

GBAC - How to enter Master Naturalist Hours

1.	Log into the Volunteer Management System (VMS) using your userid and password a. Navigate to GBAC website, click the Report Your Hours tab at the top of the page, then click the Report Your Hours link
2.	Your Dashboard will appear. a. It has 6 icons; we only use two (Report Your Service and View Your Log Book). b. There are two links at the bottom of the page that we use (View Profile and Log Out).
3.	To report service or Advanced Training hours, click on the Report Your Service icon.
4.	The first thing you are prompted to do is select a survey (opportunity) a. Click on the down arrow to the right of Select an opportunity to report hours/service a. The list of opportunities assigned to you will be displayed b. All Advanced Training (AT) opportunities start with AT c. All Chapter related committee work, board work, meeting set up/clean up should be put under Administrative Work d. Click on the opportunity you want to log hours to
5.	Once the opportunity has been selected, the rest of the entry items will appear (service date, number of hours, describe your service/training) a. Additional items may appear depending upon the survey you choose such sub categories and/or mileage b. Administrative Work has a drop down for sub categories c. Regular service projects will have a place for you to enter mileage if you track that for the IRS d. A question asking if you have Impact data will open up a new page to collect additional data
6.	Enter the rest of the required information e. For service hours, add in the time it took you to travel to and from your service a. For AT, do not add time for travel into your training hours b. Click on the box next to Service Date and select the date of your service/training c. Click in the box for hours and enter the number of service/training hours d. Click in the box for "Describe your service or training"; enter a brief description of your service/training e. Click OK at the bottom of the page to save/submit the information
7.	You will be returned to the first page mentioned in Step 4 a. If you have more hours to record, select another opportunity b. Press the Make Another Entry button
8.	To Log out of the system, click the Log Out link (on the right side of the page)
9.	Note: You must record your hours within 45 days of the date of service/training. The calendar will not go back further than 45 days.
10.	You can change/delete your entries up until the time the Administrator approves them. a. If the Administrator has approved the hours, email the Administrator with what you want to change/delete b. The Administrator will make the change(s) for you
11.	Email gbacmemberrpt@gbactmn.org for questions, help, or to have opportunities added to your drop down list