Volunteer Portal Instructions

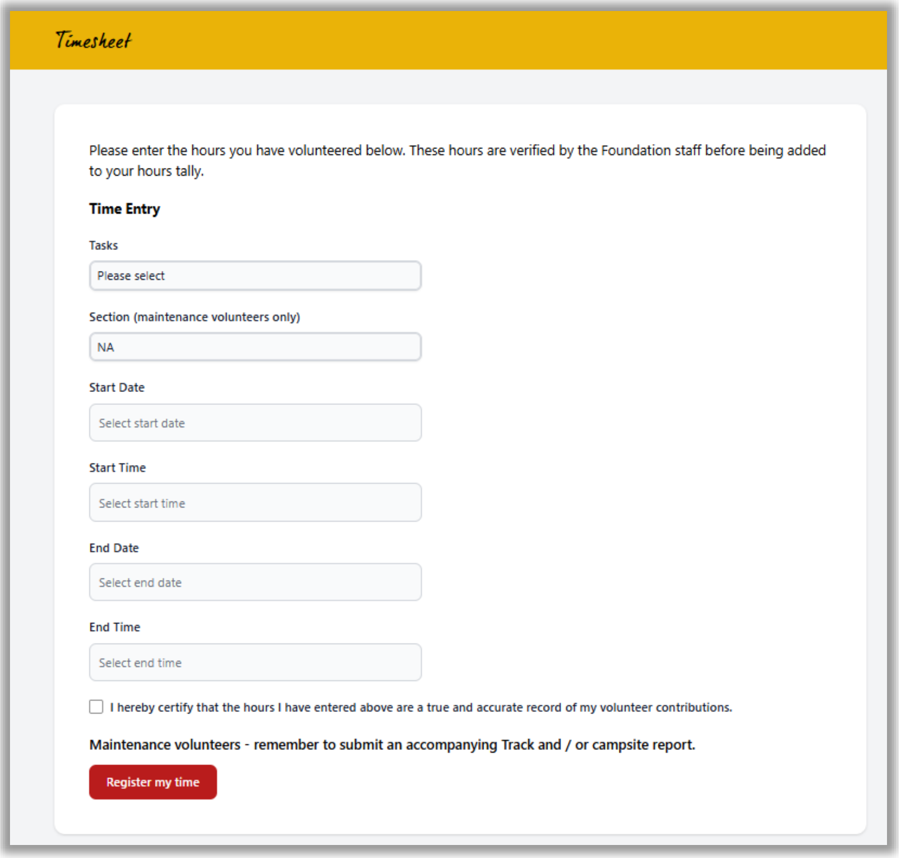
The portal is a website module accessible only to currently registered volunteers by logging in to their personal profile on bibbulmuntrack.org.au. For more information, refer to ***Introduction to website profile.pdf***.

The portal contains the following elements provided in a menu along the top of the screen. Navigate through the portal by clicking on the heading you need:

1. Timesheet
2. Track reporting
3. Campsite Reporting
4. Hours & Rewards
5. Instructions
6. Exit Portal

Timesheet

This is the page you land on when you enter the portal.



Blank timesheet

To complete a timesheet

For guidance on what to include in your timesheet, refer to ***Recording volunteer time.pdf***.

All selections are made by clicking in the relevant field. This produces a dropdown menu, calendar or time selector.

1. Select the appropriate *Task*.
2. (If applicable) Enter the *maintenance section number* the timesheet relates to.
3. Enter your *Start Date* manually (use DD/MM/YYYY format) or select using a calendar.
4. Enter your *Start Time* manually (use hh:mm in 12 hour time) or select using the built-in selector.
5. Enter your *End Date* and *End Time* the same way.
6. Tick the verification box ("… the hours I have entered above are a true and accurate record of my volunteer contributions.") and then click *Register My Time*. You will get a confirmation screen; after a few seconds it will return to a blank timesheet.

Each submitted timesheet is verified ('Accepted') by the Foundation staff before being added to your Hours Tally.

