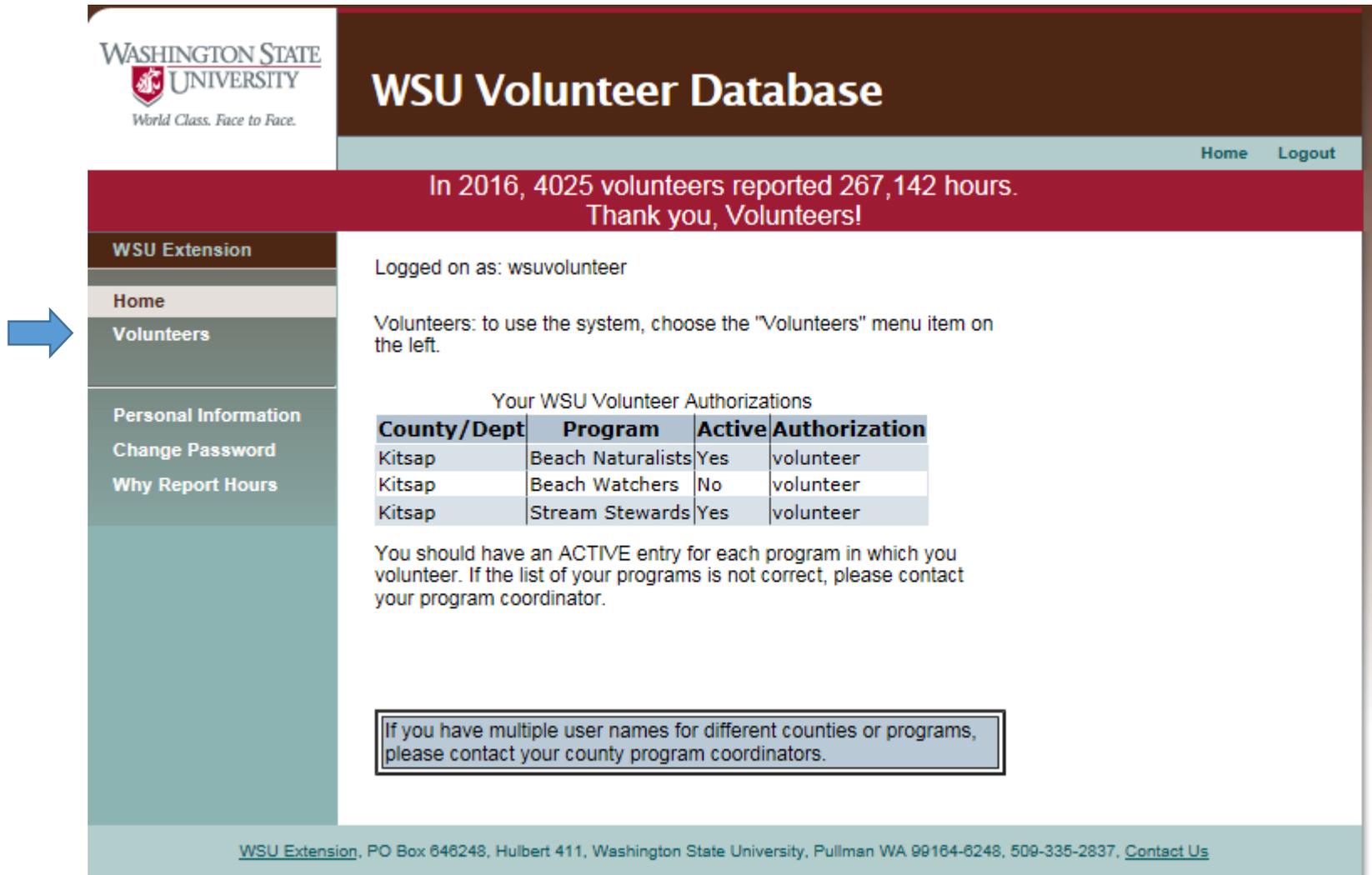


Tip Sheet for logging volunteer hours into the WSU Volunteer database

You will see this page once you've logged in. On the left side, click on Volunteers



WASHINGTON STATE UNIVERSITY
World Class. Face to Face.

WSU Volunteer Database

Home Logout

In 2016, 4025 volunteers reported 267,142 hours.
Thank you, Volunteers!

Logged on as: wsuvolunteer

Volunteers: to use the system, choose the "Volunteers" menu item on the left.

Your WSU Volunteer Authorizations

County/Dept	Program	Active	Authorization
Kitsap	Beach Naturalists	Yes	volunteer
Kitsap	Beach Watchers	No	volunteer
Kitsap	Stream Stewards	Yes	volunteer

You should have an ACTIVE entry for each program in which you volunteer. If the list of your programs is not correct, please contact your program coordinator.

