PO Box 1620
Freeland, WA 98249
www.soundwaterstewards.org
info@soundwaterstewards.org

Dear Sound Water Steward,

Please email your Island Coordinator for your Volunteer Matters Email Invite.

Below are instructions on

- Steps before you can Log in
- Filling out Volunteer Registration Form and Volunteer Credentials
- How to:
    - Sign up for a project via the project catalog
    - Submit hours with the Self Report Hours Form located on your profile page

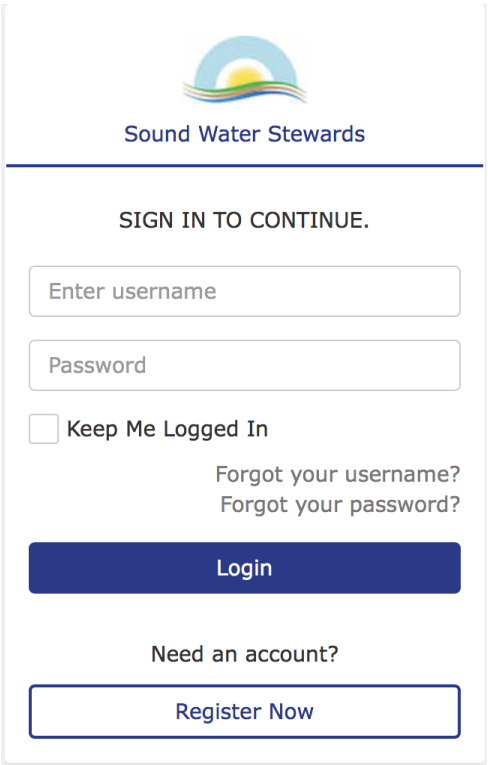
Logging in

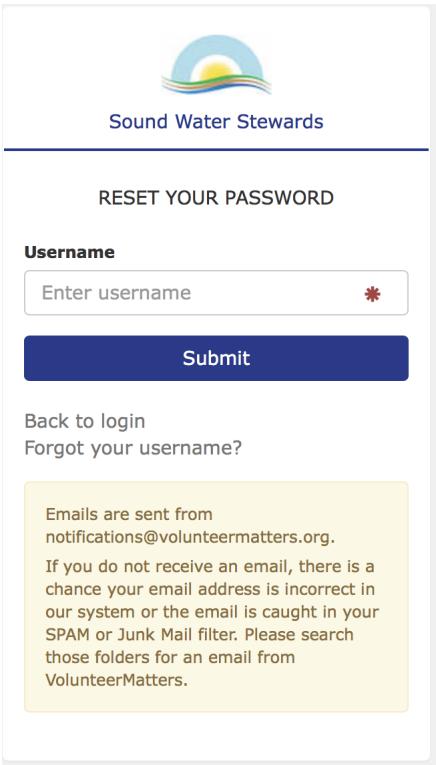
Receive and **Accept** Email Invite from Volunteer Matters via your Island Coordinator

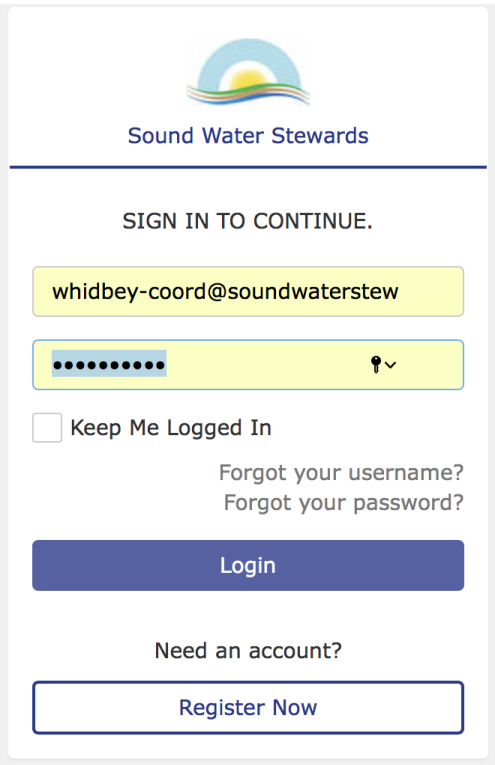
Next → Create Password→ Enter Email or Username*→ Sign in

***Note**:* Follow Email instructions, use your email associated with Sound Water Stewards. *Record your username : FirstLast Name i.e JoanSchrammeck *no space

Stuck? Hit Forgot Username, and you will receive an email, then in the forgot password box, type your username. If you cannot find your email invite in your inbox, please email Tabitha or Joan to resend. *Logging in picture at the end of tutorial.







