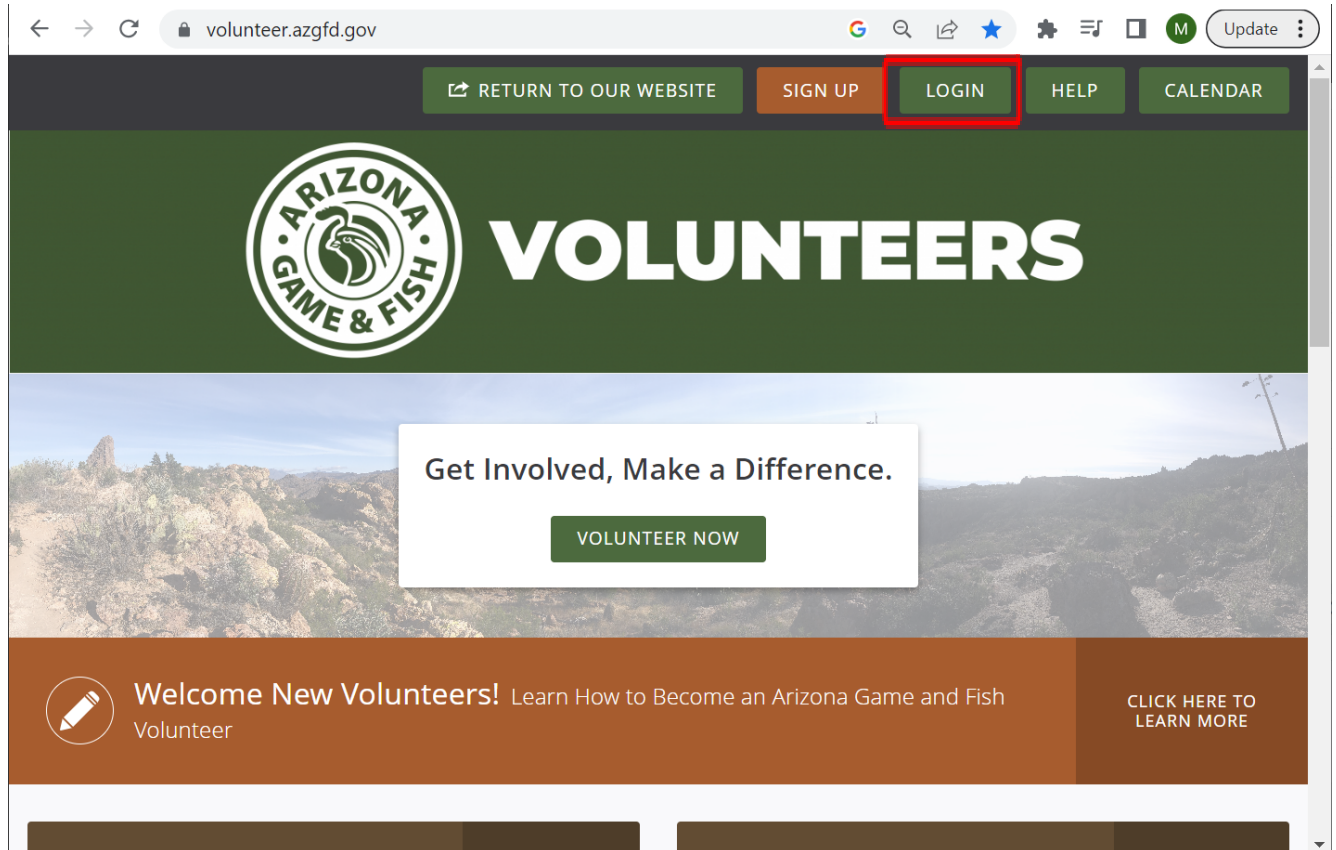


How to Report Volunteer Hours for ADBSS

The instructions below and photo examples are shown on a desktop computer. If using your cellular device the layout may be slightly different, but instructions are the same. For questions about this process or Galaxy please contact: Megan Young myoung@azgfd.gov or 623-236-7311.

1. Open a web browser and go to this website: <https://volunteer.azgfd.gov>. Click **LOGIN** in the top right corner.



2. Enter your **email address** and **password** you created and click **LOGIN**. Please note that this is not the same login credentials used for hunting and fishing licenses. If you do not remember your password click **Forgot your password?**

volunteer.azgfd.gov/user/login/

RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

ARIZONA GAME & FISH **VOLUNTEERS**

DASHBOARD
OPPORTUNITIES
PROGRAMS
NEW VOLUNTEERS START HERE
VOLUNTEER RESOURCES
HOW TO TRACK HOURS TO SUPPORT AZGFD
COLLAPSE MENU

Login

LOG IN WITH FACEBOOK

HAVEN'T SIGNED UP YET? CLICK HERE

myoung@azgfd.gov

.....

