

How to enter your volunteer time

Boise River Aquatic Bird Survey

Volunteers

1. Log on to <https://fishandgame.idaho.gov/sites/Wildlife/CitizenScience/default.aspx>
2. Click on the SIGN IN button in the upper right hand corner. Enter your username and password to log on. Place your username and password sticker here or somewhere safe.
3. Click on **Volunteer time sheet 2012** on the left vertical bar.
4. Click on the little arrow next to the NEW button and select NEW ITEM. Now you will see the timesheet.
5. Enter the DAY using the calendar icon on the right of that field.
6. Enter your distance roundtrip (in miles) from where you live to where you will begin your volunteer time.
7. Enter the number of hours you spent volunteering (not including your travel time to and from home).
8. Enter main contact organization. In the dropdown box, IDFG-AQUATIC BIRD SURVEY is listed....please chose that!
9. Click OK and your entry should appear in spreadsheet form in the big white box on your screen.

How to create a shortcut to this site from your computer's desktop

1. Place your cursor somewhere on your desktop where no other icons are located.
2. RIGHT CLICK
3. Choose NEW
4. Choose SHORTCUT
5. Type in or paste in the URL address above and click NEXT
6. Name the shortcut what you want to name it WATERBIRD SURVEY TIMESHEET or TIMESHEET.
7. Click FINISH

For help entering time, contact DENIZ AYGEN at deniz.aygen@idfg.idaho.gov

Forgot your username or password? Contact DENIZ AYGEN at deniz.aygen@idfg.idaho.gov or 287-2750

PLEASE enter your time regularly! Your volunteer time is extremely important to us! Your time is converted into a dollar value and is used for "match" for federal grants. Your volunteer time helps us leverage money to help monitor and inventory wildlife!