



## Volunteer Induction – Website and Reporting

### Your online profile

Your online profile contains information pertaining to you and your volunteer role/s. You should keep your details up to date.

Logging into your profile is easy. However, if you are not sure how, or it is your first time, then visit the Website Help page at [www.bibbulmuntrack.org.au/contact/website-help/](http://www.bibbulmuntrack.org.au/contact/website-help/).

Once you have logged in, click on *My Account* which appears in the black bar at the top of the page to access your profile. This will display your account dashboard as pictured below. Among other things, it gives you a summary of your interaction with the Foundation, including your membership details if you are a member, your volunteer role details and details about your end-to-end walk if you have done one and registered it.

The screenshot shows the 'Account' dashboard for a user named 'Pseudo Solo'. At the top, there is a navigation bar with tabs for 'Dashboard', 'Edit Profile', 'Change Email/Password', 'Purchase History', 'Events', and 'More Options'. The main content area is divided into several sections:

- Profile Information:** Includes a small profile picture of a snake, the name 'Pseudo Solo', membership number '10388/1', category 'Individual', join date '30 Jan 2020', renewal date '30 May 2032', profile creation date '14 Aug 2012', and profile modification date '01 Jun 2020'. Below this are links for 'Edit Personal Profile »' and 'Change Email/Password »'.
- Assistance Details:** Lists 'Track Maintenance (Campsite and Track Maintenance), Track Maintenance (Track Only Maintenance)', 'Type: Team Member', 'District: Perth Hills (Mundaring)', 'Track Section: (TS020) Intersection Cooke Rd/Powerline Rd to Pike Rd 020 (Start: -32.435478, 116.322862 | End: -32.462153, 116.38224)', and 'Allocated Campsite: Nerang Campsite'. Below this are links for 'View Volunteer Profile »', 'Go to Volunteer Website »', and 'Request Change »'.
- End-to-End Walk:** A section titled 'Add New End-to-End » End-to-End Directional Form (XLS)'.

At the bottom of the dashboard, there are two summary sections:

- Your latest shop purchases:** 'No shop purchases have been made.' Below this is a link to 'Check out the Bibbulmun Track Shop for some great gear.'
- Your Upcoming Events:** 'Why not checkout our range of track events?'.

Your account dashboard

To view or change your contact details, click on [Edit Profile](#). Click [Submit](#) once you are done. All the fields with a red asterisk must be completed...

The screenshot shows a web interface for editing a profile. At the top, there is a navigation bar with buttons for 'Dashboard', 'Edit Profile', 'Change Email/Password', 'Purchase History', 'Events', and 'More Options'. Below this is the 'Edit Profile' heading and a note: 'If you wish to change your email address or password, please use the [Change Email/Password](#) form.'

The form is divided into several sections:

- Name and Contact Details:** Includes fields for 'First name \*' (Pseudo), 'Last name \*' (Solo), 'Home phone' ((08) 9481 0551), 'Work phone', 'Mobile', 'Fax', and 'Preferred daytime contact' (Home).
- Address Details:** Includes 'Street address \*' (300 Wellington St), 'Street address (cont.)', 'Suburb/Town/City \*' (Perth), 'State \*' (WA), 'Postcode \*' (6000), and 'Country \*' (Australia).
- Subscriptions:** Includes three checked options: 'Subscribe to Bibbulmun Bytes Email Newsletter', 'Subscribe to Calendar of Events (mailout)', and 'Subscribe to Bibbulmun News (periodic magazine)'.
- Organisation:** Includes a checkbox 'Is an organisation?' and fields for 'Organisation name' and 'Position within organisation'.
- Personal Information:** Includes 'Correspondence name \*' (Pseudo Solo), 'Gender' (Male selected, Female unselected), and 'Birthdate' (Day, Month, Year dropdowns).
- Profile photo:** Includes a 'Choose File' button and the text 'No file chosen'.

A yellow 'Submit' button is located at the bottom left of the form.

*Your contact details*

You can also check your [Volunteer Profile](#), which will give you more detailed information about your volunteer status and maintenance section. To find it, click on [More Options](#), then [Volunteer](#). Note that you can only view these details. Any changes need to be made by the Volunteer Manager.

