



Environmental Volunteers

Innovative environmental science education that improves student learning

How To Guide for the Online Volunteer System

The following document will serve as a guide for navigating the online volunteer system. Keep this near your computer at home. A copy will be kept in a binder next to the computer in each materials room.

Log in

There are two main places you can find the link to the system log in.

1. In the top right corner on a page of the website



Figure 1: Volunteer Login on EV Home Page

2. On the Current Volunteers page

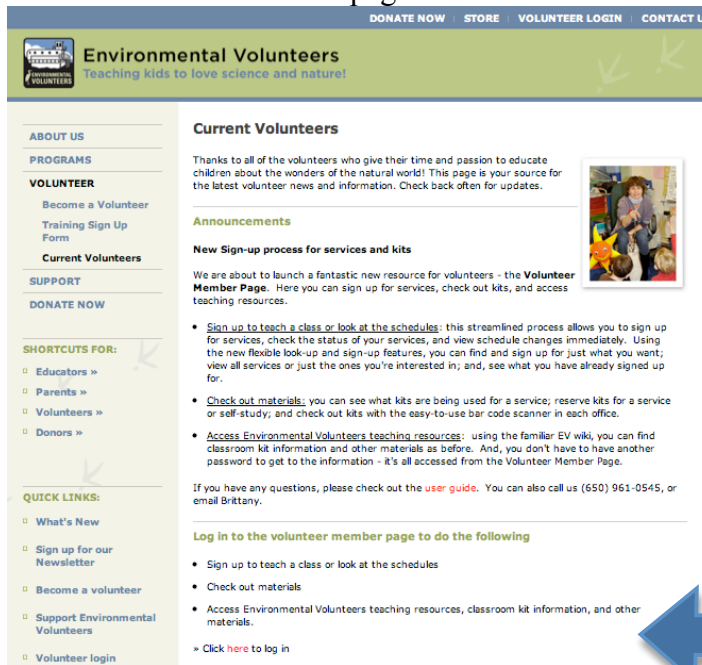


Figure 2: Login on Current Volunteer Page

Founded 1972. Environmental Volunteers is a 501(c)(3) nonprofit organization. Tax ID # 94-2550385

Printed on Recycled Paper

3921 East Bayshore Road
Palo Alto, CA 94303
650-961-0545

www.EVols.org

4020 Moorpark Avenue
San Jose, CA 95117
408-244-2449

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On the actual login page, enter your username (your email address) and password (unless you change it, it is a randomly generated password that is emailed to you.)

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Volunteer Log In

If you are already an EV and have your login information, please log in. If not, please use the link below to apply. If you have forgotten your password please call (650) 961-0545, for assistance.

User Name (email address)

Password

Would you like to become an Environmental Volunteer? [Apply now](#)

Figure 3: Login Page

Your volunteer member page

Once you have successfully logged in, you will see your personal member page. There are two possible features on the home page. The first everyone has, which is a list of things you can do in the online system. The second, at the bottom of the screen you may see a list of services. If you do, this is a list of the services for which you have signed up.

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Welcome Brittany!

Volunteer Member Home

What would you like to do?

Classes

- [Sign up to teach a class or look at the schedule](#)

Materials

- [Check out materials for a class](#)
- [Check out materials for self study](#)
- [Return materials](#)

Resources

- [Environmental Volunteers Wiki](#)
 - An EV volunteer roster
 - The schools we serve
 - Teacher guides
 - Detailed information on each subject area

Account Management

- [Change password](#)
- [Log out of volunteer area](#)

Your Upcoming Services:

Date	Starts at	Program	School	City	Location	Lead EV
Thu 10/28/10	09:30 AM	Foothills Ecology	Training		Stevens Creek Park	Brittany Sabol
Fri 10/29/10	09:30 AM	Earthquake Geology	Training		Los Trancos/Monte Bello	Brittany Sabol
Fri 10/29/10	01:00 AM	Water Science and Conservation	Training		South Bay Office	Brittany Sabol
Mon 11/01/10	09:00 AM	Energy and Natural Resources	Training		South Bay Office	Brittany Sabol
Thu	12:30	Marine Ecology	Training		Fitzgerald Marine	Brittany

Menu Selections

Your services

Figure 4: Volunteer Member Page

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Select menu item

Now you can select any of the items on the list by clicking on them. To return to this list you can click on “<< Volunteer Member Page” at the top of any page.

