

UC Environmental Stewards

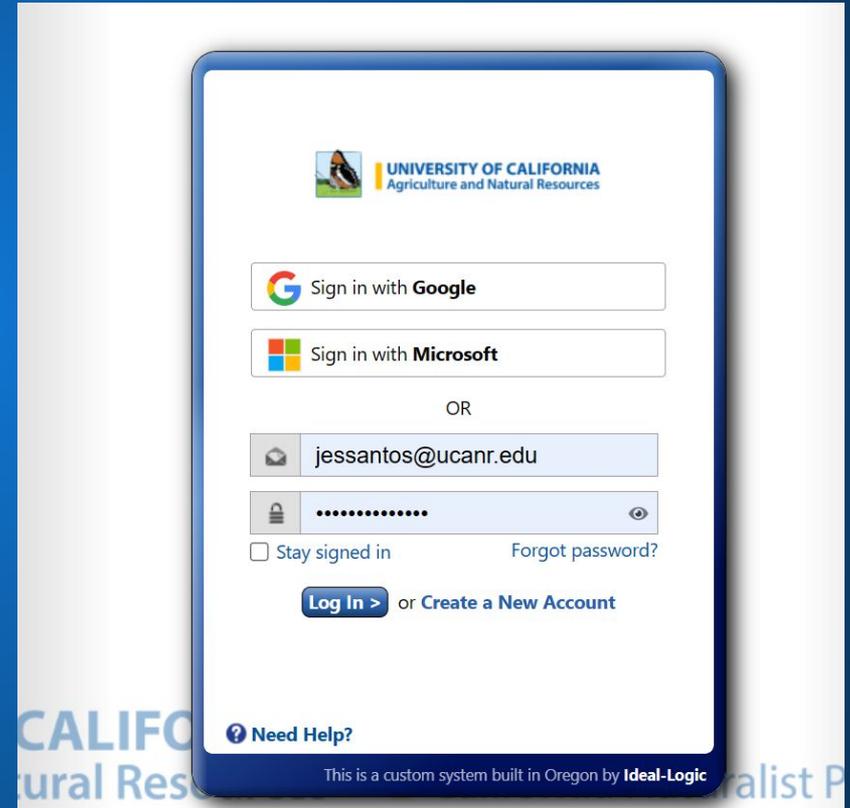
Logging Your Stewardship Projects Hours and Information to the Volunteer Portal



Logging into the Volunteer Portal

1. Log into the Volunteer Portal

<https://apps.ideal-logic.com/ucanr>



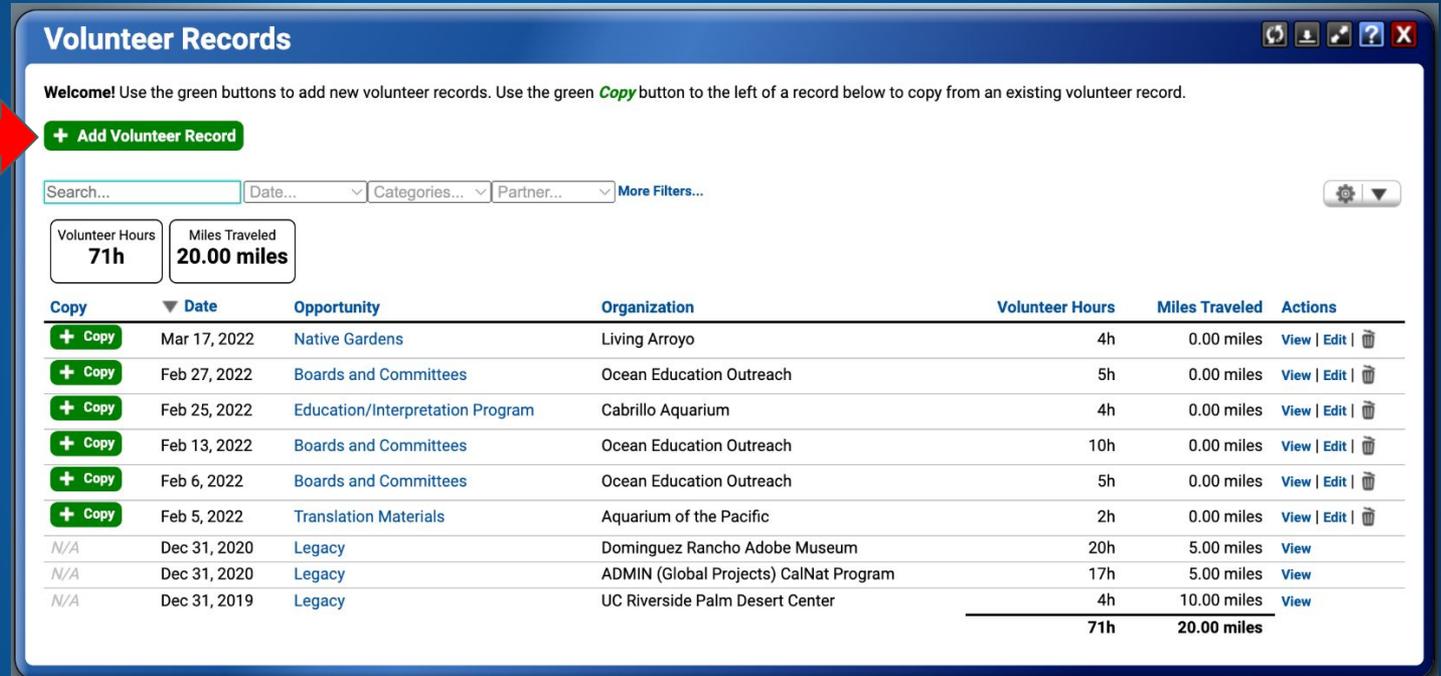
Entering Stewardship Project Hours and Information

