

Pennsylvania DCNR's Volunteer Management System

Quick Start Guide for Volunteers

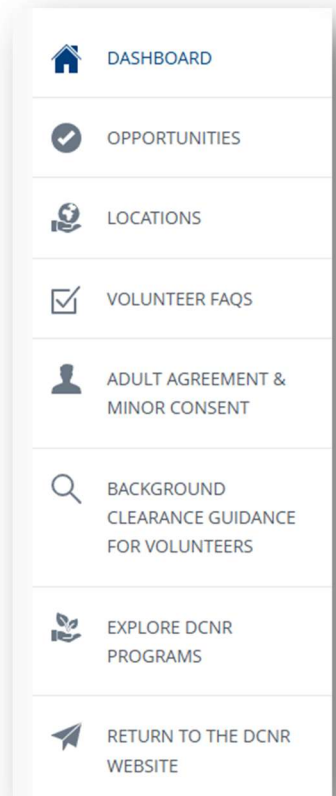
<https://dcnrvolunteers.pa.gov/>

1. **SIGNUP** using the signup button at the top of the page. Once initially signed up, use the **LOGIN** button to access the system. **Note:** Each volunteer is required to create their own individual account to meet legal requirements. Please do not create shared or joint accounts (e.g., "Joe and Karen Smith").

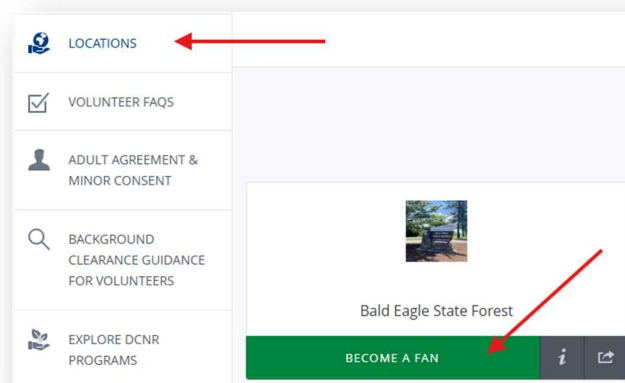


2. Important links can be found on the left navigation bar. They include:

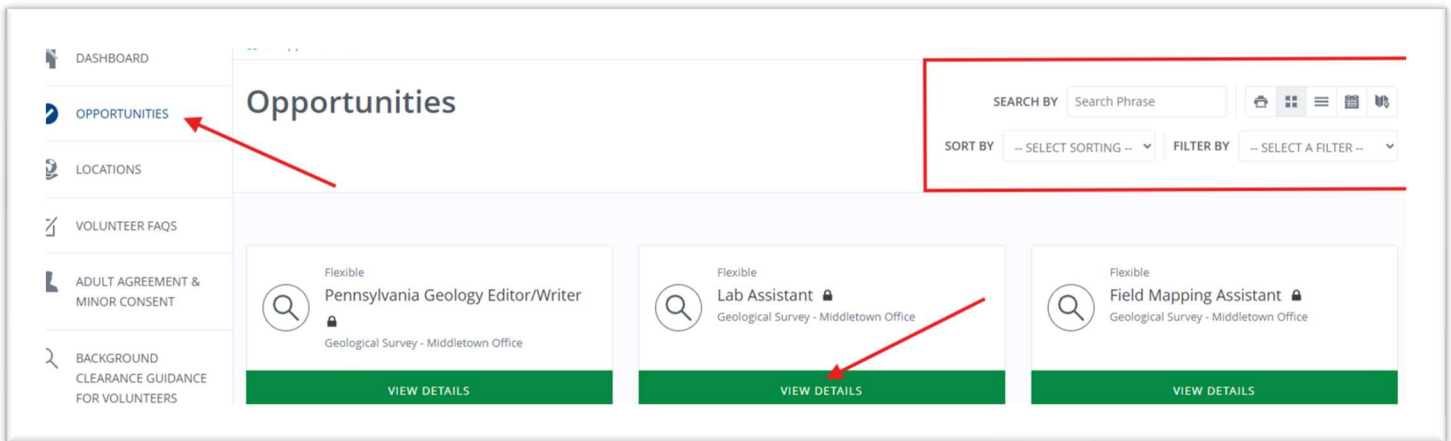
- a. **Opportunities:** These are DCNR volunteer needs.
- b. **Locations:** These are DCNR state park and state forest offices. These locations will post their volunteer opportunities as needed.
- c. **Volunteer FAQ:** A Frequently Asked Questions page to answer volunteer questions.
- d. **Adult Agreement & Minor Consent / Information:** Information required by adult volunteers and information concerning minor volunteers.
- e. **Background clearance information:** Some opportunities require background clearances. This page explains what is required.



3. **Become a FAN of a location:** When a volunteer becomes a **FAN** of a location or locations, any opportunities posted by that location will be shown first after you login. To become a **FAN**, click the Location link on the left, find the location(s), and click **BECOME A FAN**. Do the same to remove the **FANNED** location.

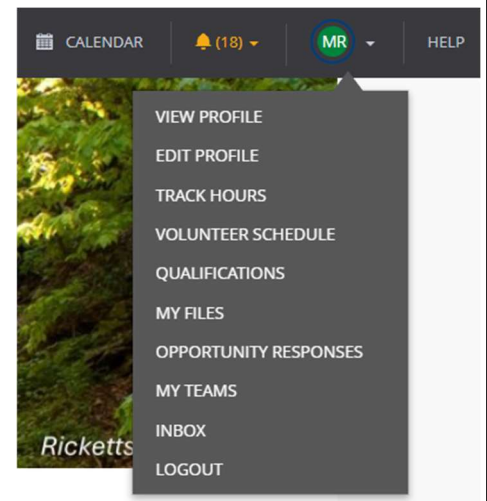


- 4. Find and Register for Opportunities:** To find volunteer opportunities, click the opportunity button on the left. You can search by a **phrase** (e.g. host, trail, etc.), **sort** by newest, oldest, alphabetically, or soonest, or **filter** by age, location, interest, etc.



Click **VIEW DETAILS** to learn more about an opportunity. If you would like to help, click the **RESPOND** button to register.

- 5. Track your Hours:** After you participate in a volunteer opportunity, you can submit your hours. Tracking hours identifies your valuable commitment to our public lands. To track hours, after **Login**, click your **initials**, then **Track Hours**, then **ADD HOURS**. From this same screen, you can also delete or change your hours. NOTE: All hour submissions must be approved by the volunteer coordinator before they are credited to you. Also, if you checked **IN** and **OUT** using the **KIOSK** station set up by the volunteer coordinator, you do not need to enter your hours since the KIOSK automatically recorded them for you.



- 6. View/Edit your Profile, Verify/Change Qualifications, View your Files (certifications, etc), and View/Modify Opportunity Response** can all be found under your initials after Login.
- 7. Waivers and Qualifications:** All volunteers must electronically sign the **Volunteer Agreement** every calendar year. Certain **Opportunities** may require **Background Clearance** or **Age verification**. You will be prompted for these qualifications, if required.
- 8. Help:** Use the Help button in the top right navigation bar or by contacting the Volunteer Coordinator at a Location where you volunteer. Contact information can be found by clicking the Location button in the left navigation bar, then selecting the appropriate Location.