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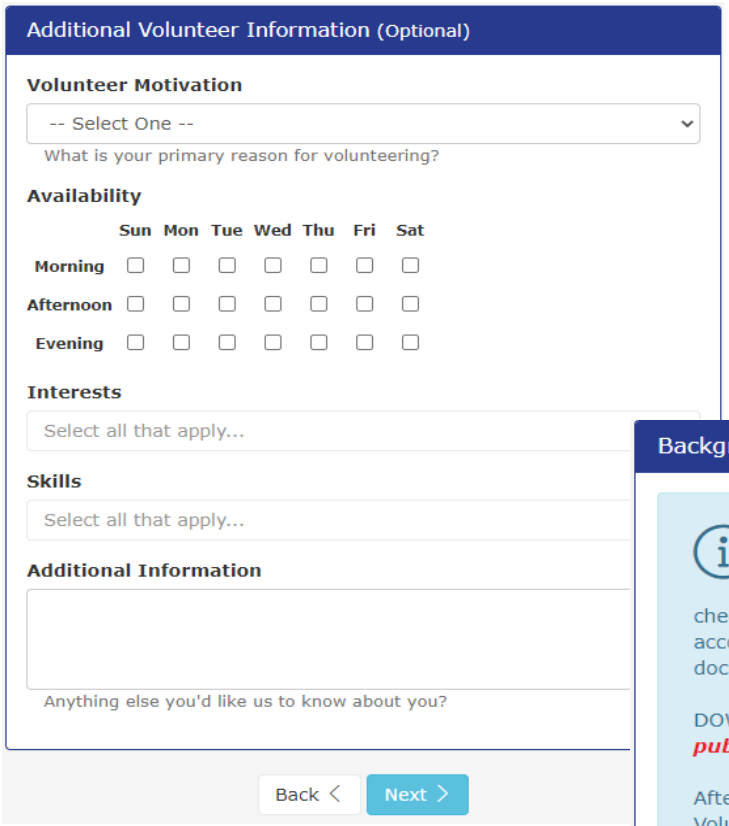
Fill out Volunteer Registration Form

- ☐ Fill out Email, Username (First & Last), Password, Repeat Password, and Basic Information
- ☐ Fill out additional Volunteer Information

Note: Your questions will help us to complete your background checks and identify your interests and skills to help align you with future projects.

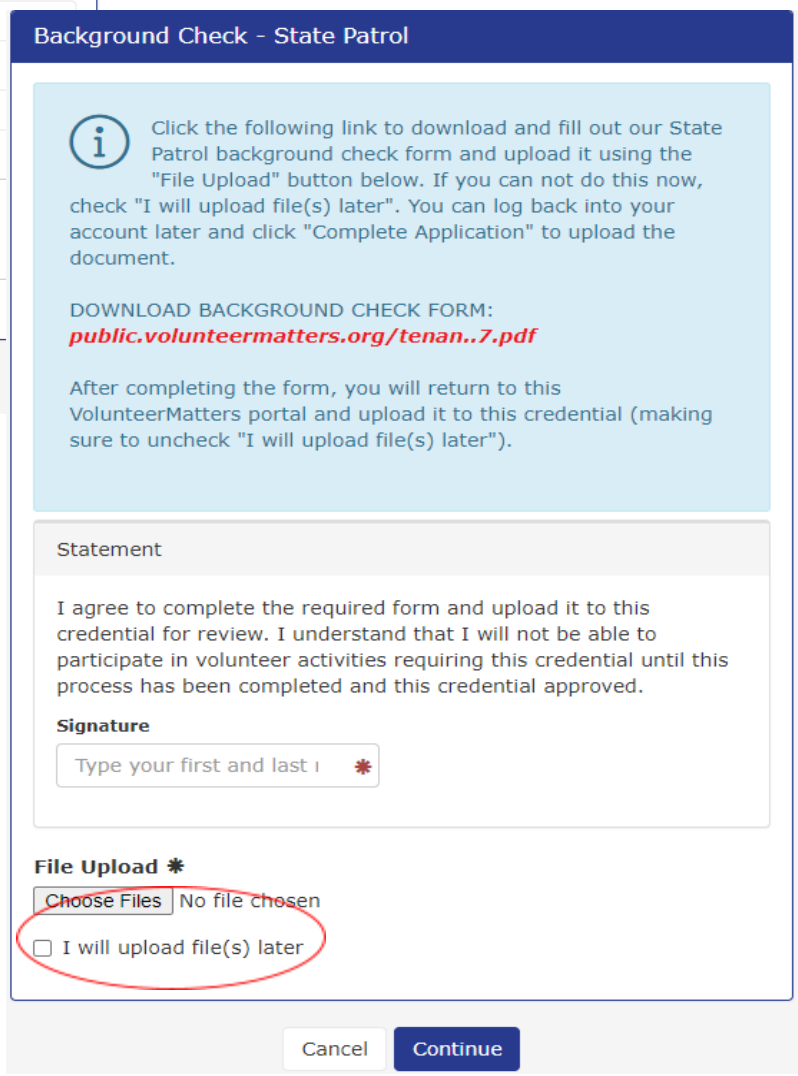


Volunteer Credentials

- ☐ Participant Waiver Agreement
- ☐ Background Check

Note: Class of 2020, 2021 or 2022
We have your background checks.
From Class of 2019 or earlier:
We need to complete all the fields.

**Staff will be asking for background checks to be completed every 3 years.*
You cannot use the same background check from another organization, per law.