Sign up to teach a class or look at the schedule

From here you can see a list of all of the scheduled upcoming services. This list provides an overview of all of the services. To get more details you will need to click on the **subject area** listed for that service.

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EV Home Page

Upcoming Service Opportunities
Select Area: Filter

Search: Search

Status	Subject Area	Grade	Date	Location	School	Area
Available	Marine Ecology	5	01/27/11 Thursday 10:30 AM	Fitzgerald Marine Reserve	Pinewood School	Peninsula
Available	Foothills Ecology	3	03/09/11 Wednesday	Jasper Ridge	Taft School	Peninsula
Signed Up	Foothills Ecology	3	03/09/11 Wednesday	Jasper Ridge	Taft School	Peninsula
Available	Foothills Ecology	3	03/10/11 Thursday	Classroom	Taft School	Peninsula
Full	Foothills Ecology	3	03/15/11 Tuesday	Jasper Ridge	Taft School	Peninsula
Full	Foothills Ecology	3	03/15/11 Tuesday	Jasper Ridge	Taft School	Peninsula
Available	Foothills Ecology	3	03/22/11 Tuesday	Jasper Ridge	Taft School	Peninsula
Signed Up	Water Science and Conservation		10/29/10 Friday 1:00	South Bay Office	Training	
Signed Up	Earthquake Geology		10/29/10 Friday 9:30	Los Trancos/Monte Bello	Training	
Full	Earthquake Geology	4	11/01/10 Monday 10:30 AM	Classroom	Huff School	Pen+SouthB

Figure 5: Searchable Service Schedule

To manage the service schedule, you have the following tools:

- **Filter by service area**-select Peninsula, South Bay, or Pen + SouthB from the drop down menu.
 - Note boarder schools are listed as Pen + SouthB and do not show on the list if you select Peninsula or South Bay.
- **Search for any item** shown on the list. Just start typing in the search box.
 - The list will change as you type. For example, if you just type a “W” you will get services in Water Conservation, and services on Wednesdays, and maybe even services at Pinewood elementary (because there is a W in the middle of the school name).
 - You can search by subject area, services that need filling, services on a certain day or at a certain school, grade level, or classroom programs vs. field trip site.
- **Sort the list**-click on any column header to sort the list by that column of information in ascending order. Click on the header a second time to sort the list in descending order.

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- **View more or less services-**at the bottom you can select how many services you want to see in your list. If there are more services that fit your filter or search criteria you will need to select a larger number to see them all.

Full	Baylands Ecology	3	11/04/10 Thursday 8:10 AM	Classroom	San Miguel Elementary	South Bay
Full	Foothills Ecology	1	11/04/10 Thursday 8:40 AM	Classroom	Almond School	Peninsula
Full	Foothills Ecology	1	11/05/10 Friday 10:30 AM	Classroom	Almond School	Peninsula
Signed Up	Early California Indians		11/05/10 Friday 1:00	South Bay Office	Training	

Showing 1 to 25 of 97 entries Show entries Select a Number

Figure 6: Bottom of Service Schedule

“But Brittany! I don’t see a service that I know should be there!”

The easiest thing to do is to delete everything from the search box and set the service area to All. Then you can either scan the whole list, or start your search again with fewer parameters.

Sign up for a service, training, or tabling event

All sign up methods that were available before the online system are still in place. (Attend area meetings, call or email the Program Coordinator (Laurie) or your Area Coordinator.) The online system is an additional way to sign up.

- Select the service, training, or tabling event you are interested in by clicking on either the status or subject area for that service.
 - **Note:** Trainings and tabling events will have either "Training" or "Tabling" listed as their school so you can identify them.

