

How to log-in to Better Impact:

If you don't have an account you can sign-up at:

<http://btr.im/10fq2>

<h3>I am new to MyVolunteerPage.com</h3> <p>You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.</p> <p>Username <input type="text"/> ⓘ</p> <p>Email Address <input type="text"/> ⓘ</p> <p>Verify Email Address <input type="text"/> ⓘ</p> <p>Save and Continue</p>	<h3>I already have a username</h3> <p>If you have signed up with this organization before, or are a member of another organization that uses MyVolunteerPage.com, you can use the same login to access all organizations with which you volunteer.</p> <p>Username <input type="text"/> ⓘ</p> <p>Password <input type="text"/> ⓘ</p> <p>Forgot your username or password?</p> <p>Login and Continue</p> <p>Already use MyVolunteerPage.com to volunteer with this organization? Go to volunteer login</p>
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<https://app.betterimpact.com/Login/Volunteer>

Bookmark this on your computer for easier reporting.

If you have an account, login with username and password.

MyVolunteerPage.com Login

<h3>Login</h3> <p>Username <input type="text"/> ⓘ Usernames are not case sensitive.</p> <p>Password <input type="text"/> ⓘ Passwords are case sensitive.</p> <p>Forgot your username or password? Login</p>

How to input volunteer hours:

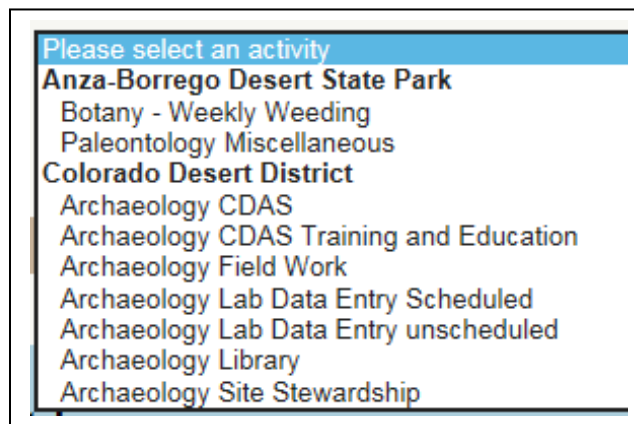
The 'opportunities' tab list of activities is the same as the 'activities' list under the 'hours' tab.



Under the 'hours' tab, you can select **Active** then select the activity from the drop down menu. Select the date, and type in the hours & minutes. If you are filling out multiple activities and hours, use 'save & log another' otherwise, just 'save'.

The image shows a form titled "Log Hours". It includes a section for "Activity" with a dropdown menu and two buttons: "Active" and "Inactive". The dropdown menu is currently set to "Please select an activity". Below this, there is a "Date Volunteered" field with a calendar icon and a date of "11/27/2018". To the right of the date are two input fields for "Hours" and "Minutes", both containing the number "0". At the bottom of the form, there are two buttons: "Save and Log Another" and "Save".

The activity list will automatically fill:



The calendar is a dropdown menu usually showing the current date. Access it by clicking in the date box or on 'Date Volunteered'. You can change the month and year by using the arrows either in the text boxes or the arrows inside the white circles [all highlighted yellow]. Click on the day you want and it will appear in the box. Clear/correct the date by backspacing, or tapping the red 'x' that is to the right of the date.

Date Volunteered 10/31/2018 Hours 0 Minu

Save and Log

ost Recent Ent

ACTIVITY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

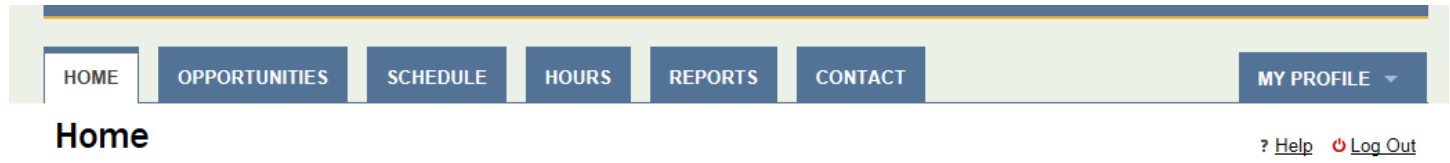
After you have the correct date, then type in the hours and minutes [1-60].

Either save & log another or just save. Log out.

How to sign-up and remove yourself from activities:

Working with scheduling can be ‘tricky’.

You can select and add yourself to an activity under the ‘Opportunities’ Tab, but if you want to delete/undo you need to go to the ‘Schedule’ tab.



Before you do any scheduling, go to your profile page, and check the privacy settings box. If you leave it unchecked, you are anonymous to other volunteers and staff when you sign up to do something.