If you have multiple user names for different counties or programs, please contact your county program coordinators.

[WSU Extension](#), PO Box 646248, Hulbert 411, Washington State University, Pullman WA 99164-6248, 509-335-2837, [Contact Us](#)

You will see this screen after you click Volunteers. Click Enter Activity.

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WSU Extension

Home

Volunteers

- Enter Activity
- View/Edit Activity
- Program Supervisor
- Report - My Hours
- MG - Hours
- Report - State

Personal Information

- Change Password
- Why Report Hours?

A-Z Index Campuses myWSU WSU Search WSU Home

WSU Volunteer Database

Home Logout

Logged on as: wsuvolunteer

Volunteers: select from the follow menu items on the left to use the WSU Volunteer System.

Menu Item	Task
Enter Activity	Record new volunteer activity by program, category, and date.
View/Edit Activity	Modify or delete volunteer activities that you entered earlier.
Program Supervisor	Check and possibly change the person entered as your program supervisor.
Report	Take a quick look at the data you've entered for the specific time period you select.
Personal Information	Revise the your personal information (e.g. email, address).
Change Password	Change your password.

[WSU Extension](#), PO Box 646248, Hulbert 411, Washington State University, Pullman WA 99164-6248, 509-335-2837, [Contact Us](#)

After you click Enter Activity, you will see this screen. The first thing to do is to Select the Program. Click on the down arrow to see Stream Stewards.



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WSU Volunteer Database

[Home](#) [Logout](#)

WSU Extension

Home

Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

MG - Hours

Report - State

Logged on as: wsuvolunteer

You must click the Save button at the bottom of this page in order for your hours to be recorded.

County /Department Location of Activity

Program Activity

Specific Activity Title

Example: Farmer's Market. (This may not be required by your county and program.)

Select a Date

<	September 2016							>
Su	Mo	Tu	We	Th	Fr	Sa		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		

Start Time

End Time

Enter your total contacts for each classification.

Female	Male	
<input type="text"/>	<input type="text"/>	White
<input type="text"/>	<input type="text"/>	Black/African American
<input type="text"/>	<input type="text"/>	Hispanic/Latin Origin
<input type="text"/>	<input type="text"/>	Asian/Hawaiian or Other Pacific Islander
<input type="text"/>	<input type="text"/>	American Indian/Alaska Native

Combined total: 0

After you select the Program that you volunteered for, then select the Activity that you participated in. See below for Activity examples. The 6 primary Activities are: Educating the Public, Educating Self, Program Support, Science, Stewardship and Support other organizations.



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WSU Volunteer Database

[Home](#) [Logout](#)

WSU Extension

Home

Volunteers

- Enter Activity
- View/Edit Activity
- Program Supervisor
- Report - My Hours
- MG - Hours
- Report - State

Logged on as: wsvolunteer

You must click the Save button at the bottom of this page in order for your hours to be recorded.

County /Department Location of Activity

Program Activity

Specific Activity Title

Enter Fem

Select a Date

<	September 2016							>
Su	Mo	Tu	We	Th	Fr	Sa		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		

Start Time

End Time

Admin
Clinics
Community Volunteer
Educating Public
Education - Self
Outreach to Public
Planning
Program Support
Research
Science
Stewardship
Support Other Org

may not be required

classification.

white

Black/African American

Hispanic/Latin American

Asian/Hawaiian or Other Pacific Islander

American Indian/Alaska Native

Combined total: 0

Examples of Activity choices:

(For more information about these Activities, please refer to the Who's Who and What's What for Kitsap County watershed stewardship program.)

<p><u>Educating the Public:</u></p> <ul style="list-style-type: none">• Beach explorations• Pier Peer Sea Life Explorations• Salmon Tours• Salmon in the Classroom• Water Festival; other educational fairs and festivals.	<p><u>Educating Self:</u></p> <ul style="list-style-type: none">• Beach Naturalist Training• Stream Stewards Training• Salmon Docent Training• Native Plant Classes• Field Trips• Beach explorations• Pier Peer Sea Life Explorations• Put The Child First Training	<p><u>Program Support:</u></p> <ul style="list-style-type: none">• Shore Friendly• Help in the office for the Water Stewardship Programs doing things like organizing historic files, laminating activity sheets, and designing flyers.• Salmon Viewing Park Stewardship Committee• Clear Creek Taskforce
<p><u>Science:</u></p> <ul style="list-style-type: none">• Beach Monitoring• Benthic Monitoring• COASST beached bird surveys• Suquamish Tribe Outmigration Trap	<p><u>Stewardship:</u></p> <ul style="list-style-type: none">• Tree planting, Native plant salvage and restoration/enhancement• Buck Lake County• Poulsbo Fish Park• Illahee Forest Preserve• Lion's Park on Lebo• Newberry Hill Heritage Park• North Kitsap Heritage Park• Banner Forest	<p><u>Support Other Organizations:</u></p> <ul style="list-style-type: none">• Poulsbo Marine Science Center• Kitsap Audubon Society• Kitsap Conservation District• Kitsap County Citizens Advisory Groups

After you select Activity, write the Specific Activity Title of the volunteer activity, click on the date of the activity (use the left and right arrows at the top of the calendar to get to the correct month; the day will gray when selected), click the hours you volunteered from the drop down under the start/end times. If you volunteered with the public, do your best to complete contact details (gender/ethnicity).



