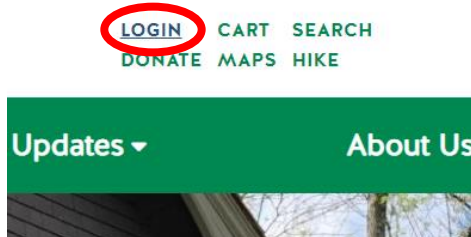


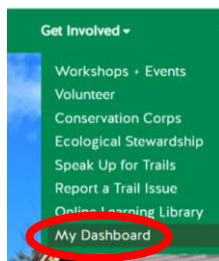


## ONLINE REPORTING INSTRUCTIONS

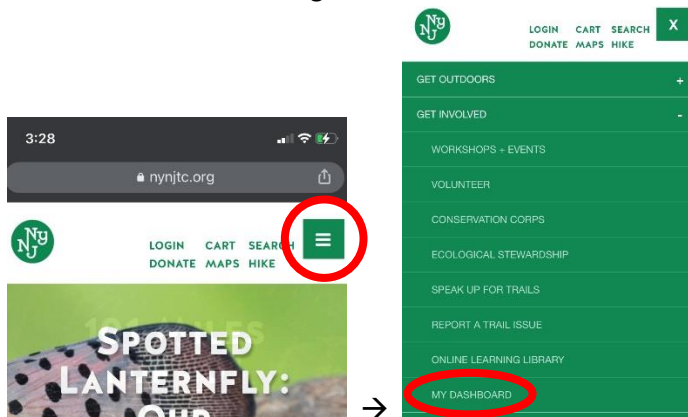
1. Go to [nynjtc.org](http://nynjtc.org) on your desktop or mobile device
2. Click “Login” on the upper right-hand corner. If this is your first time logging in, follow the [Dashboard Access Instructions](#).



3. **Desktop:** Click “Get Involved” → select “My Dashboard” in the dropdown menu



- Mobile:** Click the hamburger menu → Click “Get Involved” → Select “My Dashboard”



4. Navigate to the Online Reporting module on the dashboard (Desktop: top left box; Mobile: top box). Follow instructions below for the [Online Form](#) and the [Activity Reports](#).





## Trail Volunteer Online Reporting Form

Report your volunteer hours as close to real-time as possible

1. Navigate to the [Individual Trail Volunteer Report Form](#) (you must be logged in to access it)
2. Your name will already be populated because you are logged in
3. Select your role
  - a. *Note: Corridor Managers select "Supervisor" for your role*
  - b. *Note: For clubs, please utilize the online form how you would the previous PDF form. If only the club leader reported, then the club leader will report as a maintainer and under "Number of workers" they will include the number of club members who have completed work. If club members report as individuals, then they will each complete an online report.*

**Role \*** Select the role that you are reporting volunteer hours for

- Select -

- Select -

Maintainer

Shelter Caretaker

Corridor Monitor

Sawyer / Swamper

Supervisor

Local Trails Chair

RTC Chair

4. *Special note for Supervisors and Corridor Managers:* If you have a team member who does not have computer access, you may enter hours for them. Note this function is only for those who do not have computer access and not just for those who prefer older methods. Change is hard but we all need to start taking steps toward the future together, so all who are able need to input their own hours.

**Report Hours on Behalf of Another Volunteer**

Select "Yes" if you are entering hours for another volunteer. If "Yes" then all remaining entries should be applicable to that volunteer.

- No
- Yes

**Volunteer First Name \*** Enter the first name of the volunteer

**Volunteer Last Name \*** Enter the last name of the volunteer

**Volunteer Role \*** Select the role of the volunteer

- Select -

5. Select the RTC region you volunteer in. If you're not sure, ask your leader

**RTC Region \*** Select the RTC Region where the work was done

- Select -

- Select -

Catskills

East Hudson

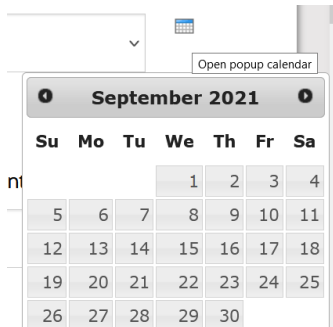
Long Path

New Jersey

West Hudson



6. Select the LTC Chair region you volunteer in. If you're not sure, ask your leader.
7. Select the Supervisor / Corridor Manager region you volunteer in. If you're not sure, ask your leader.
8. Select the park you volunteer in. If work is spread evenly over more than one park, the park is unknown or the park is not listed select "Other."
9. Enter the date for the day the volunteer work was done. The goal is to report as close to real-time as possible. There is a small calendar to the right you can click and select the date, or use the drop down menus.



