



**Chattahoochee National Recreation Area
Volunteer Website
User Manual**

(Updated May 5, 2018)

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Welcome

The Chattahoochee National Recreation Area (CRNRA) website is an unofficial site for CRNRA volunteers. It provides resources for volunteers, an area to report problems, and is one location for entering volunteer hours.

This site is easily accessible from mobile devices and can be used as support when working in the CRNRA units.

The website is available at <https://www.crnra.vip>.

The webmaster can be contacted at admin@crnra.vip.

Landing Page

The landing page top menu bar contains the registration link, for a user to create a log on for the site.



The user has the option to stay logged in to the site by checking the *Keep me signed in* box.

Login

A screenshot of the login form on the CRNRA website. The form is titled 'Login' and contains two input fields: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field contains the text 'tasha'. The 'Password' field contains a series of asterisks. Below the input fields, there is a checkbox labeled 'Keep me signed in' which is checked. To the right of the checkbox, there is a small icon of a person. Below the checkbox, there are two buttons: 'Login' (in blue) and 'Forgot' (in grey).

Registration

Users are not required to register for an account in order to access basic features of this site.

Registration allows the user to access an “Hours Report”, showing the volunteer hours entered during a designated time frame, if the hours were entered when logged in to the site. When logged in, some fields will be pre-populated.

Registered users are encouraged, but not required, to complete their profile. Information in the profile section is used by the Volunteer Coordinator for contact information, including emergency contacts. The profile also provides additional information for the Volunteer Coordinator to use when managing the volunteer program at CRNRA.

Main Menu

Key items are available on the top menu bar



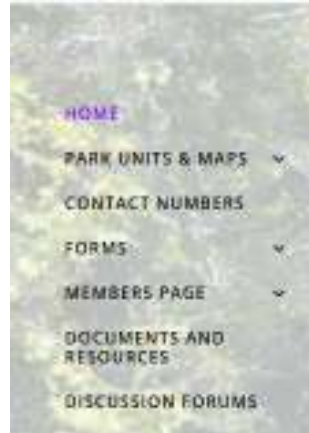
And on the menu on the left.

Users do not need to be logged into the site in order to access resources. However, when a user is logged in, additional pages will display.

Not logged in



Logged in



Park Units

The Park Units page contains information about each unit of the Chattahoochee NRA.



When a unit is selected, it will bring up that unit's street address, Google Map coordinates, and trail maps.



Volunteer Hours Reporting

The Park Service relies heavily on volunteers and the hours of work they provide. Volunteer hours contribute more than just the work done by the volunteer but is a source of funding. Park units are allocated funding based upon the number of volunteer hours. Additional funding, in the form of grants, can also come from volunteer hours. It is critical that volunteers log their hours so that the Volunteer Coordinator can take report the work done by the volunteers and can capture the necessary information for the various funding sources.

The CRNRA website allows for easy entering of hours. It can be done directly from the top menu row.



Or also from the Forms page.



Users do not need to be logged in to enter hours. Being logged in pre-populates information on the hours form and allows the user the user to access the [Hours Report](#).

A screenshot of the 'Volunteer Hours' form. The form title is 'Volunteer Hours'. Below the title is a message: 'Please complete this form to record your volunteer hours. All comments will be submitted to David Thomas for follow-up.' The form contains several input fields: 'First Name' with the value 'Paul', 'Last Name' with the value 'Bryson', 'Volunteer Date', 'NPS Staff Supervisor' with a dropdown menu showing 'David Thomas', and 'Event Name'.

When entering hours, the location of the work is required.

A screenshot of a web form showing a dropdown menu for "CRNRA Unit". The menu is open, displaying a list of locations. The first item is highlighted in blue. The list includes: Bowmans Island, Settles Bridge, McGinnis Ferry, Suwannee Creek, Abbots Bridge, Medlock Bridge, Jonas Bridge, Chattahoochee River Environmental Education Center, Island Ford, Park Headquarters, Vickery Creek, Allenbrook, Gold Branch, Johnson Ferry, Hyde Farm, Cochran Shoals, Sope Creek, Columns Drive, Interstate North, Powers Island, Palkades, Akars, Indian Trail, Whitewater, Pacas Mill, Chattahoochee River Trail, N/A, and Other.

If multiple work sites were involved, select the *Other* unit and list the locations in the *Other Unit* section.

A screenshot of a web form with a torn-paper border. It shows three fields: "CRNRA Unit" with a dropdown menu set to "Other", "Other Unit" with a text input field containing "Settles, McGinnis, Abbots", and "Volunteer Work Preferred" with a dropdown menu.

Users can view or download a report of their entered hours from the [Hours Report](#) page.

Hours Report

The Hours Report section allows users to view entered hours or to export a report with the entered hours, if those hours were entered when the user was logged in. Hours entered when not logged in will not be available in the Hours Report.

A screenshot of a website navigation menu. The menu items are: HOME, PARK UNITS & MAPS, CONTACT NUMBERS, FORMS (highlighted with a red box), MEMBERS PAGE, DOCUMENTS AND RESOURCES, and DISCUSSION FORUMS. To the right, under the heading "FORMS", there is a list of links: Volunteer Hours, Hours Report (highlighted with a red box), Service Request, Web Site Feedback, and Volunteer Agreement.

The Volunteer Hours View provides options for exporting the user's entered hours.

Volunteer Hours View

Columns Print Excel CSV Copy PDF + New Edit Delete

The resulting report shows the dates, location, work performed, and number of hours entered.

Show 25 entries Search:

First Name	Last Name	Volunteer Date	Event	Unit	Work	Other Work	Hours
Paul	Davison	04/01/18			Meet Print Park		5.0
Paul	Wright	04/01/18			Debris Shrubbery Deck Debris Work		4.0
Paul	Davison	04/02/18			Gold Branch	Trash Removal	2.0
		From	Event	Unit	Work		
		To					
							Total: 11.0

The bottom of the report provides an area to filter the report by date, event, unit, or work performed.

Show 25 entries Search:

First Name	Last Name	Volunteer Date	Event	Unit	Work	Other Work	Hours
Paul	Davison	04/01/18			Meet Print Park		5.0
		04/01/18	Event	Unit	Work		
		04/02/18					
							Total: 5.0

Resources

This page provides resources for volunteer leaders.



To receive emails when comments are added to a specific topic, subscribe to the requested topic.



When updates are no longer required, click the Unsubscribe option.



Forms Page

This page allows the user to submit volunteer hours or to submit a ticket for a service issue, such as reporting a needed repair.



Members Page

This page provides user support information:

- Password Reset
- Privacy Notice (how the user's information will be handled on this website)
- User Profile



The User Profile section allows the user to edit contact information.



Equipment Locker



The Equipment Locker is available for volunteers who have completed the Bike and/or River VIP programs. Access is granted by the Volunteer Coordinator. When an individual is authorized access, a new page will show on the main menu.

The Equipment Locker page contains a section for the user to reserve CRNRA equipment: trail bikes, canoes, or kayaks.