LOGIN

Remember me ☐

Forgot your password?

FORGOT YOUR PASSWORD?

PRIVACY POLICY galaxy

3. From the home/dashboard page, click **ADD HOURS** in the top right corner of the screen.

The screenshot shows a web browser at the URL `volunteer.azgfd.gov/user/dashboard/`. The top navigation bar includes links for `RETURN TO OUR WEBSITE`, `VOLUNTEER`, `ADD HOURS` (highlighted with a red box), `CALENDAR`, and a user profile icon labeled `MS` with an `Update` button. The main header features the Arizona Game & Fish logo and the word `VOLUNTEERS` in large white letters on a green background.

The dashboard content area shows a welcome message: `Welcome back, Megan! Here's your volunteer snapshot for February 27, 2023`. A large modal window is displayed in the center with the text: `Hey Megan! Welcome to Arizona Game and Fish Department. This is your snapshot. There's not much to look at now. Use the links below to get started.` The modal contains two buttons: `RESPOND TO AN OPPORTUNITY` and `BROWSE PROGRAMS`. Below the modal, there is a section for `Suggested Opportunities:` with a link to `Click here for information about how to use this site.`

A left sidebar contains navigation links: `DASHBOARD`, `OPPORTUNITIES`, `PROGRAMS`, `NEW VOLUNTEERS START HERE`, `VOLUNTEER RESOURCES`, `HOW TO TRACK HOURS TO SUPPORT AZGFD`, and `COLLAPSE MENU`.

4. Under **Hour Type** select the drop down menu under **Opportunity** (project event) and click on the project in which you participated. If you do not see anything listed, please contact Megan Young (623) 236-7311.

My Hours | Arizona Game and Fish

volunteer.azgfd.gov/user/hours/?focus=hour_entry

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR

DASHBOARD OPPORTUNITIES PROGRAMS NEW VOLUNTEERS START HERE VOLUNTEER RESOURCES HOW TO TRACK HOURS TO SUPPORT AZGFD

COLLAPSE MENU

TOTALS

Hour Type

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes

Opportunity * Select an opportunity

Select an opportunity

Javelina Peak Tank Redevelopment (#885) | Region 5

Hour Details

Date Worked * MM/DD/YYYY

Hours Worked * Example: 3.5

Miles Traveled

Hours Questions

Q. I hereby certify that ☒ Yes the hours, date, and volunteer activity reported are correct.

Q. AZGFD Vehicle:

Q. AZGFD Vehicle:

Description

Brief Description

5. In the section **Hours Questions** please tick the box to certify that the the hours, date and volunteer activity reported are correct ☒ **Yes**.

My Hours | Arizona Game and Fish | volunteer.azgfd.gov/user/hours/?focus=hour_entry

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR Update

DASHBOARD TOTALS

OPPORTUNITIES

PROGRAMS

NEW VOLUNTEERS START HERE

VOLUNTEER RESOURCES

HOW TO TRACK HOURS TO SUPPORT AZGFD

COLLAPSE MENU

Hour Type

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes

Opportunity* Javelina Peak Tank Redevelopment (#885)

Program Name: Water for Wildlife - Water Development Projects
Response Date: Feb 27, 2023

Hour Details

Date Worked* 02/24/2023

Hours Worked* 10

Miles Traveled

Description

4 hours travel, 6 hours working on catchment

Hours Questions

Q. I hereby certify that ☒ Yes the hours, date, and volunteer activity reported are correct.

Q. AZGFD Vehicle: Number (when applicable)

6. For **Hours Details**, please enter:

- **Date Worked**
- **Total hours** for the day. *Note that each day must be entered separately, please do not enter 36 hrs total for the weekend on one date.*
- **Miles Traveled** may be left blank.
- **Description** you may enter details on how many hours were traveled or worked and general idea of work completed such as “6 hours working on catchment”

My Hours | Arizona Game and Fish

volunteer.azgfd.gov/user/hours/?focus=hour_entry

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR

DASHBOARD OPPORTUNITIES PROGRAMS NEW VOLUNTEERS START HERE VOLUNTEER RESOURCES HOW TO TRACK HOURS TO SUPPORT AZGFD COLLAPSE MENU

TOTALS

Hour Type
Are these hours in reference to an opportunity you responded to on this site?
☒ Yes
Opportunity * Javelina Peak Tank Redevelopment (#885
Program Name: Water for Wildlife - Water Development Projects
Response Date: Feb 27, 2023