# Account

[Dashboard](#) [Edit Profile](#) [Change Email/Password](#) [Purchase History](#) [Events](#) [Volunteer Profile ▾](#)

## Volunteer Profile

Should you need to make a change to the information below, please use our [contact](#) the office.

### Status

Status	Approved
DEC Registered	Yes
Date Registered as Volunteer	Thursday, 1 January 1998

### Assistance

Type	Track Maintenance (Campsite and Track Maintenance), Track Maintenance (Track Only Maintenance)
Skills	No record

### Availability

When are you available?	Anytime
Availability Notes	No record

### Track Maintenance Information

Type of Maintenance Volunteer	Team Member
Have you completed your training?	Yes
District	Perth Hills (Mundaring)
Track Section	Intersection Cooke Rd/Powerline Rd to Pike Rd 020 (8km) Start: -32.435478, 118.322882 ( <a href="#">Map</a> ) End: -32.462153, 118.382248 ( <a href="#">Map</a> )
Allocated Campsite	Nerang Campsite
Access Point(s)	Pike Rd

### Vehicle Details

Make	Model	Year	Registration	Colour	Notes
Subaru	Outback	2015	1Bibb123	White	

### Your Volunteer Profile

You can click on [Map](#) to show the start and end points of your maintenance section in Google Maps.

Once you are logged into our website, you can submit your volunteer hours, lodge Track and campsite reports, identify your hours tally, and volunteer rewards...

## How to record and submit volunteer hours

All your time spent volunteering for the Foundation must be recorded.

- We are required to submit your hours to the Department for insurance purposes. If you have no hours against your name for 3 consecutive years, your volunteer registration (and insurance) automatically lapses.
- Your lodgement allows us to record how many hours are being spent maintaining the Track.
- These statistics helps us attract funds and resources when we show how much volunteer effort is required to keep the Track open for walkers.
- We and PaWS both reward our volunteers based on volunteer hours accrued.

Record your volunteer time contributions from the time you leave home until your return, providing all that time is spent volunteering for the Foundation. This can include travel, overnight, and all personal time if an overnight stay is required to complete your work. If you use a portion of the time for other reasons, then you will need to exclude those hours.

Round your time contributions up to the nearest 30 minutes. Submit your hours online immediately after each volunteer session.

### To record your hours:

1. Log into your profile on our website. If you are not sure how, or it is your first time, then visit the Website Help page at [www.bibbulmuntrack.org.au/contact/website-help/](http://www.bibbulmuntrack.org.au/contact/website-help/).
2. Once you have logged in, click on *Volunteer Website* which appears in the black bar at the top of the page. The *Timesheet* page will then open.

The screenshot shows the 'Timesheet' web application interface. At the top left is the 'Timesheet' logo in a cursive font. Below it is a message: 'Please enter the hours you have volunteered below. These hours are verified by the Foundation staff before being added to your Hours Tally.' The main section is titled 'Time Entry' and contains a form with the following fields: 'Task' (a dropdown menu with 'Maintenance' selected), 'Start Date' (a date input field with a calendar icon), 'Start Time' (a time input field with a globe icon), 'End Date' (a date input field with a calendar icon), and 'End Time' (a time input field with a globe icon). Below these fields is a checkbox with the text 'I hereby certify that the hours I have entered above are a true and accurate record of my volunteer contributions.' and a yellow 'Register my time' button. On the right side, there is a 'Menu' section with a list of links: 'Timesheet', 'Rewards & Hours Tally', 'Track Reporting', 'Campsite Reporting', and 'Return to Main Website'. Below the form is the 'History' section, which has a cursive title and a message: 'You can edit existing times where the status is submitted. Click on an entry to edit the time.' Below this message is a table with columns: 'Task', 'Date', 'Start Time', 'Date', 'End Time', 'Hours', and 'Status'. The table is currently empty, and below it is a pagination control showing 'Page 1 of 0 (0 items)' and 'No hours recorded.'