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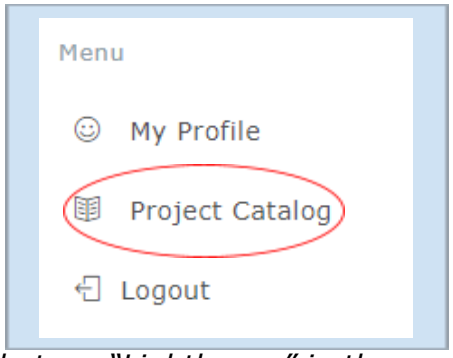
Note: Follow these steps to add your project/committee involvement to your profile inorder to record your hours, or sign up for a shift.



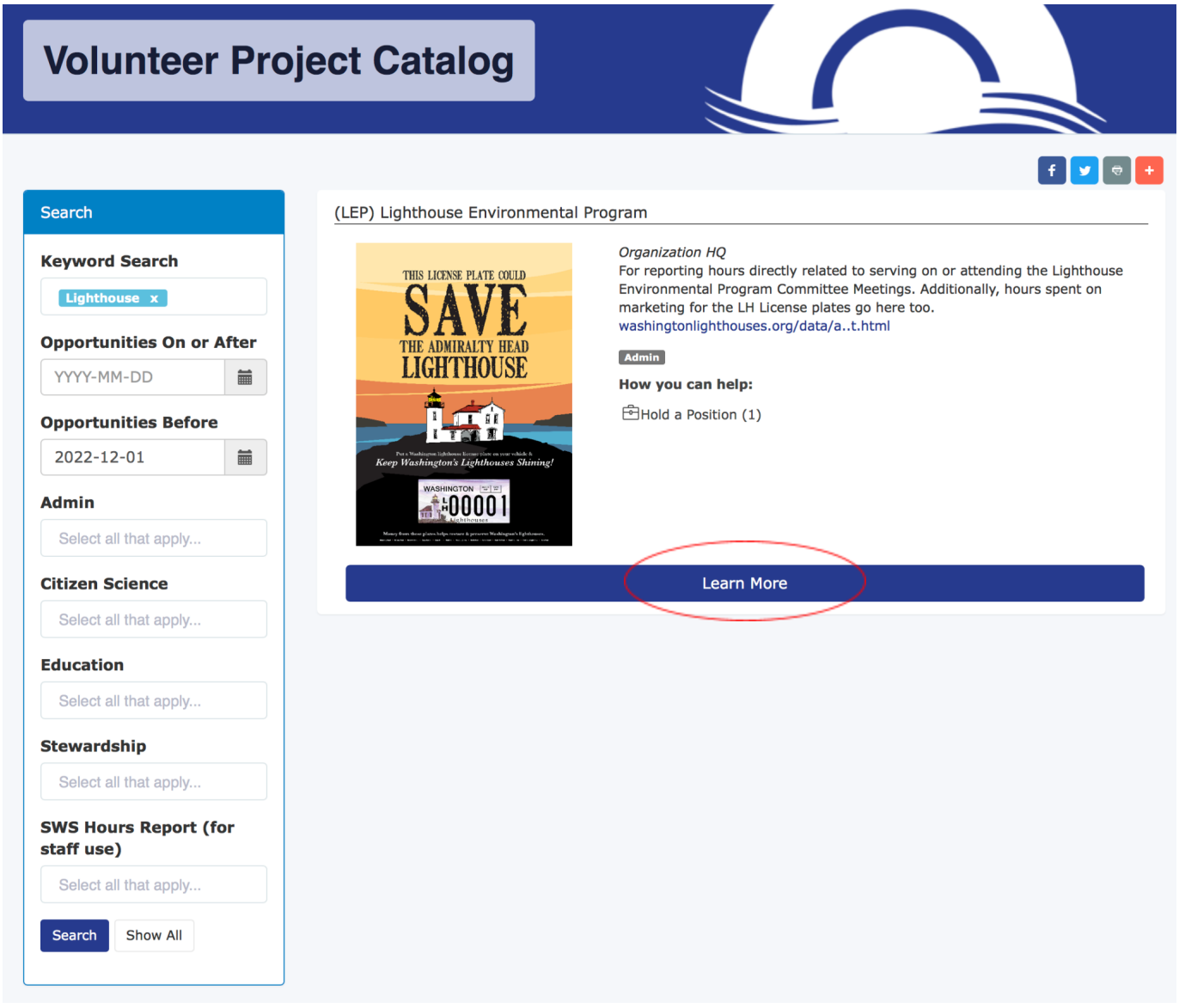
Locate | Project Catalog

→ **Click Project Catalog**
located in the left column Menu list

Use Search box, or scroll dow

At first use **Keyword Search** only and leave other boxes blank
→ **Click** Search below search column
→ **Click** Learn More

For this example type "Lighthouse" in the search box to populate (LEP) Lighthouse Environmental Program
Note: **Projects will populate on right**



