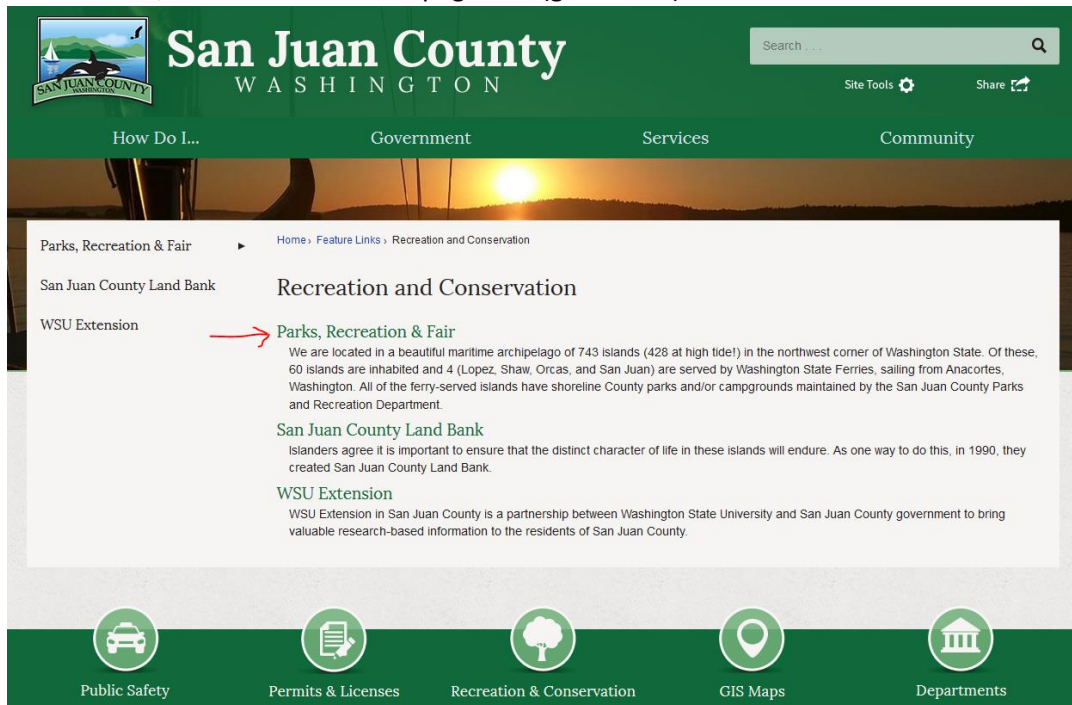


How to Log Your Volunteer Hours

1. Visit www.sanjuanco.com and find the Recreation & Conservation icon—**CLICK** it



2. **CLICK** “Parks, Recreation and Fair” page Link (green text)



3. On the left hand panel of the screen, locate “Report Volunteer Hours” and **CLICK** it.

The screenshot shows the San Juan County Washington website. The header includes the county logo, name, and a search bar. A navigation bar contains links for 'How Do I...', 'Government', 'Services', and 'Community'. The main content area is titled 'Parks, Recreation and Fair' and includes a 'Welcome to San Juan County Parks' message, 'Our Mission' statement, and a list of islands. On the left sidebar, under 'Volunteer Opportunities', the 'Report Volunteer Hours' link is circled in red. Other sidebar items include 'Make a Camping Reservation', 'Camping Information', 'County Day Parks', 'San Juan Island', 'Lopez Island', 'Shaw Island', 'Orcas Island', 'Park Projects', 'Parks Policy Manual (PDF)', and 'San Juan County Fair'. The right sidebar features 'Park Alerts', 'Other Alerts', and 'Contact Us' information.

4. Since you have signed your volunteer form, you have been created in our system as a Volunteer. By entering the email address that you gave us, and your first name (multiple names can be associated with one email address, if only one person is associated with the email address, no need to put a first name).

The screenshot shows the 'Report Volunteer Hours' page on the San Juan County Washington website. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Report Volunteer Hours' and includes a link to 'Instructions for Reporting Volunteer Hours (PDF)'. Below this is a form with two input fields: 'Email Address:' and 'First Name:'. A 'Sign In' button is located below the 'First Name' field. A note below the button states: '*First name only required if you share an email address'. The left sidebar is the same as in the previous screenshot, but 'Report Volunteer Hours' is now the active page.

5. Report your observations on anything you might have seen, any work you did and **CLICK SUBMIT**. Your volunteer report is directly emailed to the volunteer coordinator and appropriately forward to the respective island’s Park manager, and volunteer team leader.

THANK YOU!