2. Click the “Record Volunteer Hours” Button

The screenshot shows the 'Volunteer Portal' interface for the State of California Natural Resources. The top navigation bar includes 'Home', 'Catalog', 'People', 'Messages', 'Notes & Tasks', and 'Admin'. A left sidebar contains 'Dashboard', 'Staff Home', and 'Participant Home'. The main content area features a 'Record Volunteer Hours' button with a document icon and the text 'Click to view/submit volunteer records'. A red arrow points to this button. Other visible elements include a 'Start a New Registration' button, an 'Edit Your Profile' button, a 'Tracks' section with 'Volunteer Hours (8)', and two progress cards: 'Annual Service Pin' (40 Volunteer Hours, 26 hours complete) and 'Recognition Level' (100 Hours, 67 hours complete). A right sidebar contains 'Custom Reports', 'Announcements', and 'Links' sections.

Adding Stewardship Project Record

3. Click the “Add Volunteer Record” Button



Volunteer Records

Welcome! Use the green buttons to add new volunteer records. Use the green **Copy** button to the left of a record below to copy from an existing volunteer record.

+ Add Volunteer Record

Search... Date... Categories... Partner... More Filters...

Volunteer Hours: **71h** | Miles Traveled: **20.00 miles**

Copy	Date	Opportunity	Organization	Volunteer Hours	Miles Traveled	Actions
+ Copy	Mar 17, 2022	Native Gardens	Living Arroyo	4h	0.00 miles	View Edit
+ Copy	Feb 27, 2022	Boards and Committees	Ocean Education Outreach	5h	0.00 miles	View Edit
+ Copy	Feb 25, 2022	Education/Interpretation Program	Cabrillo Aquarium	4h	0.00 miles	View Edit
+ Copy	Feb 13, 2022	Boards and Committees	Ocean Education Outreach	10h	0.00 miles	View Edit
+ Copy	Feb 6, 2022	Boards and Committees	Ocean Education Outreach	5h	0.00 miles	View Edit
+ Copy	Feb 5, 2022	Translation Materials	Aquarium of the Pacific	2h	0.00 miles	View Edit
N/A	Dec 31, 2020	Legacy	Dominguez Rancho Adobe Museum	20h	5.00 miles	View
N/A	Dec 31, 2020	Legacy	ADMIN (Global Projects) CalNat Program	17h	5.00 miles	View
N/A	Dec 31, 2019	Legacy	UC Riverside Palm Desert Center	4h	10.00 miles	View
				71h	20.00 miles	

Entering a New Record

4. Click the “New Volunteer Record” Button



Volunteer Records

Welcome! Use the green buttons to add new volunteer records. Use the green *Copy* button to the left of a record below to copy from an existing volunteer record.

