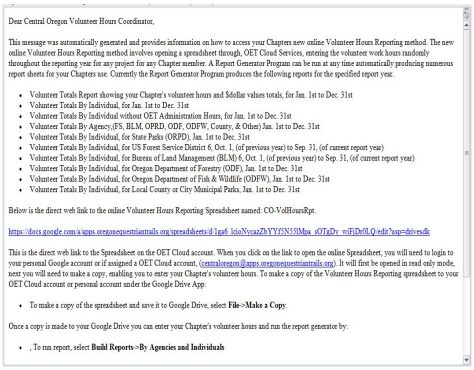
Chapter Setup of Volunteer Hours Reporting Spreadsheet

Open Email from VP Field Service and click on link to (Master) Volunteer Hours File to open



Dear Central Oregon Volunteer Hours Coordinator,

This message was automatically generated and provides information on how to access your Chapters new online Volunteer Hours Reporting method. The new online Volunteer Hours Reporting method involves opening a spreadsheet through, OET Cloud Services, entering the volunteer work hours randomly throughout the reporting year for any project for any Chapter member. A Report Generator Program can be run at any time automatically producing numerous report sheets for your Chapters use. Currently the Report Generator Program produces the following reports for the specified report year.

- Volunteer Totals Report showing your Chapter's volunteer hours and $dollar values totals, for Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for Jan. 1st to Dec. 31st
- Volunteer Totals By Individual without OET Administration Hours, for Jan. 1st to Dec. 31st
- Volunteer Totals By Agency,(FS, BLM, OPRD, ODF, ODFW, County, & Other) Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for State Parks (ORPD), Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for US Forest Service District 6, Oct. 1, (of previous year) to Sep. 31, (of current report year)
- Volunteer Totals By Individual, for Bureau of Land Management (BLM) 6, Oct. 1, (of previous year) to Sep. 31, (of current report year)
- Volunteer Totals By Individual, for Oregon Department of Forestry (ODF), Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for Oregon Department of Fish & Wildlife (ODFW), Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for Local County or City Municipal Parks, Jan. 1st to Dec. 31st

Below is the direct web link to the online Volunteer Hours Reporting Spreadsheet named: CO-VolHoursRpt.

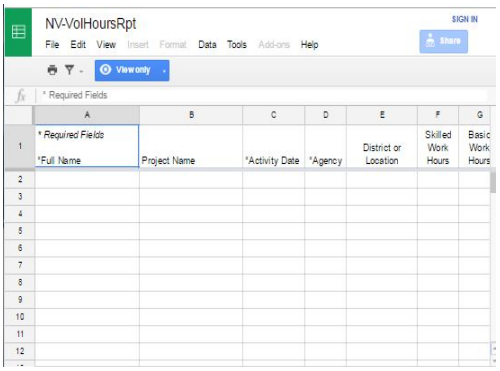
https://docs.google.com/a/apps.oregonequestriantrails.org/spreadsheets/d/1ga6_1cioNvcazZbYYf5N55lMpa_sOTgDv_wiFjDr0LQ/edit?usp=drivesdk

This is the direct web link to the Spreadsheet on the OET Cloud account. When you click on the link to open the online Spreadsheet, you will need to login to your personal Google account or if assigned a OET Cloud account, (centraloregon@apps.oregonequestriantrails.org). It will first be opened in read only mode, next you will need to make a copy, enabling you to enter your Chapter's volunteer hours. To make a copy of the Volunteer Hours Reporting spreadsheet to your OET Cloud account or personal account under the Google Drive App:

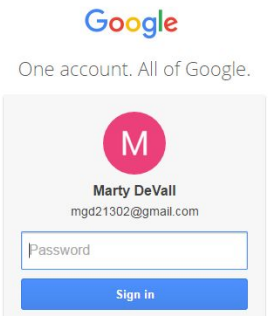
- To make a copy of the spreadsheet and save it to Google Drive, select **File->Make a Copy**.

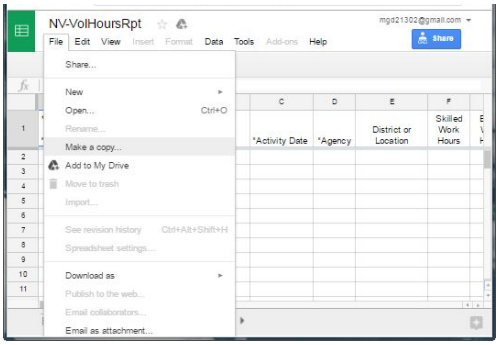
Once a copy is made to your Google Drive you can enter your Chapter's volunteer hours and run the report generator by:

- , To run report, select **Build Reports->By Agencies and Individuals**

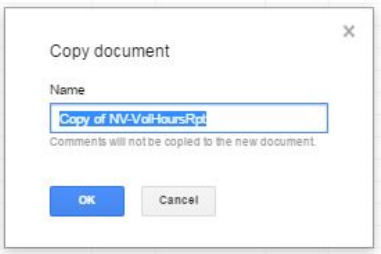


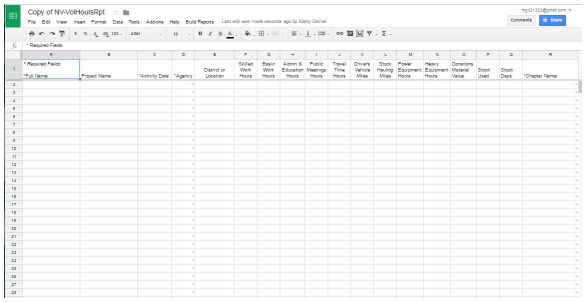
Login to the Google account you want to use to manage your Chapter's Volunteer Hours Reporting. Select Sign In, Upper Right Corner.





Make a copy of the file to create the Volunteer Hours (Active) file you will use with your chapter. <u>Must Only Do Once!</u>



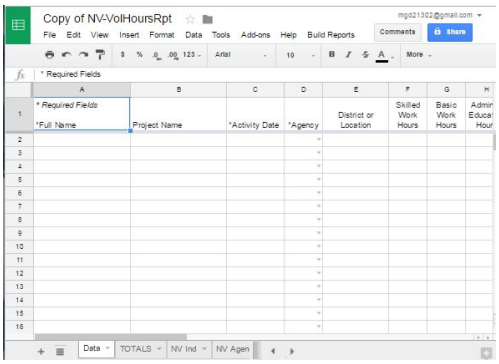


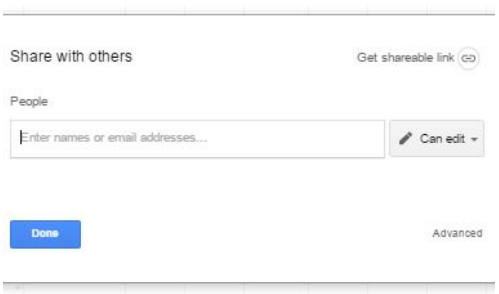
In Data Tab, Enter volunteer Hours and select Menu "Build Reports-> By Individuals and Agencies"

Optional - Share the Spreadsheet to another Chapter Member

This allows your crew leaders and other members responsible for collecting volunteer hours to enter data into the chapters active volunteer hours spreadsheet.

Select the Blue Share button in the upper right corner..





Enter a member's Gmail address, click "Send" An Email will be sent to the member's address with a web link to the shared Spreadsheet.