



Help Manual for Discover Boulder County

General

Discover Boulder County is an application that allows the public to easily sign up/register to participate in activities. It also allows volunteers to sign up to help with these activities and track volunteer hours, interests, and more.

Create your account

1. Click on Sign up
2. Enter the required information
 - a. First/Last Name
 - b. Email Address
 - c. Primary Phone
 - d. Password
3. Click Create Account

Logging in

1. Click Login
2. Enter email and password
3. Click Login

Forgot your password? Click on the Forgot password link and enter the email address used to create your Account. We will send you link via email to reset your password, this link is valid for **24 hours**.

Your Dashboard

Each user has a dashboard, each is unique to the type of user you are. You may see more or less options here.

Welcome: Joe Volunteer - Last Login: 3/8/2017 7:19:18 AM - Logout

larimer.org / offero / Dashboard

Welcome: Joe Volunteer print schedule

To Do My Assignments Opportunities My Site Visits My Activities Upcoming Activities

Current Assignments

Opportunities

Schedule

Announcements

Volunteer Announcements

Watch here for new Volunteer Announcements!

Announcements

My Profile edit

Joe Volunteer
joe@volunteer.com

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
					22	23
					24	25
					29	30
					31	1

1 Activities

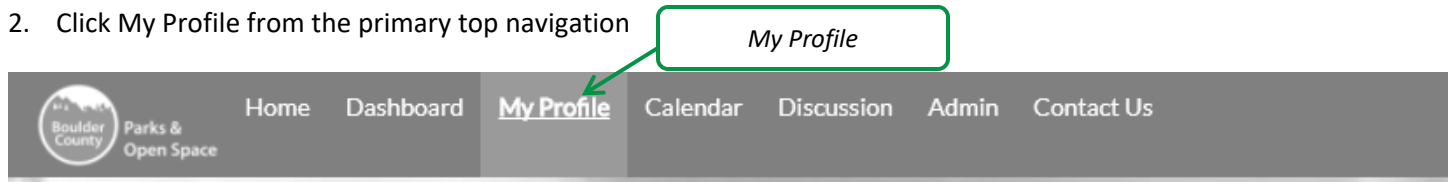
- Blue Sky Trail at Devil's Backbone Site Visit

From the dashboard you can:

1. To-Do
 - a. Any activities, assignments, site visits requiring feedback/reporting
2. See your Upcoming Assignments
 - a. Activities that you are signed up to help with
3. View New Opportunities
 - a. Activities that you can volunteer to help with
4. See/schedule Site Visits (dependent on volunteer role)
 - a. Record volunteer hours not associated with an activity
5. View Activities you are signed up as a participant
6. View upcoming activities
7. View messages from staff- "Announcements"

Editing your Profile

1. After you have logged into your account
2. Click My Profile from the primary top navigation



3. You can edit the following by clicking the edit icon next to each section
 - a. Personal demographic information
 - b. Availability
 - c. Volunteer biography & Preferences
 - i. The Biography entered will be visible by other volunteers and the public (if you lead public programs) if you specify.
 - ii. **Note: Other personal information will not be visible.*
 - d. Skills & Interests
 - i. **Note: The interests you select here will filter the activities and assignments that you will see in "Opportunities" and "Upcoming Activities" on your dashboard.*
 - e. Emergency Contact
 - f. Email Opt-Out Preferences
 - g. Copies of all waivers you have signed