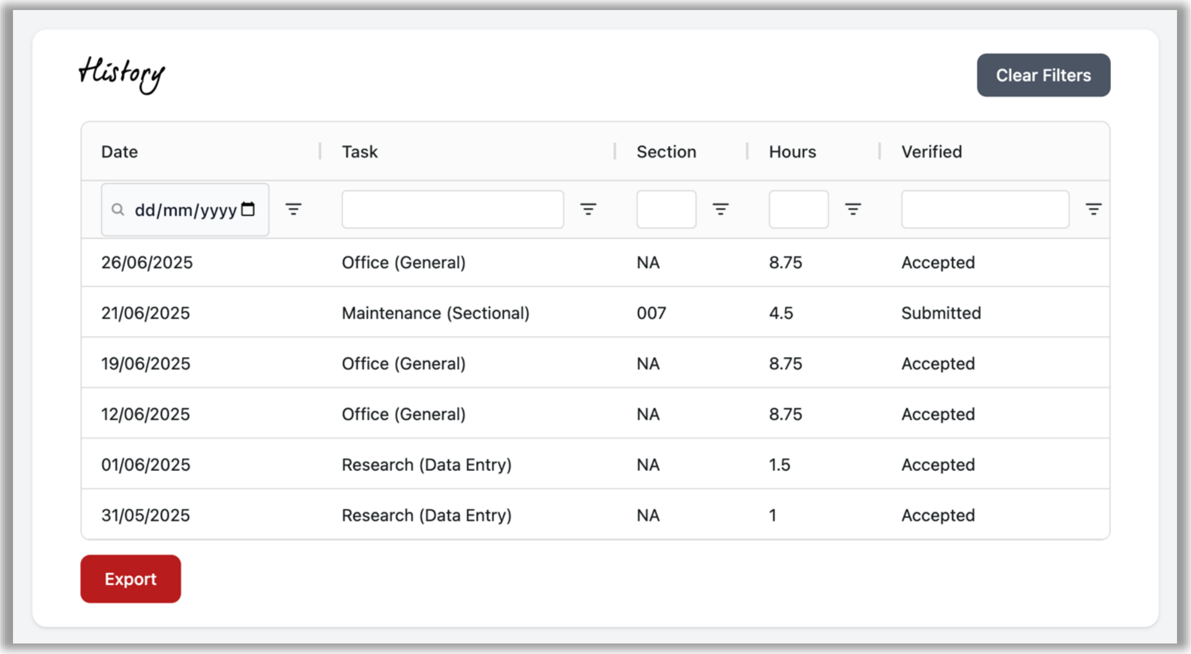
To search for a previous timesheet or set of timesheets

Your previous timesheets are presented within a table which can be searched and filtered.

A search field and filter icon are located at the top of each column. This allows you to search for a previous timesheet or set of timesheets (e.g. relating to a particular date range, task or maintenance section).

As search criteria are entered, records will auto-filter to your selection.

Click 'Clear Filters' to return to the full list.



Date	Task	Section	Hours	Verified
dd/mm/yyyy				
26/06/2025	Office (General)	NA	8.75	Accepted
21/06/2025	Maintenance (Sectional)	007	4.5	Submitted
19/06/2025	Office (General)	NA	8.75	Accepted
12/06/2025	Office (General)	NA	8.75	Accepted
01/06/2025	Research (Data Entry)	NA	1.5	Accepted
31/05/2025	Research (Data Entry)	NA	1	Accepted

Timesheet history

Search for a single date:

1. Enter the required date into the search field manually (using dd/mm/yyyy format) or click the calendar icon to select using a calendar.

Search by date range:

1. Click the filter icon to open a small dialogue box.
2. Click on the 'down' arrow next to 'Equals' to produce a dropdown menu. This includes the options 'Before', 'After' and 'Between'. Select whichever is appropriate for your query.
3. Enter the required date/s into the search field/s manually (using dd/mm/yyyy format) or click the calendar icon to select using a calendar.

Search by Task:

1. Start typing the task name in the search field.

Search by maintenance section:

1. Type the section number in the search field.

Search by record status:

1. Start typing either 'Submitted' or 'Accepted' in the search field.

To export a previous timesheet or set of timesheets

You can export all details of the timesheets currently displayed.