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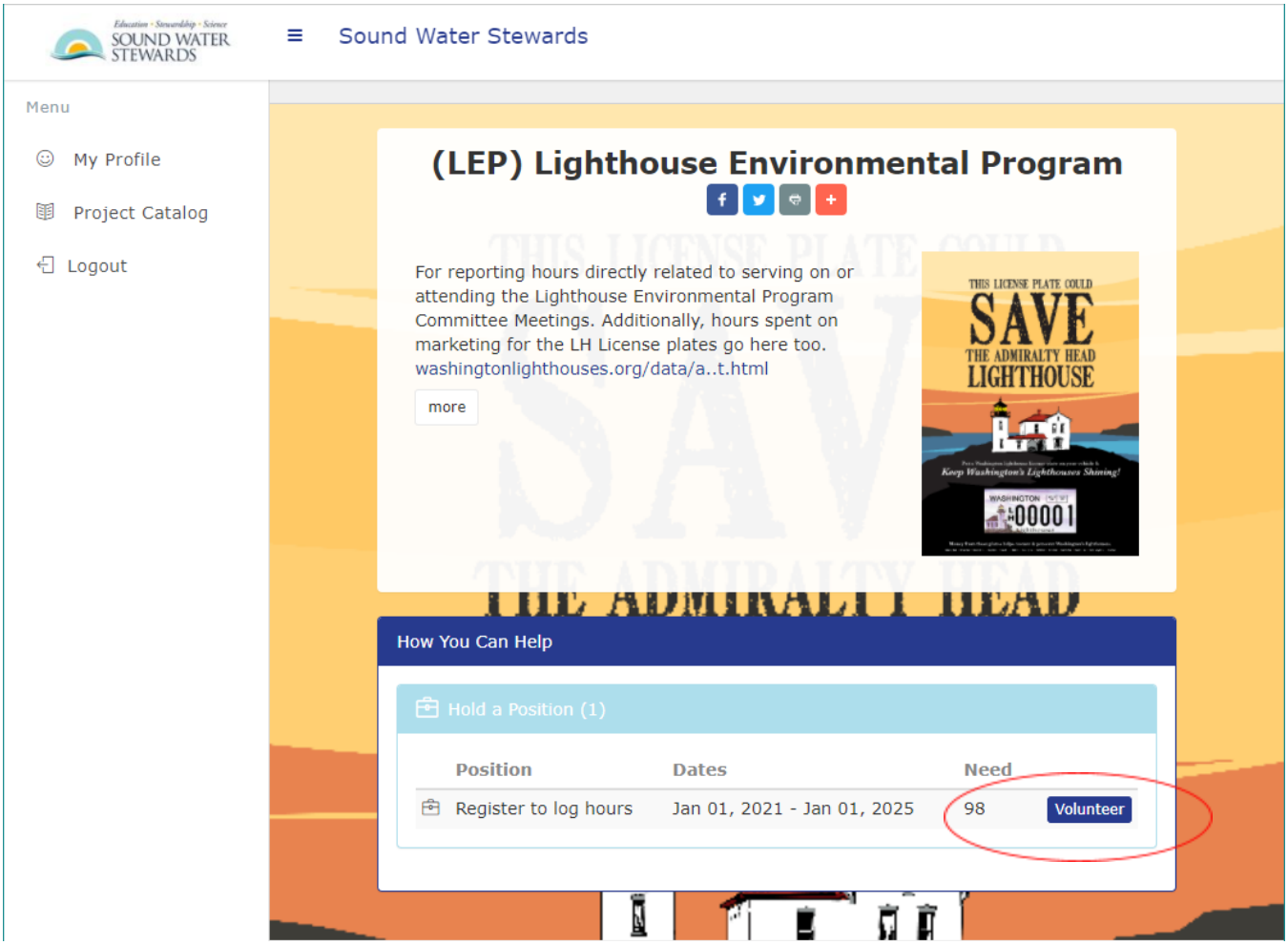
Locate Volunteer button

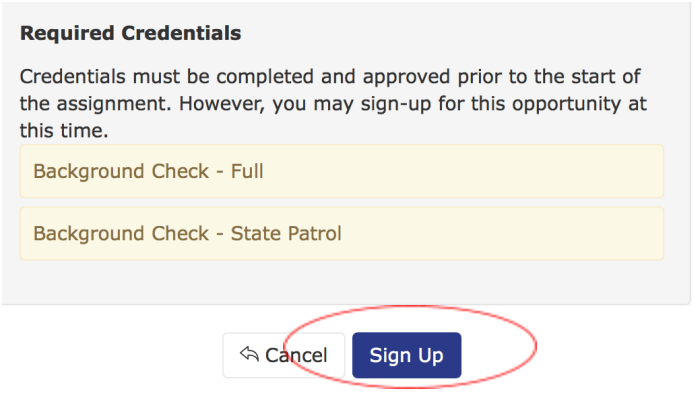
After clicking Learn More
→ **Click** Volunteer
→ **Click** Sign Up

Note: Volunteer button is located in the second text box under Hold a Position/ Need. You must follow these steps to "assign" yourself to a volunteer need.



If required credentials are needed, you will get a message that pops up. Your island coordinators will be working on reviewing and submitting background checks.

Note: If you are from class of 2020, 2021, or 2022, your background checks have been completed during your class registration.