*Your timesheet*

3. The *Task* field automatically defaults to *Maintenance*. If necessary, you can select an alternative (as instructed by your supervisor) from the drop-down list.
4. You enter your *Start Date* and *End Date* manually (use DD/MM/YYYY format), or you can click on the calendar icon and click through.
5. To enter your *Start Time* and *End Time* use the clock icon and select the appropriate time.
6. Tick the box to verify that your hours are true and accurate and then click *Register My Time*.
7. These hours are then verified by the Foundation before being added to your *Hours Tally*.
8. If you have made an error, you can edit the times by clicking on the latest entry (provided the status is still showing as *Submitted*) which appears below under *History*. A new window will open and you can change the date or time fields then click *Save*. Alternatively, you can *Delete* the entire record or *Cancel* your attempt to make the change. If you have any problems with modifying your entry, then email the Volunteer Manager immediately with details of the error.

From this page you can also view your *Rewards and Hours Tally*. Simply close the browser window when you are finished.

You can also view the *Recognition for Volunteers* on our website at

[www.bibbulmuntrack.org.au/get-involved/volunteer-with-us/training-and-recognition/](http://www.bibbulmuntrack.org.au/get-involved/volunteer-with-us/training-and-recognition/).

Maintenance volunteers, read on for the process of lodging your Track or campsite reports...

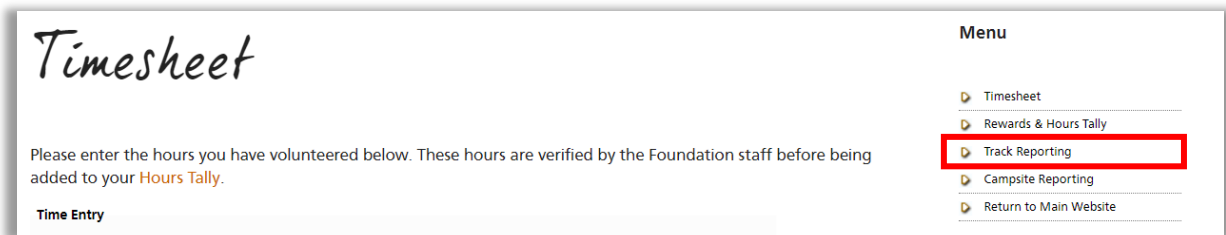
## How to lodge a Track or campsite report

We require a report each time you visit your section (and campsite, if included in your allocation). Reporting is the responsibility of the maintenance team leader; however, report lodgement is available to any volunteer.

You should report any work done **and** any issues or problems which need further attention. You will receive further information on what to include in your report to ensure that it is correct and detailed. Submit your report/s immediately after each visit, particularly when there is a safety issue that needs to be actioned urgently.

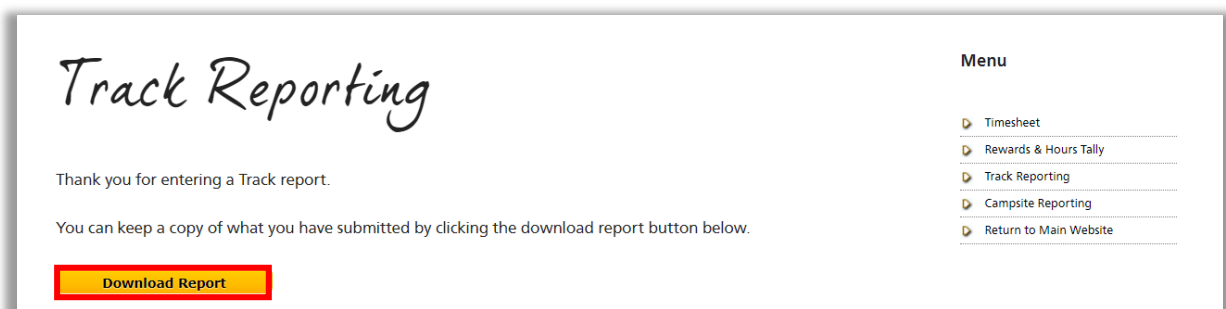
### To lodge your Track maintenance report:

1. Log into your profile on our website. If you are not sure how, or it is your first time, then visit the Website Help page at [www.bibbulmuntrack.org.au/contact/website-help/](http://www.bibbulmuntrack.org.au/contact/website-help/).
2. Once you have logged in, click on *Volunteer Website* which appears in the black bar at the top of the page. The *Timesheet* page will then open by default.
3. From the menu on the right-hand side, click on *Track Reporting*.