Hour Details
Date Worked * 02/24/2023
Hours Worked * 10
Miles Traveled

Description
4 hours travel, 6 hours working on catchment

Hours Questions
Q. I hereby certify that ☒ Yes the hours, date, and volunteer activity reported are correct.
Q. AZGFD Vehicle: Number (when applicable)

7. Scroll to the bottom of the page and click the green button **SUBMIT HOUR ENTRY**. You are not yet complete.

My Hours | Arizona Game and Fish

volunteer.hzgd.gov/user/hours/?focus=hour_entry

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR Update

DASHBOARD

OPPORTUNITIES

PROGRAMS

NEW VOLUNTEERS START HERE

VOLUNTEER RESOURCES

HOW TO TRACK HOURS TO SUPPORT AZGFD

COLLAPSE MENU

the hours, date, and volunteer activity reported are correct.

Q. AZGFD Vehicle: Number (when applicable)

Q. AZGFD Vehicle: Miles Driven

Q. AZGFD Vehicle: Odometer Starting Mileage

Q. AZGFD Vehicle: Odometer Ending Mileage

SUBMIT HOUR ENTRY CLEAR FORM

f t y i

PRIVACY POLICY CONTACT US

galaxy

8. Please click on the green box that says **VERIFY** next to your volunteer opportunity under **STATUS**.

The screenshot shows the 'Track Hours' page on the Arizona Game and Fish Volunteers website. The page has a dark green header with the Arizona Game and Fish logo and the word 'VOLUNTEERS'. Below the header is a navigation bar with links like 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', and 'HELP'. The main content area is titled 'Track Hours' and includes tabs for 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS' (selected), 'VOLUNTEER SCHEDULE', 'MY FILES', and 'OPPORTUNITY RESPONSES'. Below the tabs is a 'Volunteer Hours' section with a table of volunteer hours. The table has columns for 'DATE', 'DETAILS', 'TYPE', 'HOURS', 'MILES TRAVELED', and 'STATUS'. A red box highlights the 'VERIFY' button in the 'STATUS' column for the record dated 'Feb 24, 2023'.

My Hours | Arizona Game and Fish

volunteer.azgfd.gov/user/hours/

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR HELP

ARIZONA GAME & FISH VOLUNTEERS

DASHBOARD OPPORTUNITIES PROGRAMS NEW VOLUNTEERS START HERE VOLUNTEER RESOURCES HOW TO TRACK HOURS TO SUPPORT AZGFD COLLAPSE MENU

My Profile > My Hours

Track Hours

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES

MY TEAMS QUALIFICATIONS INBOX

Volunteer Hours

ACTIONS [trash icon] [EXPORT HOURS] [ADD HOURS]

Start 02/27/2022 End 02/27/2023 GO

Table Filter

<input type="checkbox"/>	DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
<input type="checkbox"/>	Feb 24, 2023	Javelina Peak Tank Redevelopment (#885) Region 5 Water for Wildlife - Water Development Projects		10.00	0	VERIFY
TOTALS				10	0	

9. Once the **Hours Entered** turns to yellow, you are complete. You can exit the page or **Logout** by selecting the dropdown menu next to your initials in the top right corner.

The screenshot displays the 'Track Hours' page for the Arizona Game and Fish Volunteers. The page is titled 'Track Hours' and includes a sidebar with navigation links: DASHBOARD, OPPORTUNITIES, PROGRAMS, NEW VOLUNTEERS START HERE, VOLUNTEER RESOURCES, and HOW TO TRACK HOURS TO SUPPORT AZGFD. The top navigation bar includes links for RETURN TO OUR WEBSITE, VOLUNTEER, ADD HOURS, CALENDAR, and a user profile dropdown menu with the initials 'MS'. The main content area features a 'Volunteer Hours' section with a table of logged hours. The table has columns for DATE, DETAILS, TYPE, HOURS, MILES TRAVELED, and STATUS. A single entry is shown for February 24, 2023, at Javelina Peak Tank Redevelopment (#885) | Region 5, with 10.00 hours and 0 miles traveled. A 'TOTALS' row shows 10 hours and 0 miles traveled. The page also includes a 'Table Filter' dropdown and a 'GO' button for filtering by date range (Start: 02/27/2022, End: 02/27/2023).

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
Feb 24, 2023	Javelina Peak Tank Redevelopment (#885) Region 5 Water for Wildlife - Water Development Projects		10.00	0	
TOTALS			10	0	

Video instructions are available by [clicking here](#).