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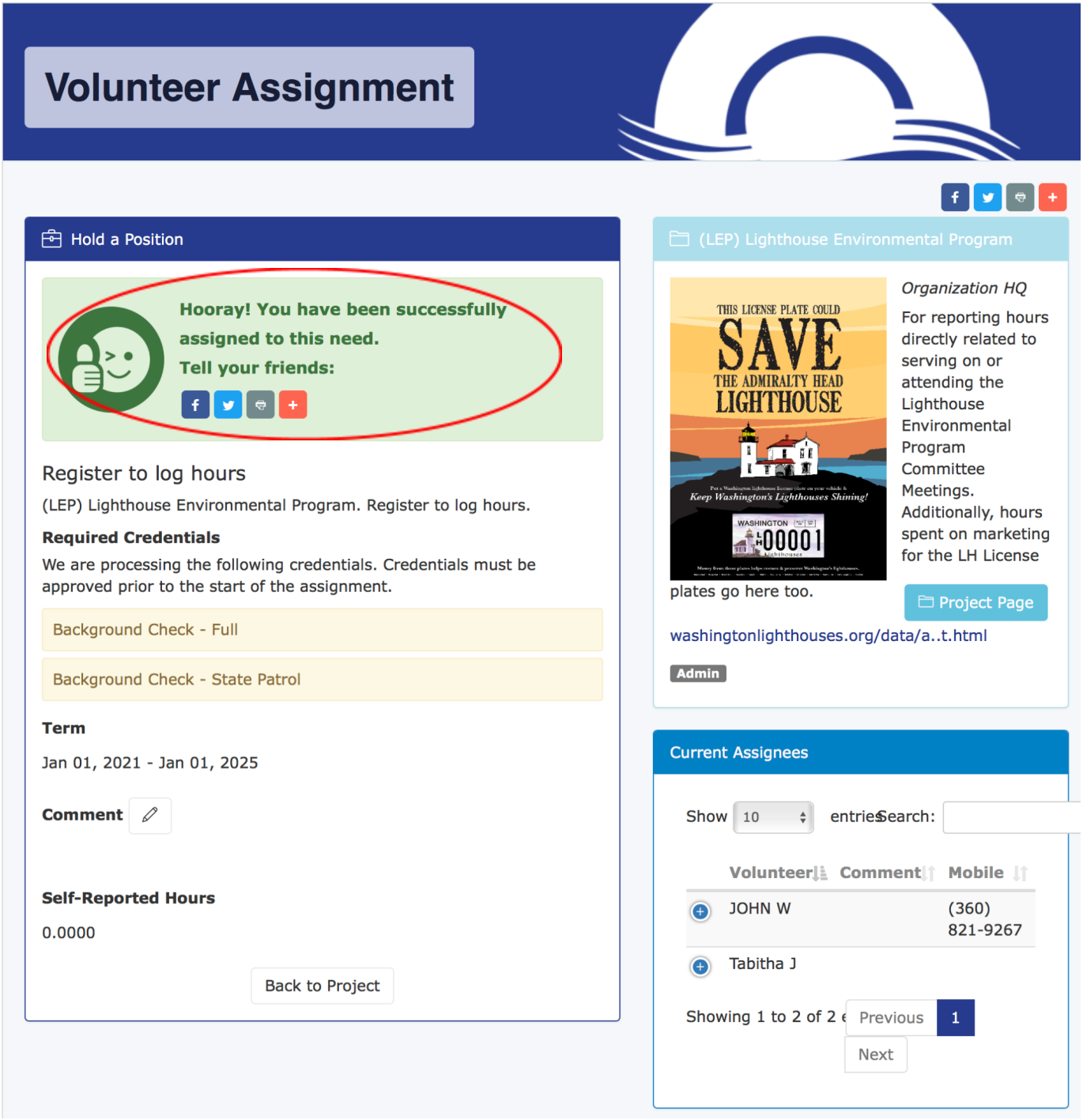
Volunteer Assignment

When you successfully click "sign up" for a project, you will get a message that says, **Hooray! You have been successfully assigned to this need**



