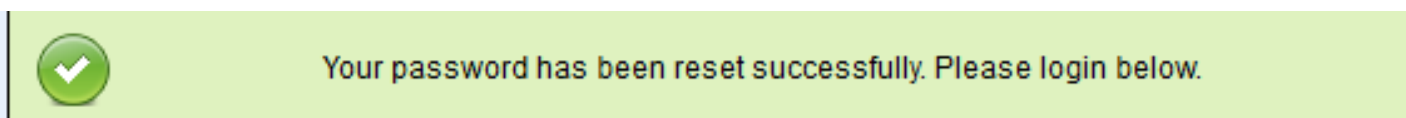
11. Next, create your new password, and then click the “Reset Password” button.
12. This password must be at least 7 characters. Please use a mix of characters (numeric, alpha, special).

## Reset Your Password

Password  \*

Confirm Password  \*

13. You will be redirected to the entry portal, and will receive this message.



14. Enter your email address, and new password. Then, click the “Secure Login” button.

## Florida Trail Volunteer Login

Email Address  \*

Password  \*

[Trouble Signing In?](#) | [Register](#)

# VOLUNTEER HOURS ENTRY GUIDE

15. After you sign-in, you will be directed to your individual profile.
16. As a new feature of our database, you now have full administrative access to your individual profile.
17. Please review your profile, and update any outdated information.
18. Click “My Profile” to view your complete profile.

The screenshot shows the FL Trail Vol dashboard. At the top, there is a navigation bar with 'FL Trail Vol', a '+ New Volunteer Hours Report' button, 'Dashboard', and the user name 'Karl Borton'. On the left, a sidebar contains 'Overview', 'My Profile', and 'Reset PW'. The main content area is titled 'Florida Trail Association' and 'My Volunteer Overview'. It displays the following information:

- My Total Volunteer Hours:** 0 Hours Recorded
- My Total Volunteer Miles:** 0 Miles Recorded
- My Address:** 5415 SW 13 Street, Gainesville, FL 32608
- Certifications:** First Aid/CPR (exp 06/15/2015), Wilderness First Aid (exp 06/01/2017)
- Affiliation:** Florida Crackers Chapter

A red arrow points to the 'My Profile' link in the sidebar.

19. In your profile (“My Profile”), click the “Edit” button to edit your Volunteer Profile.
20. We will highlight how to edit your Volunteer Profile in a separate guide.



21. After you update your profile, click the “New Volunter Hours Report” button to enter a new project report.

This screenshot is identical to the previous one, showing the FL Trail Vol dashboard. A red arrow now points to the '+ New Volunteer Hours Report' button in the top navigation bar.

# VOLUNTEER HOURS ENTRY GUIDE

22. You will be redirected to the “[Volunteer Hours Entry](#)” form.
23. Complete this form. Any field marked **red** is a mandatory field. You must complete these fields. Please complete as much of this form as you can complete. All data is important, including the grey fields.

24. Please be aware of two new dynamic fields in the “Volunteer Hours Entry” form.
25. The first dynamic field is the “Maintenance Unit” field. In this field you can enter your project’s maintenance unit. This unit is the segment of trail that you maintained during your project.
26. Start to type the name of your maintenance unit, and a drop-down menu of options will appear.
27. Select the correct “Maintenance Unit” from the list of options.

## Maintenance Unit \*

fnst

Agency	Land Management Unit	Maintenance Unit
FFS ( CENTRAL )	Withlacoochee SF-Citrus Tract	Citrus FNST - From CR 480 north to Whisperin following the east side of the Citrus
FFS ( CENTRAL )	Withlacoochee SF-Citrus Tract	Citrus FTA - All non-FNST parts of the Citrus H

# VOLUNTEER HOURS ENTRY GUIDE

- 28. If you are unsure of your maintenance unit, please download our “Maintenance Unit Reference Guide.”
- 29. This guide is located on our website on the “[Crew Leader Corner](#)” page.
- 30. WEBSITE: <http://www.floridatrail.org/crew-leader-corner/>

The screenshot shows the Florida Trail Association website. The header includes the logo and navigation menu. The main content area is titled "Crew Leader Corner" and contains introductory text about volunteer forms and the "Volunteer Hours Entry System". Below this, a section titled "Guides" lists five links. The link for "Maintenance Unit Reference Guide" is highlighted with a red box and a red arrow pointing to it from the right. A larger red box and arrow also point to the same link in a larger view of the "Guides" section below.

## Guides

- [Guide for Volunteer Hours Entry](#)
- [Volunteer Hours Reference Guide](#)
- [Maintenance Unit Reference Guide](#)
- [Guide for Search and Editing Volunteer Reports](#)
- [Guide for adding/editing Calendar Activities](#)

# VOLUNTEER HOURS ENTRY GUIDE

31. The second dynamic field is the “Volunteer” field. In this field you can search for and select each volunteer, who participated in your Volunteer Work Party.
32. Start to type their name. If they have a volunteer profile, their name should appear in the related drop down menu. You may need to give the form a second to load.

## Volunteers \*

A screenshot of a dropdown menu for selecting volunteers. The search bar at the top contains the text "Karl". Below the search bar, two volunteer profiles are listed. The first profile, "Karl M Borton" with email "KarlB@floridatrail.org", is highlighted in green and has a red arrow pointing to it. The second profile, "Karl A Spencer-Armond" with email "karl.armond@gmail.com", is not highlighted.