Signed Up	Marine Ecology		11/04/10 Thursday 12:30	Fitzgerald Marine Reserve	Training	
Signed Up	Energy and Natural Resources		11/01/10 Monday 9:00	South Bay Office	Training	Trainings
Available	Water Science and Conservation	5	11/16/10 Tuesday 10:55 AM	Classroom	Theuerkauf School	Pen+SouthB
	Water Science and Conservation	5	11/16/10 Tuesday 1:10 AM	Classroom	Theuerkauf School	Pen+SouthB
Full	Foothills Ecology		11/05/10 Friday 9:00 AM	Classroom	Taylor Elementary	South Bay
Please Help!			11/09/10 Tuesday 6:00 pm	Classroom	Tabling	Tabling
Available	Baylands Ecology	3	11/30/10 Tuesday 9:15 AM	Baylands -Palo Alto	San Miguel Elementary	South Bay
Available	Baylands Ecology	3	11/29/10 Monday 9:15 AM	Baylands -Palo Alto	San Miguel Elementary	South Bay

Figure 7: Portion of the Service Schedule

- Review the details of the service. Key additional information on the details page includes who is signed up and what kits are reserved for the service.
- Click the "Sign Me Up!" button.

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- The page should refresh and you should see your name appear in the list.
 - **Note:** Signing up for a training class in this way means you are going to help demonstrate a kit to the new trainees.

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Navigation: About Us, Programs, Volunteer, Volunteer Member Home, Become a Volunteer, Training Sign Up Form, Current Volunteers, Support, Donate Now

Service Opportunity Details

Status: Please Help! [Sign Me Up!](#) **Click to Sign Up**

Date	Monday 11/15/10	Current Participants	
Time	8:10 AM to 9:40 AM	Chuck Coston	Volunteer
School	San Miguel Elementary	Joan Coston	Lead Volunteer
Grade	3		
Subject Area	Baylands Ecology		
Location	Classroom		
Group Size	20		
Teacher			
Teacher Notes			

Materials Reserved

BL-02 - Bay Banner (South Bay)	partial kit
BL-02 - Bay Banner (South Bay)	partial kit
BL-01 - Bird Utensils (South Bay)	whole kit
BL-07 - Bay Mud (South Bay)	partial kit
BL-07 - Bay Mud (South Bay)	partial kit

Figure 8: Service Detail Page

"But Brittany! I accidentally signed up for the wrong service!"

or

"But Brittany! I'm no longer able to help with a service that I signed up for!"

You will need to contact the Programs Coordinator (Laurie) to be removed from a service. This way we are aware when a space opens up again so we can be sure to get it filled.

"But Brittany! I want to take the training class as a student, not demonstrate a kit!"

RSVP for the training directly to the Education and Training Director (Brittany).

"But Brittany! I just want to observe a service, how do I sign up for that?"

At this point you will need to sign up to observe through one of the other sign up methods: attending an area meeting, call or email the Programs Coordinator (Laurie) or your Area Coordinator.

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But Brittany! There are no kits listed in the materials reserved area, why not? There are two main possibilities; 1) The lead hasn't told us which kits to reserve yet, and 2) the service is part of a larger group (doubles, triples, or sets of services over multiple days), in which case the kits are listed with the first service of the grouping.

Pickup kits for a service

While you can see this section of the online system from your home computer, you will only be able to complete these steps from one of the materials rooms.

In order to pick up kits for a service, you must be signed up to participate in that service in some way (as lead, regular volunteer, or observer). On the first screen you will see a list of the services for which you are scheduled.



The screenshot shows the 'Environmental Volunteers' website interface. At the top, there are navigation links: DONATE NOW, STORE, VOLUNTEER LOG IN, and CONTACT US. The main header includes the organization's logo and the tagline 'Teaching kids to love science and nature!'. A left sidebar contains a menu with items like 'About Us', 'Programs', 'Volunteer', 'Volunteer Member Home', 'Become a Volunteer', 'Training Sign Up Form', 'Current Volunteers', 'Support', and 'Donate Now'. The main content area is titled '<< Volunteer Member Home' and 'Kit Management', with a sub-header 'Pick up items for:'. Below this is a table with the following data:

	Date	Program	School	City	Site
Pickup	Thu 10/28/10	Foothills Ecology	Training		Stevens Creek Park
Pickup	Fri 10/29/10	Earthquake Geology	Training		Los Trancos/Monte Bello
Pickup	Fri 10/29/10	Water Science and Conservation	Training		South Bay Office
Pickup	Mon 11/01/10	Energy and Natural Resources	Training		South Bay Office
Pickup	Thu 11/04/10	Marine Ecology	Training		Fitzgerald Marine Reserve
Pickup	Fri 11/05/10	Early California Indians	Training		South Bay Office
Pickup	Mon 11/08/10	Early California Indians	Training		South Bay Office
Pickup	Mon 11/15/10	Earthquake Geology	Training		South Bay Office
Pickup	Mon 11/22/10	Water Science and Conservation	Training		South Bay Office
Pickup	Mon 11/29/10		Training		South Bay Office
Pickup	Wed 03/09/11	Foothills Ecology	Taft School	Redwood City	Jasper Ridge

Below the table, there is a link: 'Would you like to return materials? Return items now'. A blue arrow points to the 'Pickup' column of the table.

Figure 9: Services for which you can checkout kits

- Click "Pickup" for the service for which you are picking up kits.

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- Kits that are already reserved are shown in a list.

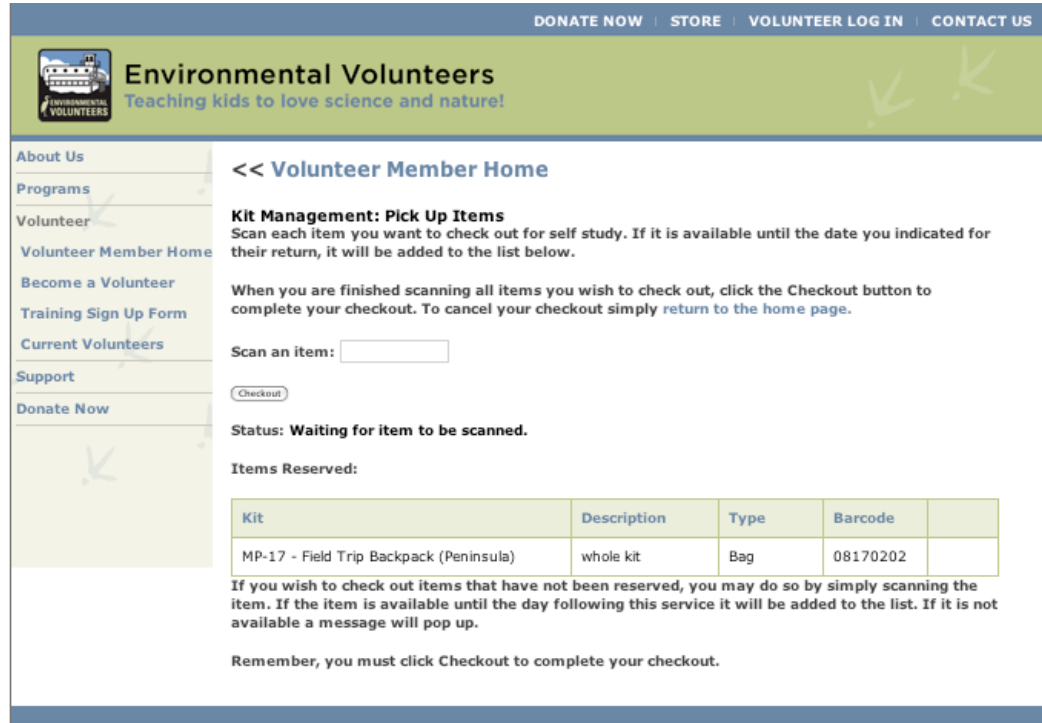


Figure 10: Kit Checkout Page

- Scan each item you are checking out with the barcode scanner. The item will be highlighted in the list.
 - Kits with multiple parts need each part scanned individually.