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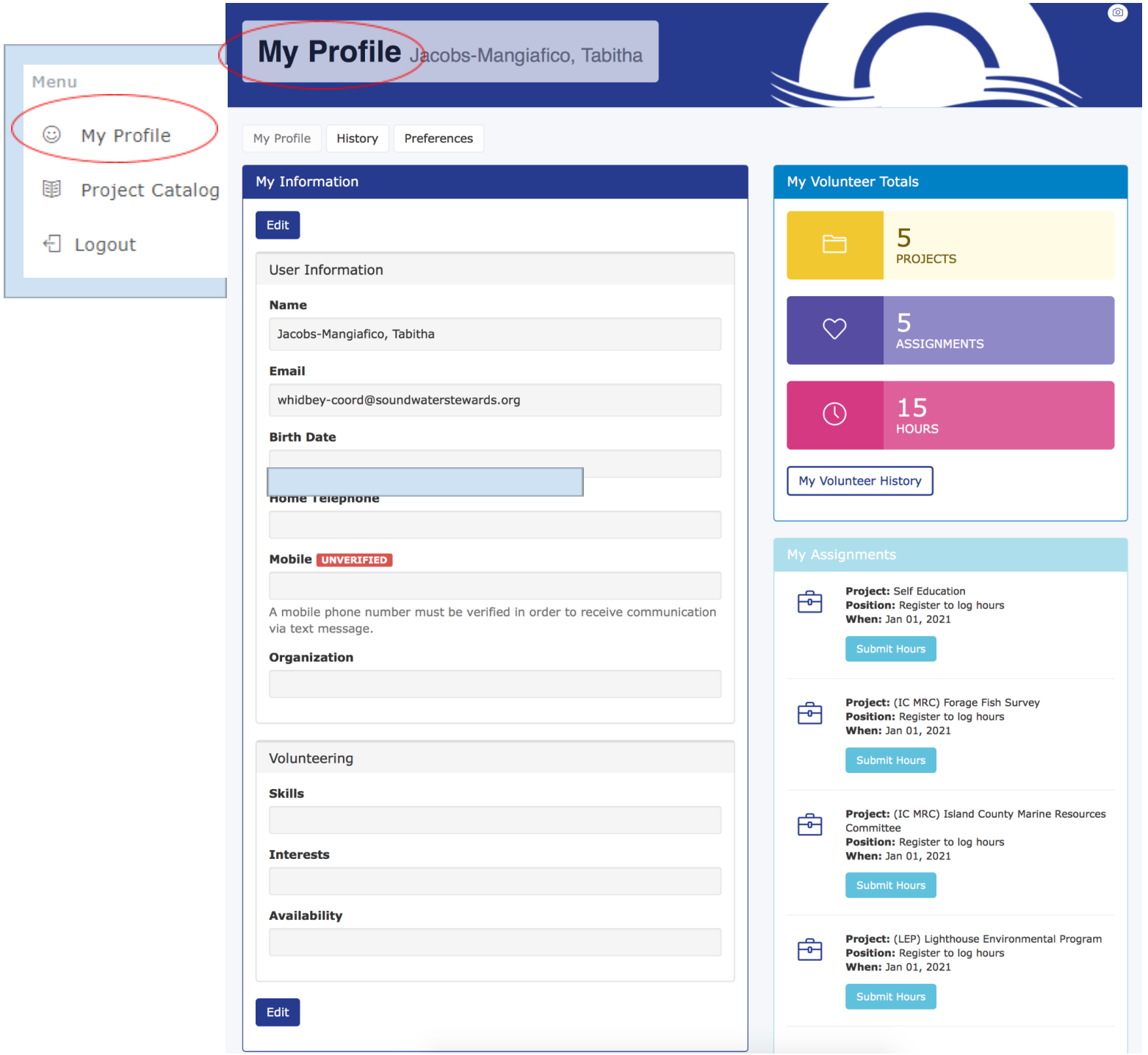
Locate "My Profile" to Report Hours Under "My Assignment

Go to the Menu on the Left
→ Click **My Profile** It will turn blue and bring you to your profile page.

Note: *The top of the page reads " My Profile". You will have 3 boxes:* My information, My Volunteer Totals *and* My Assignments.



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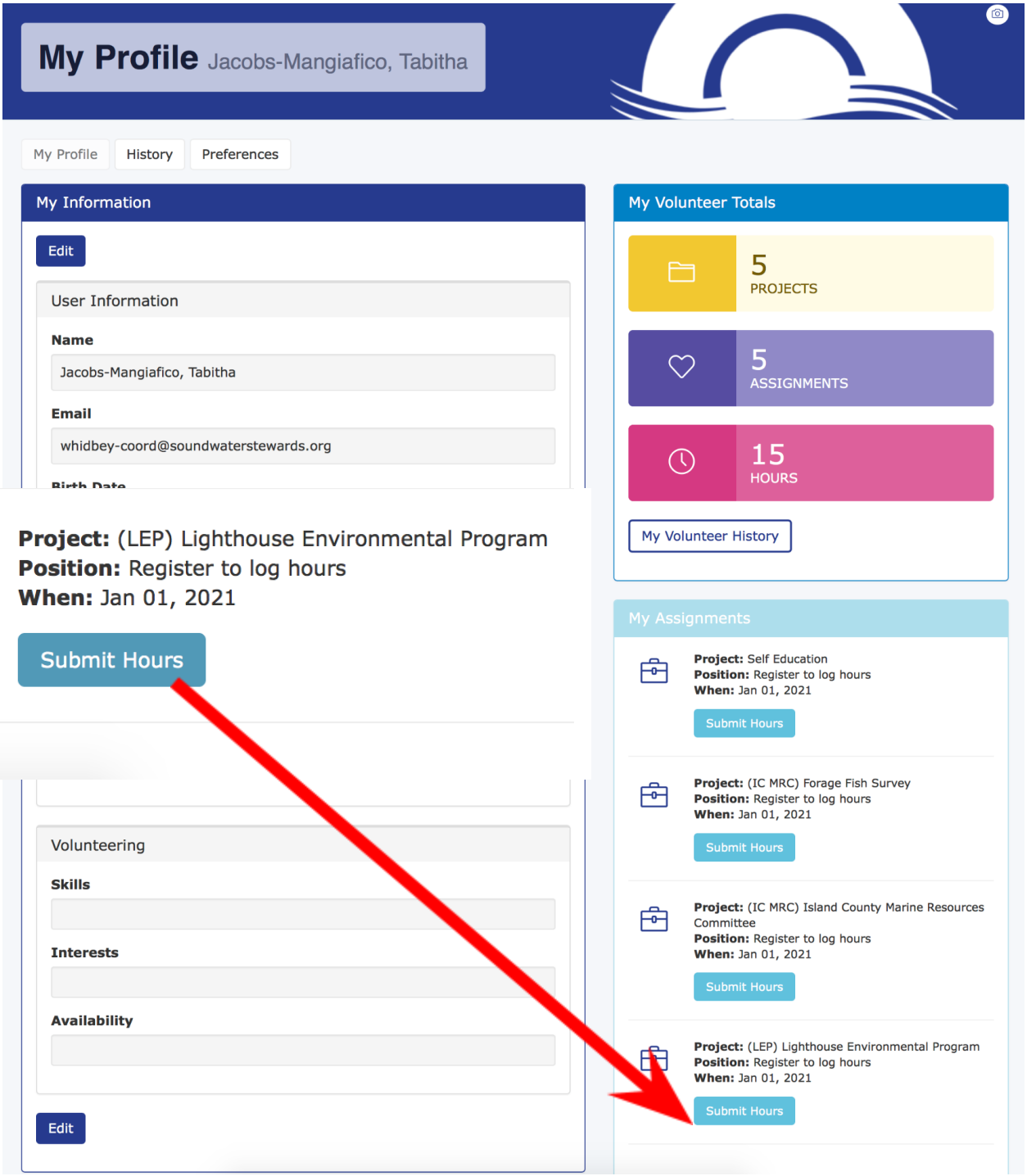
Locate volunteer "Projects" under "My Assignments"

