VOLUNTEER HOURS ENTRY GUIDE

Watch our YouTube Guide!

1. Access our website: 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.
5. If you’ve clicked “Trouble 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.

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

   An email has been sent to the address you provided with remaining instructions on how to reset your password.

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.
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).

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.
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 Please review your profile, and update any outdated information.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.

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 Volunteer Hours Report” button to enter a new project report.
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.
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/
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.

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

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.
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.

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/](http://www.floridatrail.org/volunteer/volunteerhoursentry/)
41. Use this form to enter “Volunteer Hours Entry” reports.

42. If you have any questions, email the Volunteer Program Coordinator: volunteer@floridatrail.org.