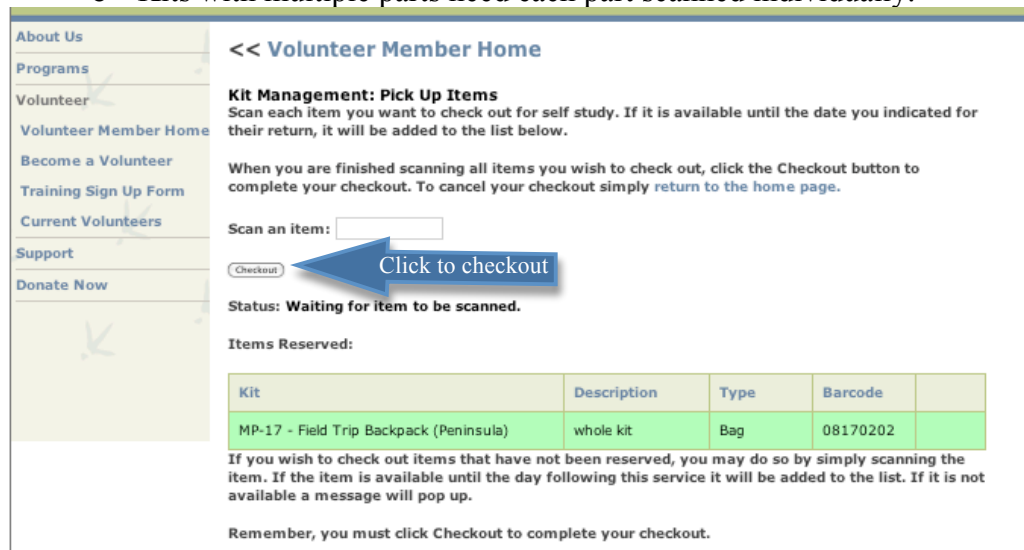


Figure 11: Scanned kit is highlighted

- To add a kit piece that isn't previously reserved, simply scan it too. If it is available during the time of the reservation, it will be added to the list.

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- If you mistakenly scanned something you do not want, scan it again to remove it from the list. If you mistakenly remove something from the list, scan it again to return it to the list.
- When you are done, click “Checkout” to complete the process.

“But Brittany! What if the barcode scanner isn’t working?”

Never fear, you can also manually enter a barcode by typing in the number that appears just underneath the actual barcode on the kit tag. **Then press Tab.** The computer should respond just as if you used the scanner.

“But Brittany! What if the computer isn’t working?”

First check with a staff member to see if we can help you address the issue. (In South Bay, feel free to use the phone to call the Peninsula office-650-961-0545.) If you can’t get a hold of a staff person, or it is certain there is not immediate solution (e.g. a power outage), use the emergency kit check out slips, which will be located by the computer in each materials room.

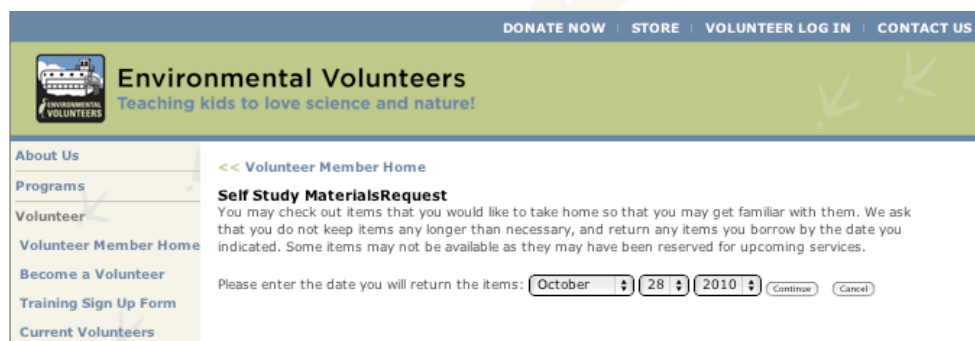
“But Brittany! I need to check out a kit for a training class, or a tabling event, what do I do?”

All events, including training classes and tabling events will show on the service schedule as well. You can check out your kits just as if it is a service.

Pickup a kit for self study

This is the option to choose if you are interested in checking a kit out for self-study. As with checking kits out for a service you can review the pages at home, but you can only check out the kits from one of the materials room.

- First, find the kit(s) you want to check out and pull them from the shelf.
- Enter the date you plan on returning the kits. (The system assumes the check out date is the current date.)