WSU Volunteer Database

[Home](#) [Logout](#)

WSU Extension

Logged on as: wsvolunteer

Home

You must click the Save button at the bottom of this page in order for your hours to be recorded.

Volunteers

County /Department Location of Activity

Program Activity

Specific Activity Title
Example: Farmer's Market. (This may not be required by your county and program.)

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

MG - Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Select a Date

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Enter your total contacts for each classification.

Female	Male	
<input type="text" value="3"/>	<input type="text" value="2"/>	White
<input type="text" value="1"/>	<input type="text" value="1"/>	Black/African American
<input type="text" value="1"/>	<input type="text" value="1"/>	Hispanic/Latin Origin
<input type="text" value="1"/>	<input type="text"/>	Asian/Hawaiian or Other Pacific Islander
<input type="text" value="1"/>	<input type="text"/>	American Indian/Alaska Native

Start Time

End Time

Combined total: 11

Elapsed time: 2 hours.

Save

Clear the form

When you finish recording your hours, click on Save button. Note, the database screen limits you to entering one time period. If you volunteer for 2 non-consecutive shifts in a single day, you will need to make 2 entries for your time.



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WSU Volunteer Database

[Home](#) [Logout](#)

WSU Extension

Home

Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

MG - Hours

Report - State

Logged on as: wsvolunteer

You must click the Save button at the bottom of this page in order for your hours to be recorded.

County /Department

Program

Location of Activity

Activity

Specific Activity Title
Example: Farmer's Market. (This may not be required by your county and program.)

Select a Date

<	September 2016							>
Su	Mo	Tu	We	Th	Fr	Sa		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		

Start Time

End Time

Elapsed time: 2 hours.

Enter your total contacts for each classification.

	Female	Male	
	<input type="text" value="3"/>	<input type="text" value="2"/>	White
	<input type="text" value="1"/>	<input type="text" value="1"/>	Black/African American
	<input type="text" value="1"/>	<input type="text" value="1"/>	Hispanic/Latin Origin
	<input type="text" value="1"/>	<input type="text"/>	Asian/Hawaiian or Other Pacific Islander
	<input type="text" value="1"/>	<input type="text"/>	American Indian/Alaska Native

Combined total: 11

Save
Clear the form

When you've successfully recorded your hours, you'll see this message. If you're recording more hours, just click the Clear the Form button for a new screen

Home
Logout

WSU Extension

Home

Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

MG - Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Logged on as: wsuvolunteer

This entry was saved. You can use this page to add another entry, logout, or select another menu item from the menu on the left.
 Click to close this box (optional). ✕

You must click the Save button at the bottom of this page in order for your hours to be recorded.

County /Department

Program

Location of Activity

Activity

Specific Activity Title
Example: Farmer's Market. (This may not be required by your county and program.)

Select a Date

<	September 2016							>
Su	Mo	Tu	We	Th	Fr	Sa		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		

Start Time

End Time

Elapsed time: 2 hours.

Enter your total contacts for each classification.

	Female	Male	
<input type="text" value="3"/>	<input type="text" value="2"/>		White
<input type="text" value="1"/>	<input type="text" value="1"/>		Black/African American
<input type="text" value="1"/>	<input type="text" value="1"/>		Hispanic/Latin Origin
<input type="text" value="1"/>	<input type="text"/>		Asian/Hawaiian or Other Pacific Islander
<input type="text" value="1"/>	<input type="text"/>		American Indian/Alaska Native

Combined total: 11

Save
Clear the form

If you would like to check or change the hours you recorded, click [View/Edit Activity](#).

The screenshot shows the WSU Volunteer Database website. On the left is a navigation sidebar with the WSU logo and the tagline "World Class. Face to Face." Below the logo are sections for "WSU Extension", "Home", "Volunteers", and "Personal Information". The "Volunteers" section is expanded, showing links for "Enter Activity", "View/Edit Activity", "Program Supervisor", "Report - My Hours", "MG - Hours", and "Report - State". The "Personal Information" section includes "Change Password" and "Why Report Hours?". The main content area has a dark header with "WSU Volunteer Database" and "Home Logout" links. Below the header, it says "Logged on as: wsuvolunteer". A text prompt reads "Volunteers: select from the follow menu items on the left to use the WSU Volunteer System." Below this is a table with two columns: "Menu Item" and "Task". The "View/Edit Activity" row is highlighted in yellow. At the bottom of the page, there is a footer with contact information for WSU Extension and a copyright notice.