+ Add Volunteer Record

Click a recently used organization:

- ▶ ADMIN (Global Projects) CalNat Program
- ▶ Aquarium of the Pacific
- ▶ Cabrillo Aquarium
- ▶ Dominguez Rancho Adobe Museum
- ▶ Living Arroyo
- ▶ Ocean Education Outreach
- ▶ UC Riverside Palm Desert Center

Or, create a new volunteer record from scratch:

- ▶ **New Volunteer Record**

You may also find an existing volunteer record in your list and use the *Copy* button to start from one that's already been filled out.

Organization	Volunteer Hours	Miles Traveled	Actions
Living Arroyo	4h	0.00 miles	View Edit <input type="checkbox"/>
Ocean Education Outreach	5h	0.00 miles	View Edit <input type="checkbox"/>
Cabrillo Aquarium	4h	0.00 miles	View Edit <input type="checkbox"/>
Ocean Education Outreach	10h	0.00 miles	View Edit <input type="checkbox"/>
Ocean Education Outreach	5h	0.00 miles	View Edit <input type="checkbox"/>
Aquarium of the Pacific	2h	0.00 miles	View Edit <input type="checkbox"/>
Dominguez Rancho Adobe Museum	20h	5.00 miles	View
ADMIN (Global Projects) CalNat Program	17h	5.00 miles	View
UC Riverside Palm Desert Center	4h	10.00 miles	View
71h		20.00 miles	

Recording the Organization Where You Volunteered

5. Click the “All Organizations” Button

A window will open up with an option to select an organization.



New Volunteer Record

Add a New Volunteer Record
Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.

[Your Organizations](#) [All Organizations](#)

Participant [»](#)
 **Eliot Freutel**
Community Education Spe

Status
 0%
New Record
[What's Missing?](#)

Instructions
Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?
Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

[Submit Volunteer Record](#)

Recording the Organization Where You Volunteered

6. Search for the organization where you volunteered



New Volunteer Record

Add a New Volunteer Record
Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.

Your Organizations

Select a Organization

Click the *Select* button next to your choice

Filter: **Volunteer Partner** (52) **Empty** (3)

Search... Managed By..

- [Select](#) American River College - Los Rios CC District
- [Select](#) American River Conservancy
- [Select](#) Audubon Canyon Ranch: Bouverie Preserve
- [Select](#) Audubon Canyon Ranch: Martin Griffith Preserve
- [Select](#) Bolsa Chica Conservancy
- [Select](#) Calaveras Big Trees Association
- [Select](#) Camp Ocean Pines
- [Select](#) Catalina Island Conservancy
- [Select](#) Chico Creek Nature Center
- [Select](#) City College of San Francisco
- [Select](#) College of the Redwoods
- [Select](#) Columbia College
- [Select](#) Community Nature Connection
- [Select](#) Cuesta College
- [Select](#) Dominguez Rancho Adobe Museum
- [Select](#) Effie Yeaw Nature Ctr/American River Natural History

[+ Add New Organization](#)

[Submit Volunteer Record](#) [Cancel](#)

Participant

Eliot Freutel
Community Education Spe

Status

0%

New Record

[What's Missing?](#)

Instructions

Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?

Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

Select Your Organization

The screenshot shows a web interface for creating a new volunteer record. The main form is titled "New Volunteer Record" and contains a section "Add a New Volunteer Record" with a "Submit" button. A "Select a Organization" pop-up window is open, displaying a list of organizations with "Select" buttons next to each. A red arrow points from the "Add New Organization" link in the pop-up to a separate "Add Organization" dialog box. This dialog box has a text input field for the organization name and "Cancel" and "Add Organization" buttons. Another red arrow points from the "Add Organization" button in the dialog box back to the "Add New Organization" link in the pop-up window.

Add a New Volunteer Record
Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.

Your Organizations

Select a Organization
Click the *Select* button next to your choice

Filter: **Volunteer Partner** (52) **Empty** (3)

Search... Managed By..