Your projects you assigned yourself too will be under "My Assignments" box

Locate Project: Use the example "LEP" Lighthouse Environmental Program
→ Click **Submit Hours** **to "log" hours**

Note: *Assign yourself to a project/volunteer opportunity/ committee by following previous steps. After you click "Sign up" for a project and get the HOORAY message, your projects will be listed here.*



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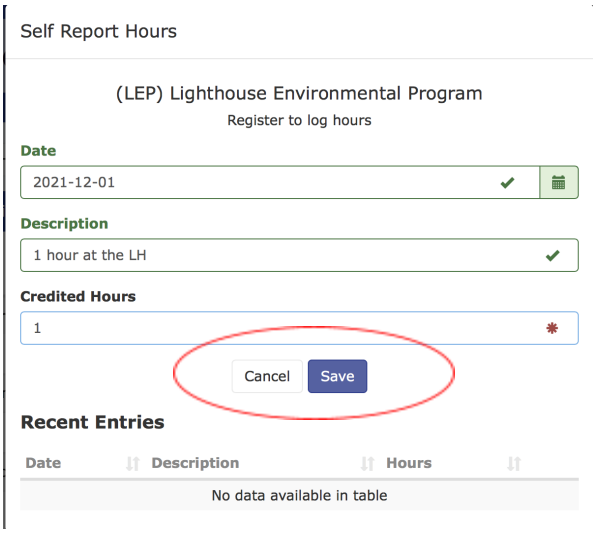
Self Report Hours

After you click Submit Hours to "log hours"" a pop up box will appear.



Please fill in the Self Report Hours form

If you sign up for a shift, for example, Education in the field, your hours will be automatically recorded!

***Note**: Need to catch up on recording hours?*

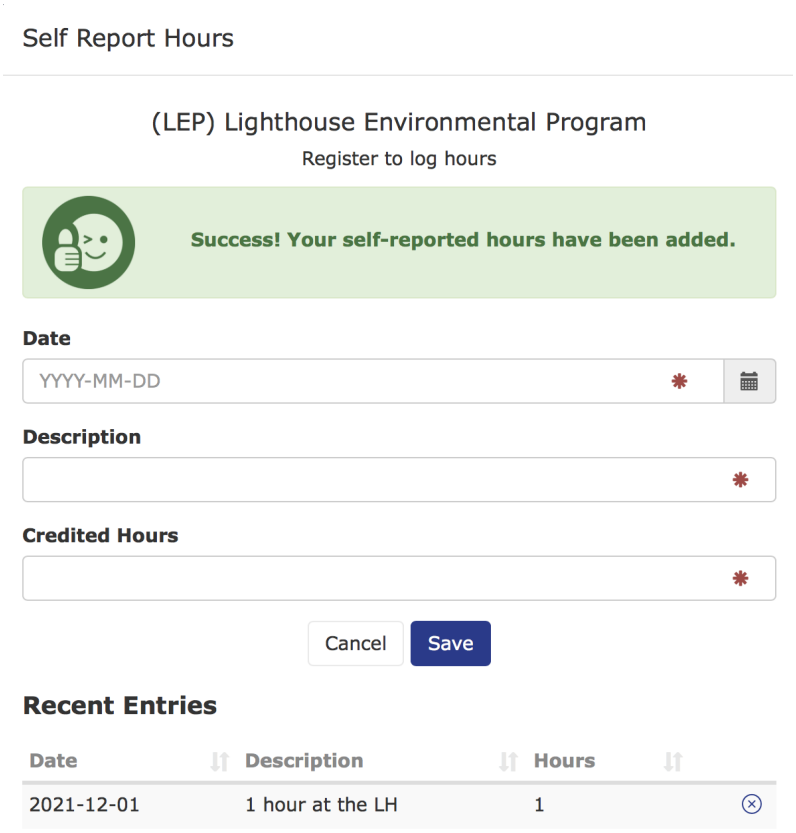
In the Description box write a note:

" A month's worth of hours".