10. Enter roundtrip travel hours YOU traveled. Travel is the amount of time spent in/on your mode of transportation to and from the worksite. Once you exit your transportation (car, bike, train, bus, etc.) it becomes work hours. *Enter in decimals to the quarter hour: .25 = 15 min, .5 = 30 min, .75 = 45 min, 1 = 60 min, etc.*
11. Enter the on-the-ground work hours YOU spent (the time between you leaving your mode of transportation and getting back to it) *Enter in decimals to the quarter hour: .25 = 15 min, .5 = 30 min, .75 = 45 min, 1 = 60 min, etc.*
12. Enter administrative hours for any activity pertinent to your role beyond travel and on-the-ground work. Such as filling out the reporting form, speaking with your leader, etc. *Enter in decimals to the quarter hour.*
13. Enter # of workers for the trip. Enter 1 for yourself then add the number of people that joined you (2 = you and one additional person). **Only** add people to the count who **are not** Trail Conference volunteers who would fill out their own report (if you have an assigned co-maintainer they should fill out their own form.)
  - a. *Note: Travel hours and work hours will automatically be multiplied by # of workers. We recognize these hours may sometimes differ between you and the other workers; that is OK.*
14. **Most important step: Immediately** email your leader to let them know about any issues/challenges/changes that came up during your trip. Real-time reporting of these items will allow for more timely action and communication to ensure trails are in quality condition.
15. If you want to view or change your submissions, return to the form. At the top there will be a green bar; click "View your previous submissions"

## INDIVIDUAL TRAIL VOL

You have already submitted this form. [View your previous submissions.](#)

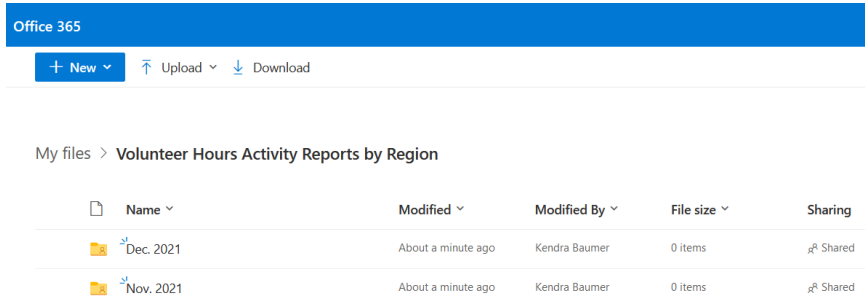
You will be able to view all of your submissions. If you need to change any data, click "Edit" → make your changes → click "Save" at the bottom of the page



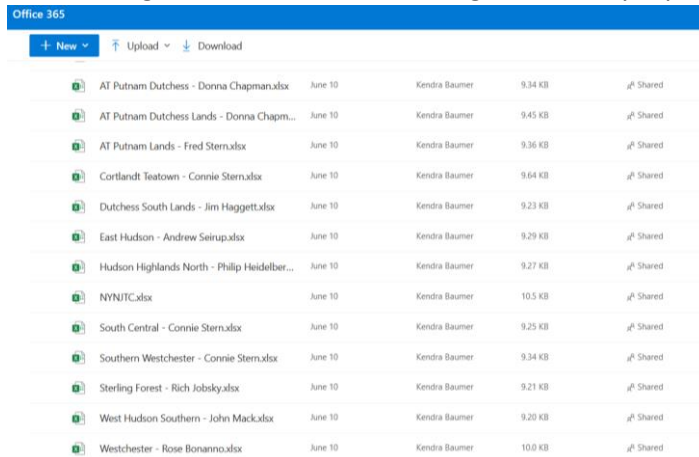
## Volunteer Hours Activity Reports by Region

Reports will be updated on a monthly basis

1. Navigate to the Microsoft cloud folder housing the [Volunteer Hours Activity Reports by Region](#) (you do not need to have Microsoft installed to access the folder)



2. Click through the folders to find the regional activity report you are looking for. Example below:



3. Open the Excel file you are interested in to see the latest uploaded activity report. From here you may just view or download the activity report from the "File" option

Cortlandt Teatown - Connie Stern.xlsx - Microsoft Excel

Date	First Name	Last Name	Role	Park	Number of Workers	Travel Hours	Work Hours	Admin Hours
1/23/2021	Mary	Ayers	Maintainer	Briarcliff-Peekskill Trailway	1	0.50	1.50	0.00
3/17/2021	Mary	Ayers	Maintainer	Briarcliff-Peekskill Trailway	1	0.50	2.00	0.00
1/8/2021	Joshua	Diamond	Maintainer	Briarcliff-Peekskill Trailway	1	0.00	1.50	0.00
4/6/2021	Joshua	Diamond	Maintainer	Briarcliff-Peekskill Trailway	1	0.00	2.50	0.00
6/9/2021	Joshua	Diamond	Maintainer	Briarcliff-Peekskill Trailway	2	2.00	8.00	0.00
1/25/2021	Daniel	Gruza	Maintainer	Briarcliff-Peekskill Trailway	1	1.00	2.00	0.00
2/4/2021	Michael	Pashley	Sawyer / Swamper	Hudson Highlands Gateway Park	1	0.50	4.00	0.75
1/25/2021	Connie	Stern	Supervisor	Other	1	1.00	2.00	0.00
7/19/2021	Connie	Stern	Supervisor	Other	1	1.00	0.00	3.00
<b>Report Total</b>						<b>6.50</b>	<b>23.50</b>	<b>3.75</b>