

NC Wildlife Community Science

Volunteer Application and Hour Tracking Guide



Thank you for your interest in volunteering with our wildlife monitoring and conservation programs. We use a service called Track It forward for our volunteers to record their contributions to the Agency. These hours and miles are used to help receive federal funds in support of these monitoring activities. They also are critical to showing our Agency and Board of Commissioners the value, interest, and effort of the public in supporting these programs.

All volunteers must first create an account (fill out our volunteer application) in Track It Forward and then they should log all efforts toward the project. The following slides walk you through registering and logging time and miles.

Note: If your salary is supported by federal dollars while conducting this work, you should NOT record any contributions. (If you are paid by state funds, that is okay. If unsure, contact the project biologist for guidance.)

Registering as a volunteer



- Go to www.trackitforward.com/site/nc-wildlife
- Select “Click here to register” below the orange Sign In bar.
- Complete the volunteer application.
- Record the password you created and the email address used. These will be your sign-in credentials when logging hours.

A screenshot of the NC Wildlife website's login and registration interface. At the top, there is a green tree icon followed by the text "NC Wildlife" and a tagline "Help Track it Forward Change the World!". Below this are links for "Log Hours", "Charts", and "Events". The main section is titled "Sign In to Log Hours" and contains two input fields: "Email or Username: *" and "Password: *". There is a "Show Password" checkbox and an orange "Sign in" button. Below the button, there is a link "Don't have an account yet? Click here to register" and a link "Forgot Password?". At the bottom, there is an "About" section with the text "NC Wildlife Resources Commission" and "Community Science Projects". A black arrow points from the "Click here to register" link in the instructions to the "Click here to register" link on the page. Another black arrow points from the "Forgot Password?" link in the instructions to the "Forgot Password?" link on the page.

Not sure if you created an account previously?

Click on 'Forgot Password' and enter your email address.

If it's not in the system a red error bar will appear at the top of the page. If you're in the system, it will send you a password reset email.



Logging hours and miles



<https://nc-wild.org/volunteer/hourlog/>

- Enter each activity by the date it took place
- Under Project select, Herps – Box Turtle Connection
- Under Survey Site record your site name.
- Comments can be short, such as: survey, data entry, equipment maintenance, etc.

Volunteer Hour Log

[Enter Hours](#) [View Hours](#) [My Profile](#) [Classes](#)

Make sure the form says "Logged in as [you]" at the top.

If you log out and get stuck on the sign-in screen (it doesn't log you in, it logs you out), you can click the "Forgot your password" link and login directly from there. You may then return to this page for restoration.

Log Your Hours

Logged in as WRC Citizen Science
[logout](#)

Hours (include travel time):
--Select Hour--

Date Volunteered:
Mar 15 2023

Project:
--Select Project--

Mileage:
Enter total vehicle miles for roundtrip. (Round up to whole number.)
[Text Input]

Survey Site:
(See turtle volunteers, list beach group affiliation)
[Text Input]

Comments / Description: *
[Text Input]

[Submit Time](#)

Make sure the form says "Logged in as [you]" at the top.

If you're not sure if you previously made an account, refer to the 'Register as a Volunteer' slide.

You can also access directly from Track It Forward at
<https://www.trackitforward.com/site/nc-wildlife>
(Link is on the page as well.)

- Travel time may be included for project work. Any prep or post work including administration, equipment maintenance, data entry, reviewing materials, practicing with equipment, communicating to team members... it all counts!
- Mileage is submitted in total for round trip. If you carpool, only the driver submits mileage.
- Always check previous entries before recording new time to avoid double entries.



Check your previous entries!

VIEW HOURS

Before entering any back-logged time, be sure to check your previously logged hours.

- Go to “View Hours”
- Either next to or below the Time Log you will see your Timesheet list of hours.
- If you see ‘pending’ underneath, you can edit that entry.
- When editing you can add time or change any of the fields or delete the entry entirely and start new.

My Hours

Enter Hours View Hours My Profile Classes

Scroll past the hour log to view your TimeSheet.

NC Wildlife

Log Hours Charts Events Organizer Dashboard Account (logged in as Karen Clark)

Log Hours **Timesheet** export | service resume

Hours (include travel time):
--Select Hour--

Date Volunteered: Mar 15 2023

Project: Birds - Waterbird Projects

Mileage: Enter total vehicle miles for roundtrip. (Round up to whole number.)