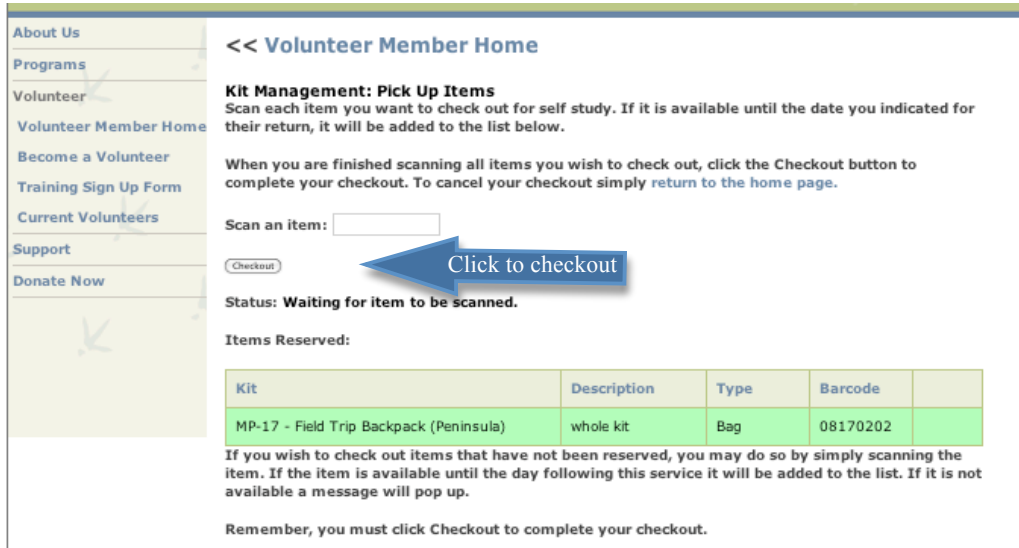
The screenshot shows the Environmental Volunteers website interface. At the top, there is a navigation bar with links: DONATE NOW | STORE | VOLUNTEER LOG IN | CONTACT US. Below this is a green header with the Environmental Volunteers logo and the tagline "Teaching kids to love science and nature!". A left sidebar menu contains links: About Us, Programs, Volunteer, Volunteer Member Home, Become a Volunteer, Training Sign Up Form, and Current Volunteers. The main content area is titled "Self Study Materials Request" and includes a paragraph explaining the self-study process. Below the text is a form field for returning items with date pickers for month (October), day (28), and year (2010), along with "Continue" and "Cancel" buttons.

Figure 12: For self study, select a date to return kits

- Scan each item you are checking out with the barcode scanner. The item will appear in the list.
 - Kits with multiple parts need each part scanned individually.

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- If you mistakenly scanned something you do not want, scan it again to remove it from the list. If you mistakenly remove something from the list, scan it again to return it to the list.
- When you are done, click “Checkout” to complete the process.



The screenshot shows the 'Volunteer Member Home' page. On the left is a navigation menu with links: About Us, Programs, Volunteer, Volunteer Member Home (highlighted), Become a Volunteer, Training Sign Up Form, Current Volunteers, Support, and Donate Now. The main content area is titled '<< Volunteer Member Home'. It contains a 'Kit Management: Pick Up Items' section with instructions to scan items and a 'Checkout' button. A blue arrow points to the 'Checkout' button with the text 'Click to checkout'. Below this is a 'Status: Waiting for item to be scanned.' section and an 'Items Reserved:' table. The table has columns for Kit, Description, Type, and Barcode. One item is listed: 'MP-17 - Field Trip Backpack (Peninsula)' with description 'whole kit', type 'Bag', and barcode '08170202'. Below the table is a note about scanning items not reserved and a reminder to click 'Checkout'.

Kit	Description	Type	Barcode
MP-17 - Field Trip Backpack (Peninsula)	whole kit	Bag	08170202

Figure 13: Self study checkout page

“But Brittany! What if the barcode scanner isn’t working?”

Never fear, you can also manually enter a barcode by typing in the number that appears just underneath the actual barcode on the kit tag. **Then press Tab.** The computer should respond just as if you used the scanner.