**If you are in the field, especially for Forage Fish, Bull Kelp, Seining and Intertidal monitoring, record the exact date/time you were there, for reporting and insurance purposes. Enter those hours quarterly!

→ **Click Save**

***Note**: Click *off* of the self report box to get out, or hit cancel



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Explore more Projects and reset your search parameters

→ **Click Project Catalog** → Click the x on the word(s) in the search box → **Click Search**
All Projects should now be showing to the right of the search boxes

Shortened Steps

To record hours for a volunteer project you must follow all of these steps

1. **Ask your Island Coordinator for Volunteer Matters Invite and follow email invite steps to set up your profile.**
2. → **Project Catalog**
3. → **Use Search or Scroll**
4. → **Learn More**
5. → **Volunteer**
6. → **Sign Up**
7. → **My Profile**
8. → **Submit Hours**
9. → **Self Report Hours**
10. → **Save**

***Note:* Arrow "→" means to Click**
Note: Class of 2020, 2021 or 2022 We have your background checks. From Class of 2019 or earlier: We need to complete all the fields.

**Staff will be asking for background checks to be completed every 3 years.*
You cannot use the same background check from another organization, per law.

Logging out

When you are done going through this for *ALL* of your projects you have to report hours for, then you can logout: → Click logout

Logging in

You can log back in from **www.soundwaterstewards.org**
→ **Click For Members section**
→ **Click *Log Hours*** ***Picture below***

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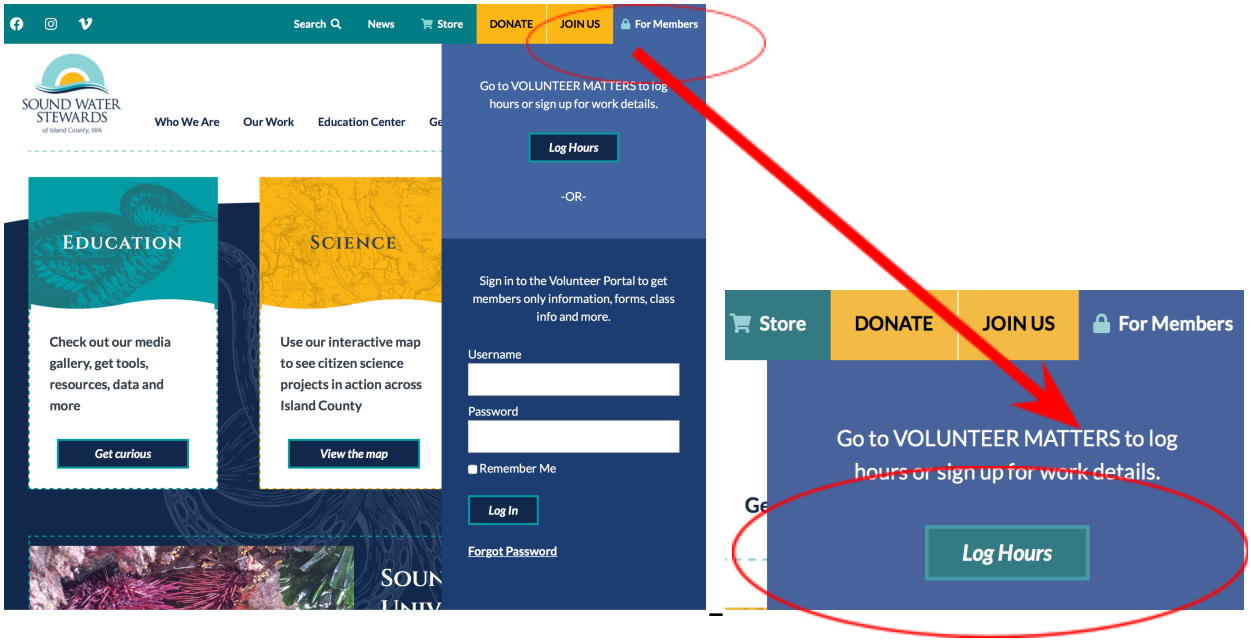

Thank you for following the tutorial on how to log hours. This is an off the shelf program, and some terminology may not be editable.
Please join us for a live tutorial and Q & A this summer!

Email Tabitha at Whibdey-Coord@soundwaterstewards.org or Joan at Camano-coord@soundwaterstewards.org if you have any questions.

P.S
Staff is working on how to get miles listed, if possible.

Sincerely,

Sound Water Stewards Staff