Menu Item	Task
Enter Activity	Record new volunteer activity by program, category, and date.
View/Edit Activity	Modify or delete volunteer activities that you entered earlier.
Program Supervisor	Check and possibly change the person entered as your program supervisor.
Report	Take a quick look at the data you've entered for the specific time period you select.
Personal Information	Revise the your personal information (e.g. email, address).
Change Password	Change your password.

When you click View/Edit Activity, you will see a list of your hours.
Click on the Select button to View/Edit hours.

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WSU Volunteer Database

Home Logout

Logged on as: wsuvolunteer

Select the year

	Start Date	Start Time	County/Dept	Program	Activity	Location
Select	09/21/2016	12:30 PM	Kitsap	Stream Stewards	Program Support	Kitsap
Select	09/22/2016	10:00 AM	Kitsap	Beach Naturalists	Educating Public	Kitsap

To edit or delete activities, click the "Select" next to the activity.

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You will be taken to the data entry screen where you recorded your hours.



WSU Volunteer Database

Home Logout

Logged on as: wsuvolunteer

You must click the Save Changes button at the bottom of this page in order for your hours to be updated.

County/ Department: Location of Activity:

Program: Activity:

Specific Activity Title:
(Example: Vancouver Farmer's Market
This may not be required by your county and program.)

Start Date:

<	September 2016							>
Su	Mo	Tu	We	Th	Fr	Sa		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	1		
2	3	4	5	6	7	8		

Start Time:

End Time:

Elapsed time: 2 hours.

Enter your total contacts for each classification.

Female	Male	
<input type="text" value="3"/>	<input type="text" value="2"/>	White
<input type="text" value="1"/>	<input type="text" value="1"/>	Black/African American
<input type="text" value="1"/>	<input type="text" value="1"/>	Hispanic/Latino Origin
<input type="text" value="1"/>	<input type="text" value=""/>	Asian/Hawaiian or Other Pacific Islander
<input type="text" value="1"/>	<input type="text" value=""/>	American Indian/Alaska Native

Combined Total: 11

In this example, the date was changed from 9/22 to 9/15 (the correction is in red) and the times were changed to start at 3pm and end at 5pm. Once you've made the changes, click Save Changes.

Home
Logout



WSU Volunteer Database

Home
Logout

Logged on as: wsvolunteer

You must click the Save Changes button at the bottom of this page in order for your hours to be updated.

County/Department:

Program:

Location of Activity:

Activity:

Specific Activity Title:
(Example: Vancouver Farmer's Market
This may not be required by your county and program.)

Start Date

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Start Time:

End Time:

Elapsed time: 2 hours.

Enter your total contacts for each classification.

	Female	Male	
	<input type="text" value="3"/>	<input type="text" value="2"/>	White
	<input type="text" value="1"/>	<input type="text" value="1"/>	Black/African American
	<input type="text" value="1"/>	<input type="text" value="1"/>	Hispanic/Latino Origin
	<input type="text" value="1"/>	<input type="text"/>	Asian/Hawaiian or Other Pacific Islander
	<input type="text" value="1"/>	<input type="text"/>	American Indian/Alaska Native

Combined Total: 11

Save Changes
Delete
Cancel

After the changes are saved, you'll see the new date and start time under View/Edit Activity.

The screenshot shows the WSU Volunteer Database interface. On the left is a sidebar menu with the following items: WSU Extension, Home, Volunteers (with sub-items: Enter Activity, View/Edit Activity, Program Supervisor, Report - My Hours, MG - Hours, Report - State), and Personal Information (with sub-items: Change Password, Why Report Hours?). The main content area has a dark header with 'WSU Volunteer Database' and 'Home Logout' links. Below the header, it says 'Logged on as: wsuvolunteer'. There is a 'Select the year' dropdown menu set to '2016'. Below that is a table with columns: Start Date, Start Time, County/Dept, Program, Activity, and Location. The table contains two rows of activity data. Below the table, there is a note: 'To edit or delete activities, click the "Select" next to the activity.'

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WSU Volunteer Database

Home Logout

Logged on as: wsuvolunteer

Select the year

	Start Date	Start Time	County/Dept	Program	Activity	Location
Select	09/15/2016	3:00 PM	Kitsap	Beach Naturalists	Educating Public	Kitsap
Select	09/21/2016	12:30 PM	Kitsap	Stream Stewards	Program Support	Kitsap

To edit or delete activities, click the "Select" next to the activity.

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