1. Click 'Export'. A file named ***timesheet.csv*** will be exported to your Downloads folder.

To edit a previously submitted timesheet

Timesheets which have already been 'Accepted' cannot be edited by you. If necessary, contact admin by emailing volunteer@bibbulmuntrack.org.au.

To edit a timesheet which still has the 'Submitted' status:

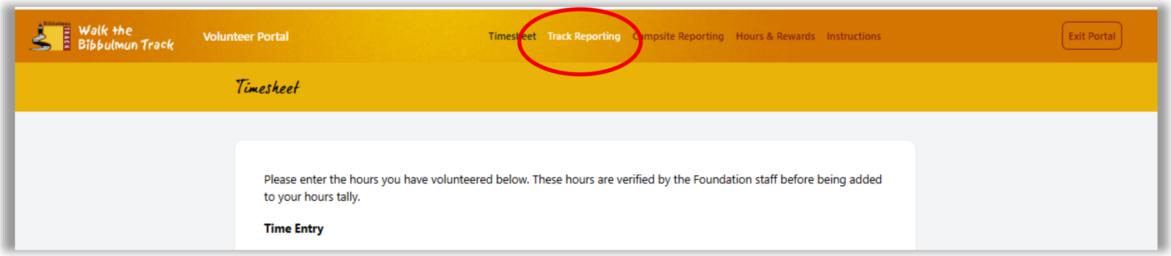
1. Find the timesheet you wish to edit.
2. Click on the table row for that timesheet. The details will be displayed in editable form.
3. Make the necessary change/s.
4. Tick the verification box and then click *Register My Time*.

Track reporting

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. Please submit your report immediately after each visit, particularly when there is a safety issue that needs to be actioned urgently.

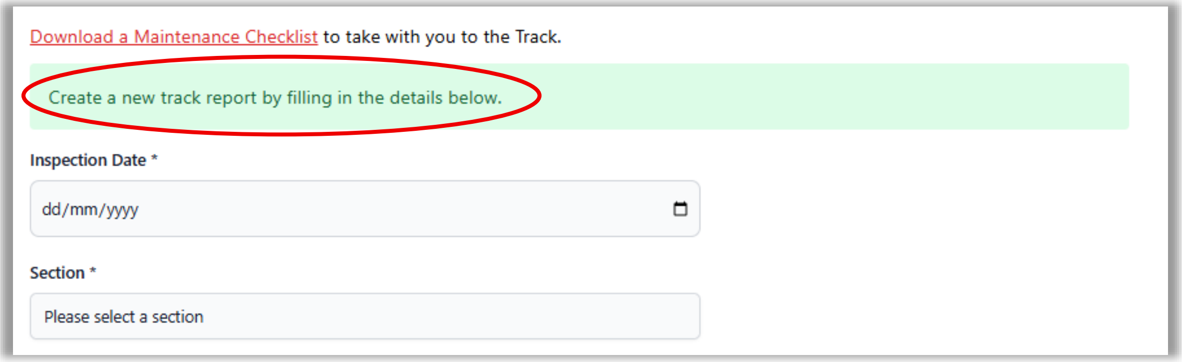
To lodge a Track maintenance report:

1. Click on *Track Reporting* in the page header:



Navigating to the Track Reporting page

2. A blank *Track Reporting* form will open, identified by a green header panel 'Create a new Track report…'. Note that the panel colour changes to yellow when editing a previously submitted report or grey when displaying a previously accepted report (see below).



Starting a new Track report

3. Enter the *Inspection Date* manually (use DD/MM/YYYY format) or select using a calendar. You should enter the date of the visit, not the date you are lodging the report.

4. Select the *Section* by clicking in the field containing 'Please select a section'. Scroll through the resulting dropdown menu to find the appropriate section. Click on it to select.

5. Complete the body of the form. You should report any work done **and** any issues or problems which need further attention. For more guidance, refer to ***Essentials of reporting.pdf***.
   Add information for any inspection element/s as appropriate.
   The specific fields are:

   a. Problem – 'No' by default. To edit, click the 'No' and select 'Yes' from the resulting dropdown menu.

   b. Location – a general text box.

   c. Description of Problem – a general text box.

   d. Action Taken – a general text box.

e. Photos Taken? – ‘No’ by default. To edit, click the ‘No’ and select ‘Yes’ from the resulting dropdown menu.

f. Other Comments / Request for Assistance – a general text box. Use this for extra detail about problems, requests for assistance, and keywords relating to particular significant problems.