Service History

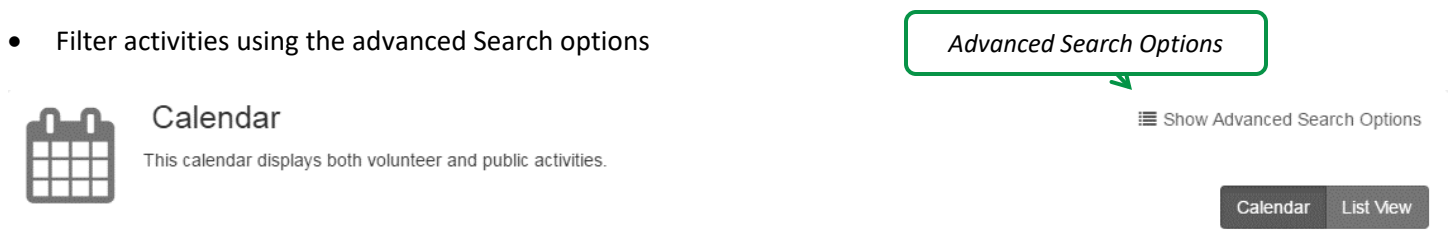
You can generate a report with your service history detail.

1. Go to "My Profile" from the primary top navigation
2. Click on "View Full History" in the service history section
3. Click on the year that you would like to view the information for.

Calendar

The calendar allows you to view your schedule as well as upcoming activities and opportunities. Click on an activity to get additional details

- Filter activities using the advanced Search options

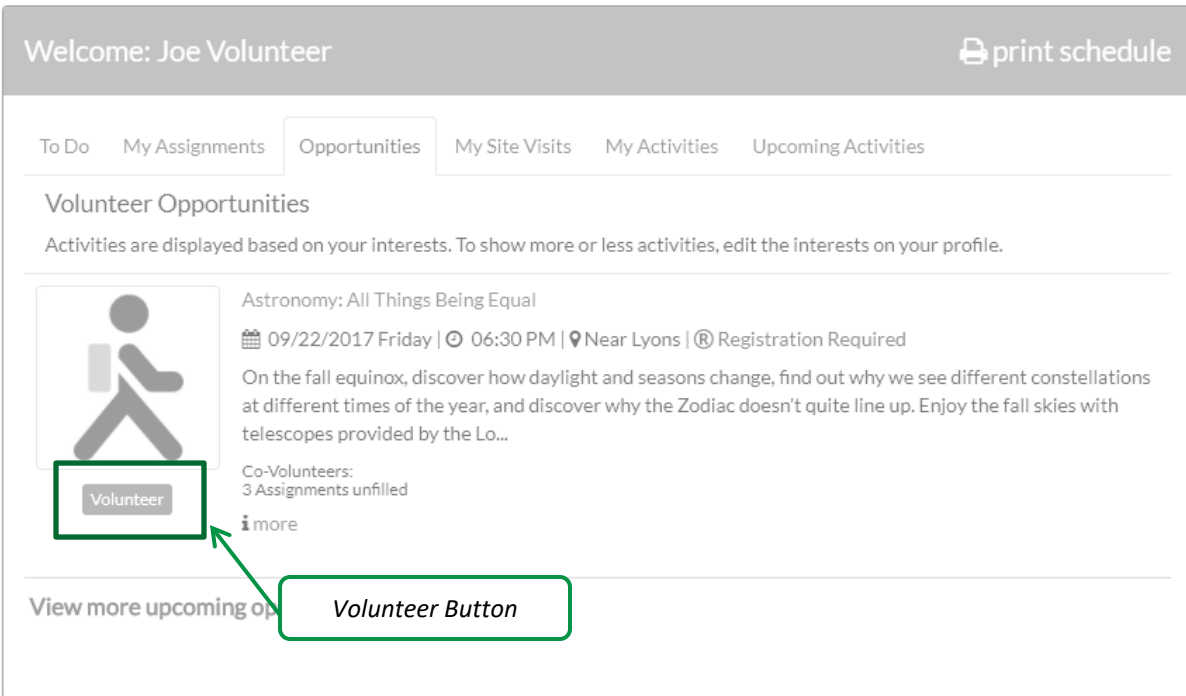


Volunteering

Signing up to help with an activity

There are two ways to sign up to help with an activity.

1. From the Dashboard
2. Click the Opportunities Tab
3. Click the Volunteer button



4. Complete the assignment process

OR

1. From the calendar
2. Click on an activity to help with
3. **If the activity has available positions** to help with you will see the volunteer button



4. Click the Volunteer button
5. Complete the assignment process

Removing yourself from an activity

If you are no longer able to help with an activity you may click the “remove me” button on the Dashboard. If the activity is less than five days away, you will have to contact a staff person.


