

Discover Tips:

Discover is the database for all of the Boulder County Parks & Open Space volunteers and all the programs we offer. The address is www.bouldercountyopenspace.org/discover.

Sign in to Discover with your user name and password. If you forget, you can click the “resend password” button.

To sign up for an event, click on the **Calendar tab** at the top. On the calendar, click on the program for which you want to volunteer. Select the “Volunteer” button. Reminders will be sent to you, and Larry or Deborah will also send you information before the program. If a program already has enough volunteers signed up, you won’t see the “Volunteer” button.

After an event, you will receive a feedback email from Discover. **IT IS IMPORTANT FOR YOU TO RESPOND.**

- It will ask you to update your hours, and include prep time hours. You can change both the program hours and the prep time hours to reflect what you actually did for that particular program. Please fill this out and submit it—it helps us keep accurate records of volunteer time spent for programs that we offer to the public.
- The feedback form will also ask you other questions about the program you helped with. It also asks you about attendance. Do the best you can to estimate attendance for different age groups. The contact VN is ultimately responsible for reporting attendance, but we like to hear from other VNs as well.
- The feedback form also gives you the opportunity to send any input or suggestions you have to Larry or Deborah directly. We appreciate your thoughts and comments.

Contact other VNs who are signed up with you:

For each activity, you will see a list of volunteers who are leading the program with you. There is an Email button that allows you to email individual volunteers who are also signed up.

You can **personalize your account** by adding a photo and other information under the “My Profile” tab. This helps VNs to know each other better. You can also select whether or not you want this information to be public. If you choose for it to not be public, only volunteers will see your information, and not program participants who sign up from the public side. Be sure you **DO check the box that says, “Volunteers Can See When I Am Scheduled,”** so that your fellow volunteers will know who they’re working with.

If you need help, please contact Deborah Price, dprice@bouldercounty.org, 303-678-6215 or Larry Colbenson, lcolbenson@bouldercounty.org, 303-678-6214.