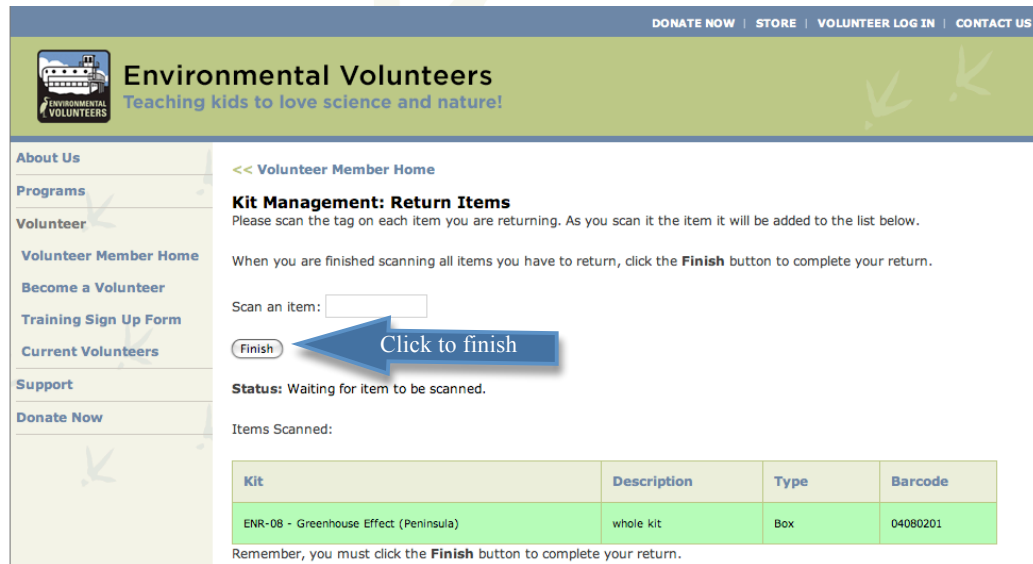
“But Brittany! What if the computer isn’t working?”

First check with a staff member to see if we can help you address the issue. (In South Bay, feel free to use the phone to call the Peninsula office-650-961-0545.) If you can’t get a hold of a staff person, or it is certain there is not immediate solution (e.g. a power outage), use the emergency kit check out slips, which will be located by the computer in each materials room.

Return kits

When you return a kit, it does not matter who checked it out originally.

- Scan each item you are returning with the barcode scanner. The item will appear in the list.
 - Kits with multiple parts need each part scanned individually.
- If you mistakenly scanned something you do not want to return, scan it again to remove it from the list. If you mistakenly remove something from the list, scan it again to return it to the list.
- When you are done, click “Finish” to complete the process.
- Return the items to their proper shelf.



The screenshot shows the 'Environmental Volunteers' website interface. At the top, there are navigation links: 'DONATE NOW | STORE | VOLUNTEER LOG IN | CONTACT US'. The main header features the organization's logo and tagline: 'Environmental Volunteers Teaching kids to love science and nature!'. A left sidebar contains a menu with items like 'About Us', 'Programs', 'Volunteer', 'Volunteer Member Home', 'Become a Volunteer', 'Training Sign Up Form', 'Current Volunteers', 'Support', and 'Donate Now'. The main content area is titled '<< Volunteer Member Home' and 'Kit Management: Return Items'. It includes instructions: 'Please scan the tag on each item you are returning. As you scan it the item it will be added to the list below.' and 'When you are finished scanning all items you have to return, click the **Finish** button to complete your return.' There is a text input field for 'Scan an item:' and a 'Finish' button. A blue arrow points to the 'Finish' button with the text 'Click to finish'. Below this, the status is 'Status: Waiting for item to be scanned.' and 'Items Scanned:' is followed by a table:

Kit	Description	Type	Barcode
ENR-08 - Greenhouse Effect (Peninsula)	whole kit	Box	04080201

Remember, you must click the **Finish** button to complete your return.

Figure 14: Returning a kit: after it is scanned

“But Brittany! What if the barcode scanner isn’t working?”

Never fear, you can also manually enter a barcode by typing in the number that appears just underneath the actual barcode on the kit tag. **Then press Tab.** The computer should respond just as if you used the scanner.

“But Brittany! What if the computer isn’t working?”