Survey Site: (See turtle volunteers, list beach group affiliation)

Comments / Description: *

Submit Time

Date	Activity	Hours
03/15/23	Sea Turtles - Nesting and Nest Monitoring	0.5 pending
03/14/23	Sea Turtles - Stranding / Cold Stun	3 pending
03/10/23	Herps - Terrapin Tally	0.5 pending
03/09/23	Birds - Waterbird Projects	2.5 pending
03/07/23	Sea Turtles - Stranding / Cold Stun	0.5 pending
03/01/23	Sea Turtles - Nesting and Nest Monitoring	0.5 pending

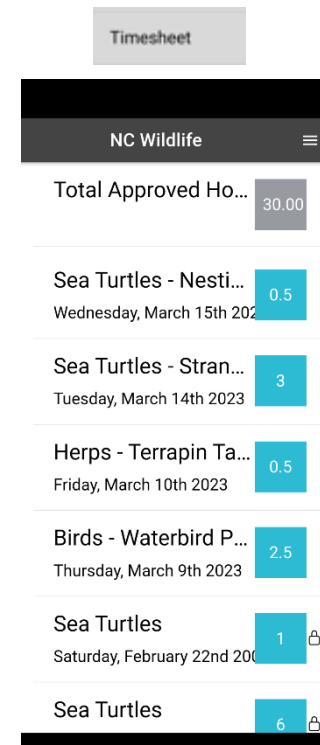
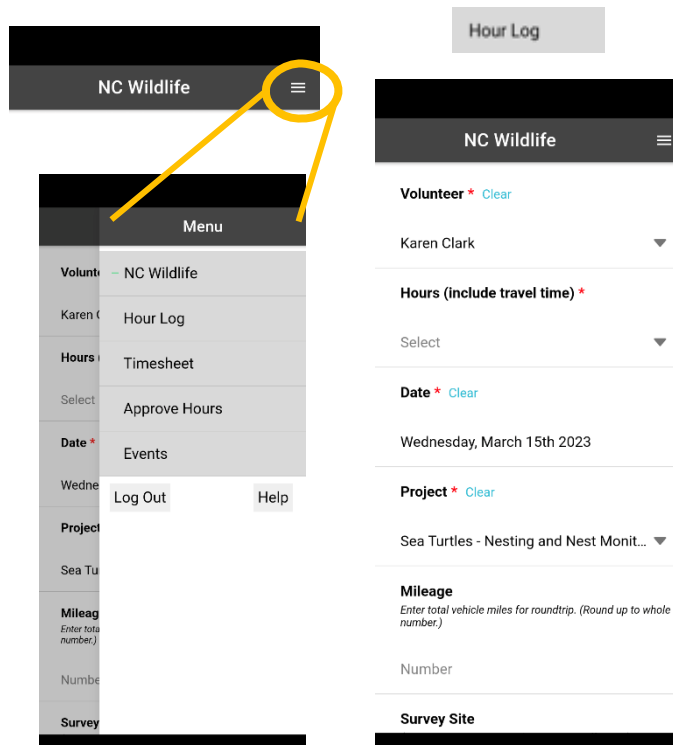
- If you put two entries on the same day, please make a statement in the comments like ‘second trip of the day’. Alternatively (preferably) you can enter all the time in under one entry. Click on the day’s earlier entry and add more time and comments to the entry and re-submit.



Phone App for Track It Forward

You may also download and use the phone app which works very similar to the web version. Download the app and log in using your email and password you created previously. Once logged in, from the menu (3 bars in the upper right corner) select 'Hour log' to enter time or 'Timesheet' to review and edit hours.

To download the app, go to your app store and search 'Track It Forward'. It should have the 'broccoli' tree icon.



Summary of Links – Bookmark these!

<https://nc-wild.org/volunteer/>

This site provides links to the registration page, the hour log, and links to the companion phone App for tracking time. It also includes guides about logging time and miles.

<https://nc-wild.org/volunteer/hourlog/>

This site is where you go to enter hours and miles. You can also find a link to see your previously entered hours, update your volunteer profile, and look at the calendar of volunteer trainings.

[Track It Forward App for phones](#)

Go to your App Store or Google Play and search “Track It Forward”. The app will display with a broccoli people tree icon.

<https://www.trackitforward.com/site/nc-wildlife>

This is the direct link to our project page on Track It Forward. We have embedded their tools into our website. You may find it easier depending on your browser or screen to go directly to Track It Forward. You can register and log hours directly from there as well.



What activities count?

Activity examples:

- Survey
- Site maintenance
- Data entry / management
- Equipment maintenance
- Travel to and from a site or equipment transfers
- Admin – scheduling surveys, project communications, documenting project hours, researching and purchasing supplies
- Training
- Reviewing materials
- Etc. Anything that supports the project!

Note: If your salary is supported by federal dollars while conducting this work, you should NOT record any contributions. (If you are paid by state funds, that is okay. If unsure, contact the project biologist for guidance.)

Why are entries logged for each day instead of by sum for each week or month?

Federal reporting guidelines require entries to be similar to tracking time for staff so they must be entered by each individual for each day of activity. We will continue to work with the granting agencies to help them understand the strains this puts on our volunteers and to try to come up with an easier method for some groups and projects.

The phone app is a good way to be able to log contributions immediately after participation but for those with poor reception at sites, a paper log transferred to the computer may still

be needed. For those who need to batch enter time at the computer... copy and paste (and paste and paste and paste) and autofill are good friends to help speed the entries along. If you can log time weekly or monthly, that will help to keep it manageable.

Please reach out regarding any constraints logging project contributions creates for your site. We will discuss to see how we may be able to help. Admin@BoxTurtleConnection.org