### Navigating to your Track report page

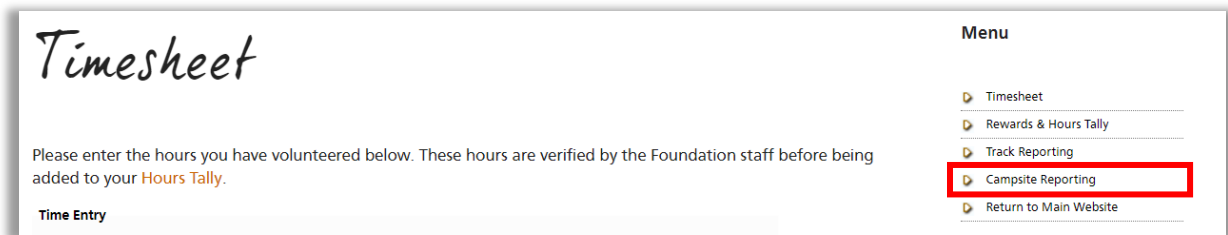
4. The *Track Reporting* form will then open.
5. Ensure that you select the correct date of the visit (not the date you are lodging the report).
6. Select the correct *Section* and the correct *District*.
7. Fill out each field with as much detail as possible.
8. Click *Submit* when done.
9. You then have a once-off opportunity to download your Track report before it is sent on. This is recommended, so you have it for future reference. You won't be able to do this again if you choose not to now. Click *Download* or forever hold your peace (well almost, we can send you a copy if you need it).



### Download a copy of your Track report

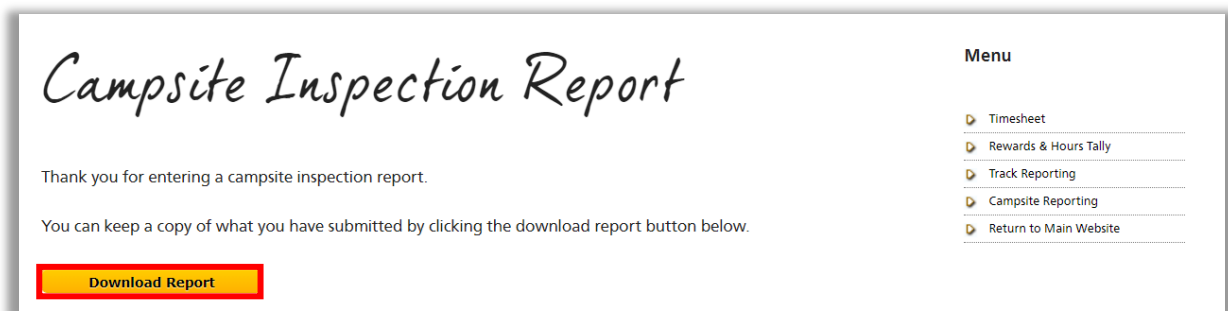
**To lodge your Campsite maintenance report (if applicable):**

1. Follow steps one and two above (*To lodge your Track maintenance report*).
2. From the menu on the right-hand side, click on *Campsite Reporting*.



*Navigating to your Campsite report page*

3. The *Campsite Reporting* form will then open.
4. Ensure that you select the correct date of visit (not the date you are lodging the report).
5. Select the correct *Campsite* and the correct *District*.
6. Fill out each field with as much detail as possible.
7. Click *Submit* when done.
8. You then have a once-off opportunity to download your Campsite report before it is sent on. This is recommended, so you have it for future reference. You won't be able to do this again if you choose not to now. Click *Download* or forever hold your peace (well almost, we can send you a copy if you need it).



*Download a copy of your Campsite report*