- Select American River College - Los Rios CC District
- Select American River Conservancy
- Select Audubon Canyon Ranch: Bouverie Preserve
- Select Audubon Canyon Ranch: Martin Griffith Preserve
- Select Bolsa Chica Conservancy
- Select Calaveras Big Trees Association
- Select Camp Ocean Pines
- Select Catalina Island Conservancy
- Select Chico Creek Nature Center
- Select City College of San Francisco
- Select College of the Redwoods
- Select Columbia College
- Select Community Nature Connection
- Select Cuesta College
- Select Dominguez Rancho Adobe Museum
- Select Effie Yeaw Nature Ctr/American River Natural History

+ Add New Organization

Participant
Eliot Freutel
Community Education Spe

Status
0%
New Record
[What's Missing?](#)

Instructions
Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?
Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

Submit Volunteer Record Cancel

7. If your organization is not listed, you can create a new one. Click the "Add New Organizations" Button

8. Type the name in the pop-up window

Select Stewardship Project Activity

9. Click the “All Activities”

Select one of the six stewardship project activities.

A window for the specific activity will appear.



Name of Organization

Add a New Volunteer Record
Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.

Name of Organization [Remove](#)

[Your Organizations](#) [All Organizations](#)

Activity*
Select/Add the activity in which you participated. You'll have an opportunity to provide more details after you make your choice.

[All Activities](#)

- [Select](#) Stewardship Project (Community Resilience & Adaptation)
- [Select](#) Stewardship Project (Conservation/Restoration)
- [Select](#) Stewardship Project (Education/Interpretation)
- [Select](#) Stewardship Project (Environmental & Climate Justice)
- [Select](#) Stewardship Project (Participatory Science)
- [Select](#) Stewardship Project (Program Support)

[Submit Volunteer Record](#)

Participant

 **Eliot Freutel**
Community Education Spe

Status

9%

New Record
[What's Missing?](#)

Instructions

Complete all required fields and click the green *Submit* button to add this record to your list.

Need Help?

Click the *Help* button above, [send us an email](#), or call us at (562) 646-6767.

Enter the Preliminary Title and Description of Your Stewardship Project

10. Type in a preliminary “Project Title” and “Description” of your stewardship project. You will be able to update the Title and Description of your project later as needed.



Stewardship Project (Education/Interpretation)

Add a New Volunteer Record

Complete the form below and click the green *Submit* button at the bottom.

Organization*
Select/Add the organization where you volunteered.

Watsonville Wetlands Watch [Remove](#)

[Your Organizations](#) [All Organizations](#)

Activity*
Select/Add the activity in which you participated. You'll have an opportunity to provide more details after you make your choice.

Stewardship Project (Education/Interpretation) [Remove](#)

[All Activities](#)

Stewardship Project Title
Please enter the title of your Stewardship project.

Description
In the box below you may find examples of activities that might occur with this volunteer service. **Please edit the description to accurately reflect your volunteer service.**

Scroll Through to Complete the Record

11. Keep scrolling and fill in all the fields

Hours: Course participants will record their first 8 hours* of their stewardship project prior the end of their course.

Volunteer Information: Select either Climate Stewards or California Naturalist.

*Please Note: for certain courses, the number of required hours may be different



Stewardship Project (Program Support)

Service Date*
When did you volunteer?
Date Multiple Days ?

Volunteer Hours*
How many hours did you spend volunteering?
 Hours

Miles Traveled* ?
 miles

County*
Select the county in which this volunteer took place.

Place*
What was the name of the place that you volunteered at?

City*
Which City was the place located?

Zipcode
Enter the Zipcode of the place that you volunteered at.

Volunteer Information

Are you volunteering as a "California Naturalist" or as a "Climate Steward"?*

California Naturalist
 Climate Steward

[More Below - Scroll Down ↓](#)