The screenshot shows a "Privacy Settings" form titled "Privacy Settings for the Schedule". It contains three checkboxes:

- I want other volunteers to be able to see my name in the list of scheduled volunteers.
- I want my last name included.
- I want my photo included.

A "Save" button is located at the bottom right of the form.

From the opportunities page, scroll down to Colorado Desert District Activity. Click on the type of activity you would like to see the schedule for

The screenshot shows a table titled "Colorado Desert District" with the following columns: ACTIVITY, SHIFTS, START DATE, and END DATE. The table lists five activities:

ACTIVITY	SHIFTS	START DATE	END DATE
Archaeology CDAS	6	11/30/2018	4/26/2019
Archaeology CDAS Training and Education	2	12/19/2018	4/17/2019
Archaeology Field Work	8	12/1/2018	3/30/2019
Archaeology Site Stewardship	1		
Colorado Desert District Volunteer Orientation	3	11/30/2018	1/26/2019

Click on 'Sign Up' next to the date you want to sign-up for and you will be added to the schedule

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS	<input type="checkbox"/>
Saturday, December 01, 2018	7:00 AM	3:00 PM		6 / 8		<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Saturday, December 08, 2018	7:00 AM	3:00 PM		8 / 8		<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Saturday, December 15, 2018	7:00 AM	3:00 PM		8 / 8		<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Saturday, January 19, 2019	7:00 AM	3:00 PM		8 / 8		<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>

The list below is from 'who?' and you should see your name on it once you have clicked on 'Sign Up'

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS	<input type="checkbox"/>
Saturday, December 01, 2018	7:00 AM	3:00 PM		6 / 8		Scheduled - Confirmed	<input type="checkbox"/>
Saturday, December 08, 2018	Scheduled Volunteers <input type="button" value="x"/>					<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Saturday, December 15, 2018	Lance Deibler					<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Saturday, January 19, 2019	LLouise					<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Friday, February 08, 2019	Mary Lou White					<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Saturday, February 09, 2019						<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>

Accidentally sign up for an activity or can no longer make it? Go to 'Schedule' tab

From the 'schedule' tab you can remove yourself from the opportunity you selected.

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS	<input type="checkbox"/>
Colorado Desert District - Archaeology Field Work	Sat 12/1/2018	7:00 AM	3:00 PM		<input type="button" value="x Remove"/> <input type="button" value="info"/>	<input type="checkbox"/>

Select All

Are you REALLY sure??? Click on 'remove!'

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Remove

Are you sure you want to decline this assignment?

Colorado Desert District - Archaeology Field Work
Sat 12/1/2018 7:00 AM - 3:00 PM

Activity Types on Better Impact:

Here is a list of the types of activities listed in Better Impact for Site Stewards and Archaeological Technicians. Your list of activities may be shorter or longer depending on if you volunteer with other groups in State Parks or if you are a Site Steward versus an Archaeological Technician. This list should help you decide what activity to list volunteer hours under.

Archaeological Activities for Better Impact:

[Archaeology CDAS](#): Includes attending park-sanctioned CDAS meetings, planning CDAS meetings (annual and Welcome Back), helping with CDAS trainings for new members, planning CDAS educational events (monthly talks, archaeology weekend, field trips, etc.), etc. This does not include CDAS gatherings at member's houses; these are social events and not part of official volunteer hours.

[Archaeology CDAS Training and Education](#): Attending trainings and education events to fulfil yearly training requirements.

[Archaeology Field Work](#): This is scheduled fieldwork with the Associate State Archaeologists. This will include surveys, site visits, site updates, etc. This may also include surveys and site updates led by experienced volunteers.

[Archaeology Lab Data Entry](#)- scheduled: This is for Tuesday Lab days.

[Archaeology Lab Data Entry](#)- unscheduled: This activity should be used for occasions when people come in to do lab work on non-lab days or work on lab work at home. Lab work at home may include, finishing photo logs and site notes from fieldwork, completing site forms, doing computer work related to the BARC collections, etc.

[Archaeology Library](#): This activity includes watching over the library when it is open to the public, re-shelving books, adding new books to the catalogue, etc. These duties will be assigned through the Library Committee.

[Archaeology Site Stewardship](#): This includes, hours spend visiting assigned archaeological site and hours spent creating site steward reports. It can also include any hours spend setting stewards up with new sites, organizing site steward reports, etc.

Site Steward Activities = green

Arch Tech = blue

Arch Tech and Site Steward = red

Any Questions?

Feel free to email or call Hayley Elsken at

hayley.elsken@parks.ca.gov and (760)767-4403 (desk phone- no answering machine)