6. To proceed to the next step, click *Next*.
7. Upload photos if required to support the report. You can use either file selection or ‘Drag & Drop’ methods:

a. Click within the dashed area to open a pathway to your photo storage (depends on device). Click on the desired photo/s to select; OR …

b. (On desktop) ‘Drag & Drop’ into the dashed area from a folder open in another window.

c. The maximum file size is 10 MB per photo.

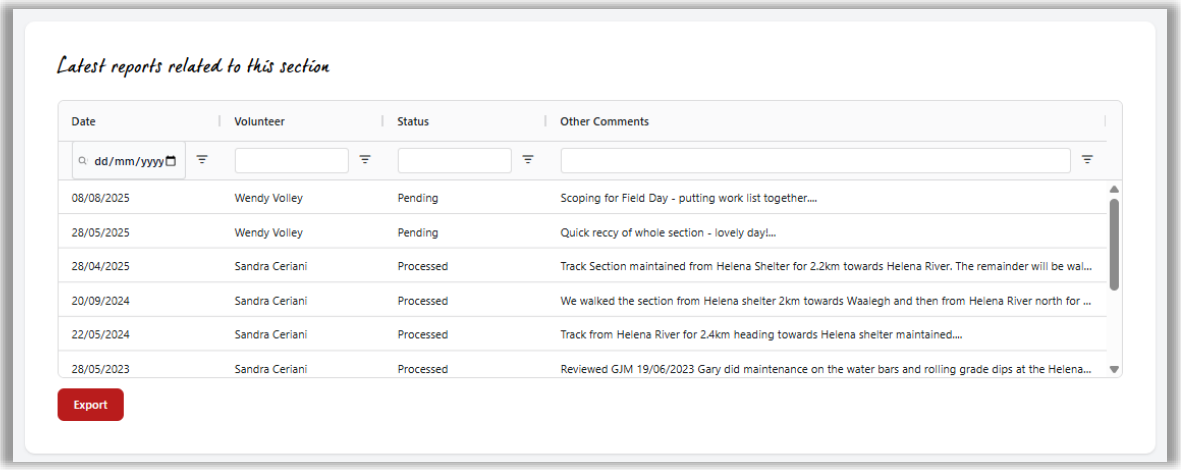
d. Remove unwanted photos by clicking the red ‘X’ over the top right corner of the photo.

8. To complete the report, click *Submit*. You will get a confirmation screen; after a few seconds it will return to a blank Track report.

To search for a previous Track report

Previous Track reports can be accessed based on the Track maintenance section number:

1. Open a blank *Track Reporting* form.
2. Select the *Section* by clicking in the field containing ‘Please select a section’. Scroll through the resulting dropdown menu to find the appropriate section. Click on it to select.
3. Scroll to the bottom of the page where you will see a table displaying all past reports for the Track section.



Latest reports related to this section

Date	Volunteer	Status	Other Comments
dd/mm/yyyy			
08/08/2025	Wendy Volley	Pending	Scoping for Field Day - putting work list together....
28/05/2025	Wendy Volley	Pending	Quick reccy of whole section - lovely day!...
28/04/2025	Sandra Ceriani	Processed	Track Section maintained from Helena Shelter for 2.2km towards Helena River. The remainder will be wal...
20/09/2024	Sandra Ceriani	Processed	We walked the section from Helena shelter 2km towards Waalegh and then from Helena River north for ...
22/05/2024	Sandra Ceriani	Processed	Track from Helena River for 2.4km heading towards Helena shelter maintained....
28/05/2023	Sandra Ceriani	Processed	Reviewed GJM 19/06/2023 Gary did maintenance on the water bars and rolling grade dips at the Helena...

Export

Previous Track reports

A search field and filter icon are located at the top of each column. This allows you to search for a previous report or set of reports (e.g. relating to a particular date range, volunteer name or keyword).