1. From your dashboard
2. Click My Assignments Tab
3. Click the Remove me button

Welcome: Joe Volunteer [print schedule](#)

To Do **My Assignments** Opportunities My Site Visits My Activities Upcoming Activities

My Assignments

Look here for information about activities that you have volunteered for.



Astronomy: All Things Being Equal
📅 09/22/2017 Friday | 🕒 06:30 PM | 📍 Near Lyons | 📄 Registration Required
On the fall equinox, discover how daylight and seasons change, find out why we see different constellations at different times of the year, and discover why the Zodiac doesn't quite line up. Enjoy the fall skies with telescopes provided by the Lo...
NA - Assist with Program - 9/22/2017 (06:30PM - 09:30PM)
👤 more

Remove me

[View Service History »](#)

Remove Me Button

Signing up for a site visit

Site visits are at will assignments meaning that there is not a specific date and time that they are required to be completed. This includes volunteers in the VRA, Bird Survey, Adopter groups.

1. From the Dashboard
2. Click on My Site Visits

Welcome: Joe Volunteer [print schedule](#)

To Do My Assignments Opportunities **My Site Visits** My Activities Upcoming Activities

My Site Visits

Site visits that you are signed up for are displayed.

Schedule/Report Pollinator Monitor Site Visit Visit »

[View Service History »](#)

Links to Schedule

3. You will see an option to schedule your site visit, click that link

4. Enter the required information
 - a. ***Note: depending on the type, you may see less options*
 - b. Place
 - c. Date/Time of visit
 - d. Hours (duration you expect to spend)
 - e. Patrol Type
5. Click Save
6. If you have already completed the visit you can click the Finish Report Now button and complete the report.

Completing a site visit report

1. From the Dashboard
2. Click on My Site Visits
3. Click the Report button next to the site visit you wish to complete the report for
4. Enter the Required information
 - a. ***Note: depending on the type, you may see less options*
 - b. Contact type (Can be informational, Bags of Trash Collected, Birds seen, etc)
 - c. A quantity
 - d. Any notes
 - e. Patrol Description
 - f. Maintenance Title
 - i. Only enter information in the maintenance title or description if maintenance is required.
 - ii. Entering information into these fields will automatically send an email to maintenance staff for review with your name and email to contact you with questions.
5. Click Save

Removing your scheduled site visit

6. From the Dashboard
7. Click on My Site Visits
8. Click the Remove button next to the site visit you wish to remove. If the button is no longer visible you will need to contact a staff person.

Communication

Activity Communication

1. From the dashboard
2. Click Assignments or Opportunities Tab
3. Click on the title of the Activity

My Assignments

Look here for information about activities that you have volunteered for.



4. You will go to the Volunteer Activity Profile



Astronomy: All Things Being Equal - Near Lyons

Friday, September 22, 2017 at 06:30 PM to 09:00 PM

Natural History - All Ages Welcome

On the fall equinox, discover how daylight and seasons change, find out why we see different constellations at different times of the year, and discover why the Zodiac

doesn't quite line up. Enjoy the fall skies with telescopes provided by the Longmont Astronomical Society and learn about upcoming meteor showers. Program begins at 6:30 p.m., followed by skygazing. Location given to registered participants.

Maximum Participants: 60

Deborah Price
(303) 678-6215

Activity Contact

Number of people currently registered/expected: 0

Number of people currently registered/expected: 0

Already signed up to help as: **NA!**

If you are no longer able to help with this activity, you may click the "Remove" button below. If the activity is less than five days from now you will have to contact a staff person.

Remove NA Assignment

Remove your assignment

Communication

Please feel free to communicate with fellow volunteers who share this assignment with you. You may choose to communicate with an individual or with all the volunteers assigned.

