Instructions for using the online volunteer hours form

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## Creating a new account in the Vermont Fish & Wildlife Department Volunteer Reporting Form

* Open a new tab in your internet browser and open this link [Vermont Fish & Wildlife Volunteer Reporting (vt.gov)](https://anrweb.vt.gov/FWD/Volunteer/Login.aspx)



* For first time users, you need to create an account first. Click “REGISTER”
* Fill out the fields and create a new password (THAT YOU CAN REMEMBER)



* Click on “SUBMIT” to create your account.
* You will see confirmation that it was successful and have the option to log in.
* Click on the text to log in.



## Logging in to the Vermont Fish & Wildlife Volunteer Reporting (vt.gov)

* [Vermont Fish & Wildlife Volunteer Reporting (vt.gov)](https://anrweb.vt.gov/FWD/Volunteer/Login.aspx)



* Once you are logged in, follow the link “CONTINUE TO SURVEY”
* In the Volunteer Information Section, Fill in your name and email
* Under Project Category select \_\_\_Birds\_\_\_\_\_
* Under Project Name Select \_\_\_\_Field Surveys\_\_\_\_\_



* In the Volunteering Details section,
* Enter Activity Description field
* Enter the select Activity Date. For each Date of service, you’ll need to fill out the Volunteering Details section again.
* add mileage (if any), Round Trip hours spent driving (if any)
* Add Hours spent on activity only. Please estimate to nearest 0.25 hours.

**DO NOT CLICK SUBMIT (Yet)IF YOU WANT TO ADD MULTIPLE DATES!**

**For each Date of service, you’ll need to fill out the Volunteering Details section again.**



## To add multiple dates of volunteer activity

* Scroll back up to the top of the Volunteering Details section.
* Click on the + sign on the right of the digits. This opens an additional section



* Fill out the Project Information section for an additional date of service
* In the Activity Description field, select “meeting”
* Enter the select Activity Date,
* add mileage (if any), Round Trip hours spent driving (if any)
* Add Hours spent on activity only. Please estimate to nearest 0.25 hours.

**You can add as many dates of service as you want. Click on the + sign under the Volunteering Details section to add another date.**

* When you’re finished Verify Volunteer Submission by clicking yes
* Click on the “Submit” button to finish.