First check with a staff member to see if we can help you address the issue. (In South Bay, feel free to use the phone to call the Peninsula office-650-961-0545.) If you can’t get a hold of a staff person, or it is certain there is not immediate solution (e.g. a power outage), use the emergency kit check out slips and clearly note that these are a return.

Change password

You will start with a randomly generated password and if you need your password reset it will also be randomly generated. You can use this option to change it to something you can remember.

- Type your new password into the two boxes.
- Be sure you type the same thing into both boxes.
- Your password must be 6 characters long and have at least one capital and one lower case letter. Numbers and symbols are valid to use.
 - Examples of *invalid* passwords:
 - Teach (too short)
 - docent (no capital letter)
 - DOCENT (no lower case letter)
 - 123456 (no capital or lower case letters)
 - Examples of *valid* passwords:
 - Docent
 - Abc123#&%

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Volunteer Member Page

Change Password

Enter your new password:

Re-enter your new password:

Please note that your password **must** include at least one upper case letter, one lowercase letter and at least six characters. A strong password will contain numbers and punctuation as well as other characters. Your password may not be the same as your user name. If the password validator does not indicate at least a weak password your password will not be changed.

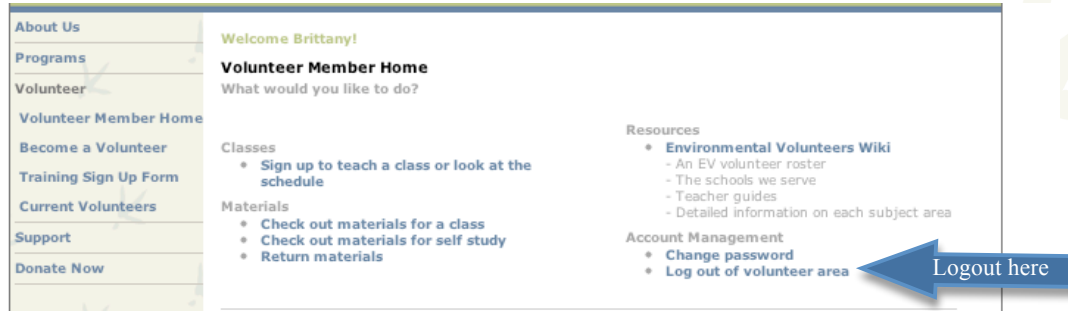
Submit

Figure 15: Change password screen

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Log out of volunteer area

Click on this to log out of the system. This is important to do in the materials rooms where multiple EVs will be using the computer, or at home if you live with another EV who may want to get on the online system as well.



The screenshot shows the 'Volunteer Member Home' page. On the left is a navigation menu with links like 'About Us', 'Programs', 'Volunteer', 'Become a Volunteer', 'Training Sign Up Form', 'Current Volunteers', 'Support', and 'Donate Now'. The main content area is titled 'Welcome Brittany!' and 'Volunteer Member Home'. It lists options under 'Classes', 'Materials', 'Resources', and 'Account Management'. The 'Account Management' section includes 'Change password' and 'Log out of volunteer area', which is highlighted with a blue arrow pointing to it from the right. The right side of the page has a large, faint green arrow graphic pointing left.

Figure 16: Logout location

Return to Volunteer Member Page

This option is available on the top of any page in the system. Simply click on "<<Volunteer Member Page" and you will return you to the starting page with the different options of things you can do in the online system.



The screenshot shows the 'Environmental Volunteers' website header with the logo and tagline 'Teaching kids to love science and nature!'. The navigation menu is on the left. The main content area shows '<< Volunteer Member Home' with a blue arrow pointing to it from the right, labeled 'Click to return to the start'. Below this is a 'Kit Management: Return Items' section with a status of 'Return complete.' and a table of items checked in/out.

Kit	Description	Type	Barcode
ENR-08 - Greenhouse Effect (Peninsula)	whole kit	Box	04080201

Figure 17: Return to volunteer member page

Enter the Wiki area containing:

This option will take you to the EV wiki. The wiki will open in a new window so you can return to the online system if you need to. The EV wiki is where you can find the scripts for all kits, the subject guides, the EV roster, and many more useful resources. You no longer need to login to the wiki as you have already logged into the volunteer online system.