Email Participants Email Volunteers

Email Participants

Email Volunteers

Other Volunteer Info

Joe V - Naturalist Assistant - Assist - 03/18/2017 - 08:30 AM - 03:30 PM
I'm a real nature lover, so whenever possible, I like to get to the mountains, out on a trail or get somewhere there's fresh air. Apart from that, I'm a film addict and a documentary buff.

Email Joe V

Email Volunteer

5. From the Activity Profile, you can:

- a. Remove your assignment
- b. Communicate with the activity contact
- c. Communicate with Participants signed up for the activity
- d. Communicate with Volunteers helping with the activity
- e. Email a specific volunteer
- f. ****Note: All emails are sent through the system, no email addresses are shared. Copies are also sent to staff**

Site Visit Communication

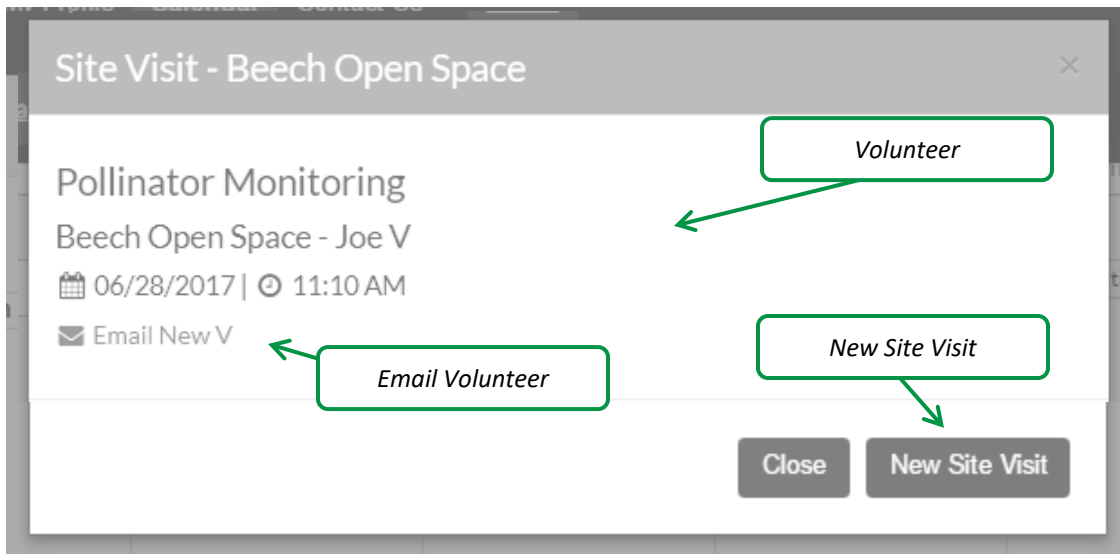
1. From the Calendar

The screenshot shows the 'Calendar' interface. At the top right, a button labeled 'Show Advanced Search Options' is highlighted with a green box and the text 'Advanced Search'. Below this is the 'Search Filters' section. In the 'Result Types' area, the 'Site Visits' button is highlighted with a green box and the text 'Site Visits'. At the bottom right of the filters, the 'Filter' button is highlighted with a green box and the text 'Filter'. The interface also includes a calendar icon, a 'Calendar' title, a description 'This calendar displays both volunteer and public activities.', and view toggle buttons for 'Calendar' and 'List View'.

2. Click show advanced Search options
3. Click Site Visits
4. Click Filter
5. From the Calendar – you will see site visits in grey

The screenshot shows a calendar for March 2017. The calendar is in 'month' view. A green box labeled 'Site Visit' points to a grey-shaded cell on March 8th. On March 9th, there are two events: '11:03a Blue Sky Trail at Devi' and '9a Big Birds of River Bluffs O'. On March 17th, there are two events: '8:30a Tree Clearing and Bru' and '9a Big Birds of River Bluffs O'. The calendar includes navigation arrows, a 'today' button, and view toggle buttons for 'month', 'week', 'list', and 'day'.

6. Click the site visit to get more information



7. You can email the volunteer for the site visit or create a new site visit at the same place and time.