33. Once you’ve selected all volunteers, you can input their “hours” and “miles driven.”

## Volunteers \*

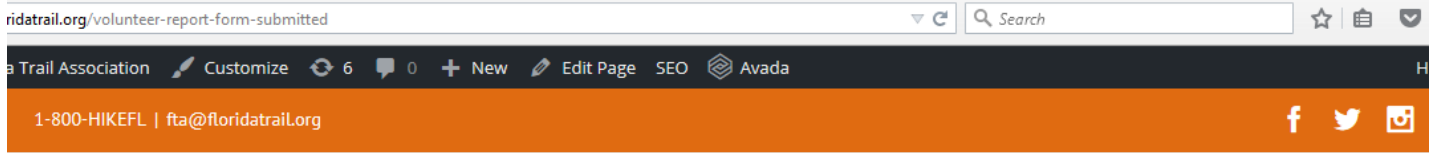
A screenshot of the volunteer entry form. The search bar at the top contains the text "Type in a search and select volunteers...". Below the search bar, the name "Karl M Borton" is selected. To the right of the name, there are two input fields: "23 hrs" and "234 miles driven". Red arrows point to the "hrs" and "miles driven" labels.

34. Once you’ve completed the “Volunteer Hours Entry” form, click the “Submit” button to submit your Project Report (aka: Volunteer Hours Entry Report).
35. If you’ve missed any mandatory fields, the form will tell you which fields to complete.

A screenshot of the form submission area. It features two input fields: "Feet of Boardwalk Maintained" with a value of "0.00" and "Feet of Boardwalk Built" with a value of "0.00". Below these fields is a blue "Submit" button. A red arrow points to the "Submit" button.

# VOLUNTEER HOURS ENTRY GUIDE

36. After you submit your “Volunteer Hours Entry” report, you will see our confirmation message.  
37. Congratulations! You have just submitted your first “Volunteer Hours Entry” report.



Search ...

- About
- National Scenic Trail
- Other Trails
- Volunteer
- Make A Difference
- Partners
- Calendar
- Photos
- Shop

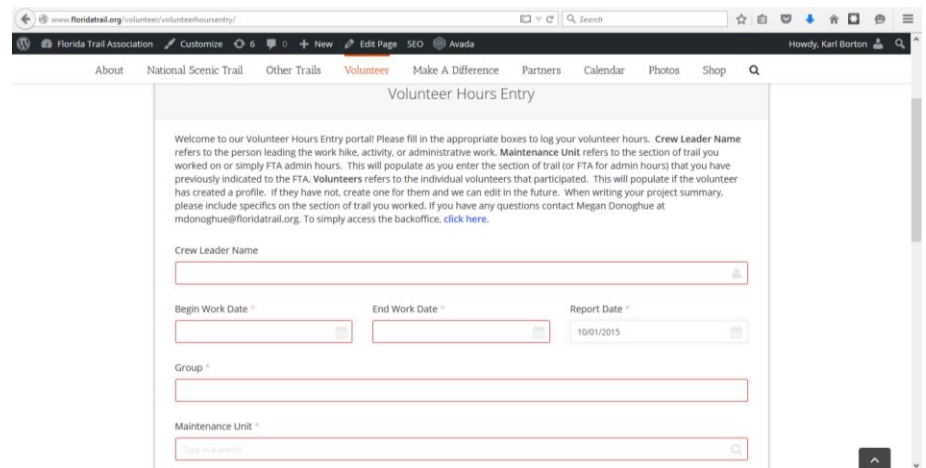
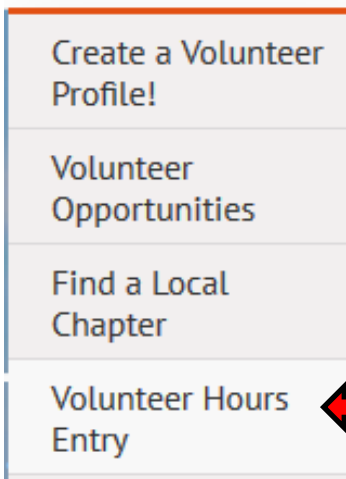
Thank you for submitting volunteer hours or filling out your volunteer profile!

Tracking volunteer hours is crucial to the future of the Florida Trail, Florida Trail System, and Florida Trail Association! Contact our Volunteer Program Coordinator, [volunteer@floridatrail.org](mailto:volunteer@floridatrail.org), with any questions or concerns. We hope to see you on the trail, and thanks for your service!

- [To find a local chapter near you, click here!](#)
- [To submit another report, click here!](#)
- [To search and/or edits your reports, click here!](#)

38. If you stay logged-in to your volunteer profile, you can easily access the “Volunteer Hours Entry” form.  
39. On our homepage, click the “Volunteer” drop down menu and select “Volunteer Hours Entry.”  
40. WEBSITE: <http://www.floridatrail.org/volunteer/volunteerhoursentry/>  
41. Use this form to enter “Volunteer Hours Entry” reports.

Volunteer e A



42. If you have any questions, email the Volunteer Program Coordinator: [volunteer@floridatrail.org](mailto:volunteer@floridatrail.org).