Participant
JI U

Status
New Rec
What's M

Instruction
Complete :
the green :
record to y

Need Help
Click the H
an email, c

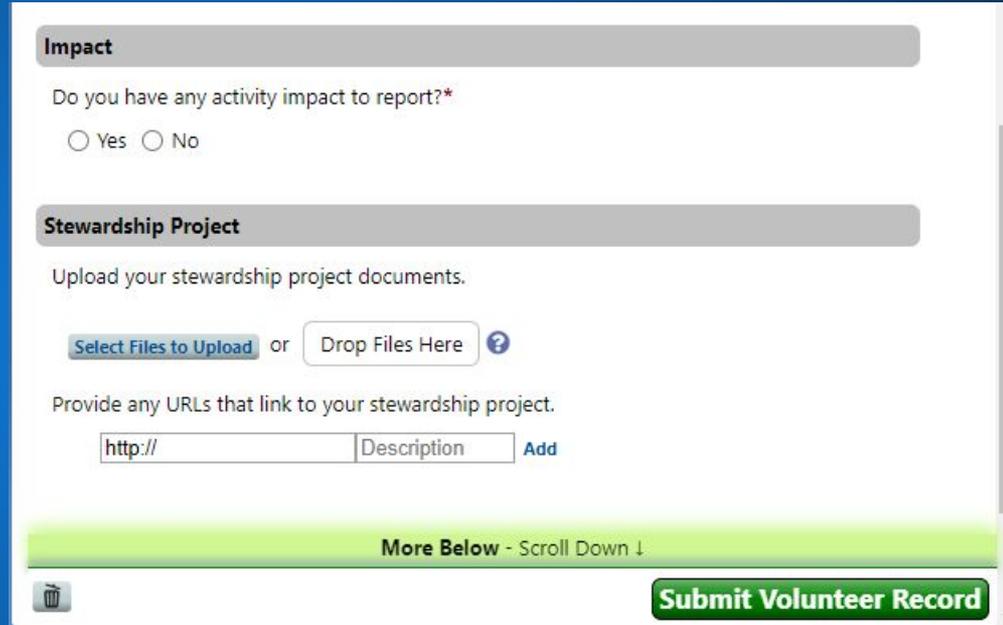
Scroll Through to Complete the Record

12. Keep scrolling and fill in all the fields

Impact Report: Choose “No” unless your project has an impact report.

Select Files to Upload: Upload your project file(s). For example, the approved project outline or proposal, final presentation or activity, video/website link, etc.

*You can return to upload your files anytime during the course



The screenshot shows a web form with two main sections: "Impact" and "Stewardship Project".

- Impact Section:** Contains the question "Do you have any activity impact to report?*" with radio button options for "Yes" and "No".
- Stewardship Project Section:** Contains the instruction "Upload your stewardship project documents." followed by a file upload area with "Select Files to Upload" and "Drop Files Here" buttons. Below this is a text input field for "Provide any URLs that link to your stewardship project." with a "Description" label and an "Add" button. A green bar at the bottom of this section says "More Below - Scroll Down ↓".

At the bottom of the form, there is a trash icon on the left and a green "Submit Volunteer Record" button on the right.



Submit Volunteer Record

13. The system is pretty smart. If you missed a field, the green box at the bottom will warn you that there are unanswered questions.

Click Submit Volunteer Record.



Stewardship Project (Program Support)

Zipcode
Enter the Zipcode of the place that you volunteered at.

Volunteer Information

Are you volunteering as a "California Naturalist" or as a "Climate Steward"?*

California Naturalist
 Climate Steward

Impact

Do you have any activity impact to report?*

Yes No

Stewardship Project

Upload your stewardship project documents.

or

Provide any URLs that link to your stewardship project.

 There are still unanswered required questions on this form. Please review the form and answer these questions before submitting.

Participant
Jill
UCA

Status
New Record
What's Missi

Instructions
Complete all
the green Su
record to you

Need Help?
Click the *Hel*
an email, or c

Fill in Missing Information

14. Oops! If info is missing it will be highlighted in red. Enter the missing information and click Submit Volunteer Record again.

You have now added your Stewardship Project Hours and Information.

The screenshot shows a web form for entering volunteer information. The form is titled "Categories" and includes the following fields:

- Program Support:** Program Support
- Service Date*:** When did you volunteer?
 - Date: 01/20/2024
 - End Date: 01/22/2024
 - Multiple Days
- Volunteer Hours*:** How many hours did you spend volunteering?
 - 10 Hours
- Miles Traveled*:**
 - 0 miles
- County*:** Select the county in which this volunteer took place.
 - California
- Place*:** What was the name of the place that you volunteered at?
 - [Empty text box]
- City*:** Which City was the place located?
 - [Empty text box]
- Zipcode:** Enter the Zipcode of the place that... [More Below - Scroll Down](#)

At the bottom of the form is a green button labeled "Submit Volunteer Record". A red arrow points to the bottom of the form, and an orange arrow points to the "Submit Volunteer Record" button.