As search criteria are entered, records will auto-filter to your selection.

Click ‘Clear Filters’ to return to the full list.

Search by date or date range:

1. Use the same method as for Timesheets.

Search by Volunteer name:

1. Start typing the first or last name in the search field.

Search by record status:

1. Start typing either ‘Pending’ or ‘Processed’ in the search field.

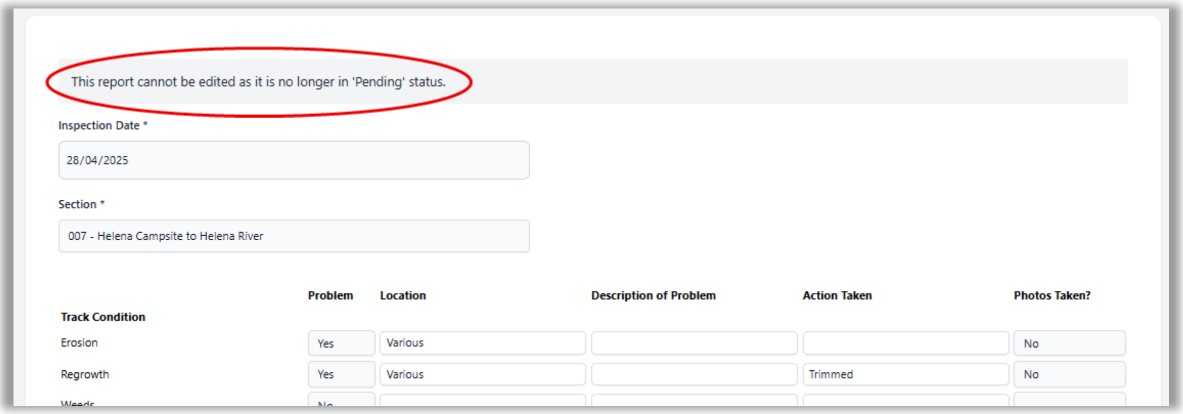
Search by keyword in the Comments:

1. Start typing the keyword in the search field.

<u>To display a previously processed Track report</u>

Track reports which have already been ‘Processed’ cannot be edited by you.

1. Find the Track report you wish to display.
2. Click on the table row for that Track report. A new browser tab will open. The report will be displayed in non-editable form (with a grey header). Any photos included with the report will be displayed at the bottom of the screen.



Displaying a Track report

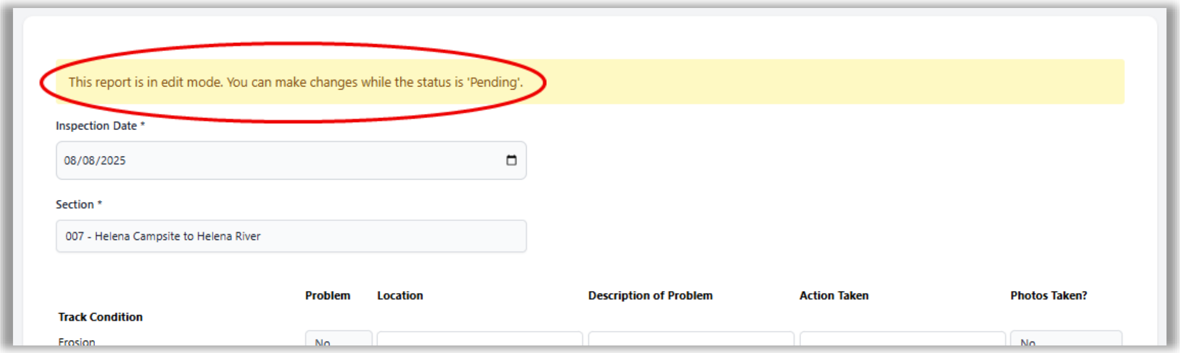
3. You can alternate between browser tabs containing a previous report and a report in progress of submission, to compare information being entered.

4. To finish displaying the report, click *Close*. The browser tab will close.

To edit a previously submitted Track report

Track reports which have already been 'Processed' cannot be edited by you. If necessary, contact admin by emailing trackworks@bibbulmuntrack.org.au.