Adding Additional Project Hours and Updating Your Project Information

15. To add additional hours, log into the Volunteer Portal and click Record Volunteer Hours



UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources Home

Volunteer Portal

 **Record Volunteer Hours**
Click to view/submit volunteer records

Other Actions

 **Edit Your Profile**
Update your contact information

Then click **Edit** to the right of your stewardship project record.



Volunteer Records

Shortcut: Use the green **Copy** button to the left of a record below to copy from an existing volunteer record.

+ Add Volunteer Record

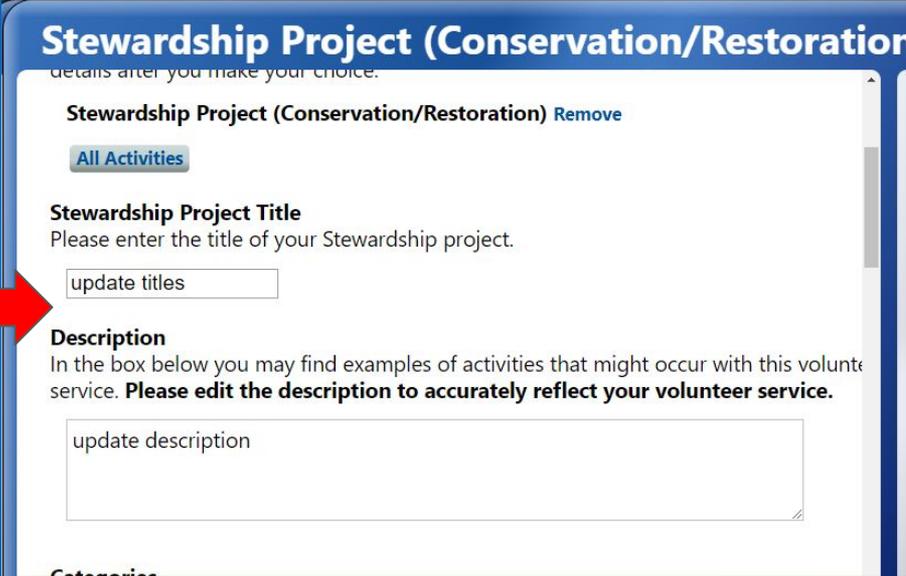
Search... Program... Date... Categories... More Filters...

Volunteer Hours: **13h.45m** Miles Traveled: **70.00 miles**

Copy	Date	Opportunity	Organization	Volunteer Hours	Miles Traveled	Actions
+ Copy	Feb 25, 2024	Stewardship Project (Conservation/Restoration)	Peregrine Team	1h	6.00 miles	View Edit 

Enter Stewardship Project Title and Additional Hours

16. Scroll through and update “Stewardship Project Title” and “Description” as needed.



Stewardship Project (Conservation/Restoration) details after you make your choice.

Stewardship Project (Conservation/Restoration) Remove

[All Activities](#)

Stewardship Project Title
Please enter the title of your Stewardship project.

Description
In the box below you may find examples of activities that might occur with this volunteer service. **Please edit the description to accurately reflect your volunteer service.**

Categories

Final Step for Adding Additional Hours

17. Scroll down to upload your stewardship project documents and/or add additional hours



Stewardship Project (Conservation/Restorati

Upload your stewardship project documents.

[Select Files to Upload](#) or [Drop Files Here](#) ?

Provide any URLs that link to your stewardship project.

[Add](#)

[+ Add Additional Hours](#)

Date	Description	Volunteer Hours	Actio
Feb 26, 2024	Empty	2h	

✓ **Click the *Submit Volunteer Record* button below to submit your completed Volunteer Record.**

[Done Editing](#)

When finished, click Done Editing



Good Job!

Make sure you submitted your required project hours and upload all project information before the last day of class.

If you encounter any issues, your UC Environmental Stewards staff contact can help or you can check out this [video](#) and this [helpful how-to](#).

For entering volunteer hours after becoming certified, see: [Logging Volunteer Hours as a Certified California Naturalist or Climate Steward](#)