1. Find the Track report you wish to edit.
2. Click on the table row for that Track report. A new browser tab will open. The report will be displayed in editable form (with a yellow header).



Editing a Track report

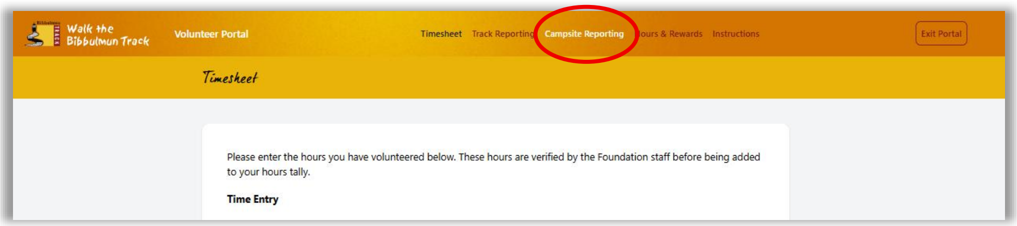
3. Make the necessary change/s, including the addition/removal of photos.
4. To complete the report, click *Next* then *Submit* as previously. You will get a confirmation screen; after a few seconds it will close the browser tab and return to the search screen.

Campsite reporting

We require a report each time you visit your campsite (if included in your allocation). Reporting is the responsibility of the maintenance team leader; however, report lodgement is available to any volunteer. Please submit your report immediately after each visit, particularly when there is a safety issue that needs to be actioned urgently.

To lodge a Campsite maintenance report:

1. Click on *Campsite Reporting* in the page header:



Navigating to the Campsite Reporting page

2. A blank *Campsite Reporting* form will open, identified by a green header panel ‘Create a new campsite report…’. Note that the panel colour changes to yellow when editing a previously submitted report or grey when displaying a previously accepted report (see below).

Starting a new Campsite report

3. Enter the *Inspection Date* manually (use DD/MM/YYYY format) or select using a calendar. You should enter the date of the visit, not the date you are lodging the report.
4. Select the *Campsite* by clicking in the field containing ‘Select a campsite’. Scroll through the resulting dropdown menu to find the appropriate section. Click on it to select.
5. Complete the body of the form. You should report any work done **and** any issues or problems which need further attention. For more guidance, refer to ***Essentials of reporting.pdf***.
   Add information for any inspection element/s as appropriate.
   The specific fields are:
   a. Problem – ‘No’ by default. To edit, click the ‘No’ and select ‘Yes’ from the resulting dropdown menu.
   b. Description of Problem – a general text box.
   c. Action Taken – a general text box.
   d. Photos Taken? – ‘No’ by default. To edit, click the ‘No’ and select ‘Yes’ from the resulting dropdown menu.
   e. Water quality details (clarity, odour and colour) – a general text box.
   f. Water levels – a general text box.
   g. Campsite book details – a general text box.
   h. Other Comments / Request for Assistance – a general text box. Use this for extra detail about problems, requests for assistance, and keywords relating to particular significant problems.
6. To proceed to the next step, click *Next*.
7. Upload photos if required to support the report. You can use either file selection or ‘Drag & Drop’ methods:
   a. Click within the dashed area to open a pathway to your photo storage (depends on device). Click on the desired photo/s to select; OR …
   b. (On desktop) ‘Drag & Drop’ into the dashed area from a folder open in another window.

c. The maximum file size is 10 MB per photo.

d. Remove unwanted photos by clicking the red ‘X’ over the top right corner of the photo.

8. To complete the report, click *Submit*. You will get a confirmation screen; after a few seconds it will return to a blank Track report.

To search for a previous Campsite report

Previous Campsite reports can be accessed based on the campsite name:

1. Open a blank *Campsite Reporting* form.
2. Select the *Campsite* by clicking in the field containing ‘Select a campsite’. Scroll through the resulting dropdown menu to find the appropriate section. Click on it to select.
3. Scroll to the bottom of the page where you will see a table displaying all past reports for the campsite.

A search field and filter icon are located at the top of each column. This allows you to search for a previous report or set of reports (e.g. relating to a particular date range, volunteer name or keyword).

As search criteria are entered, records will auto-filter to your selection.

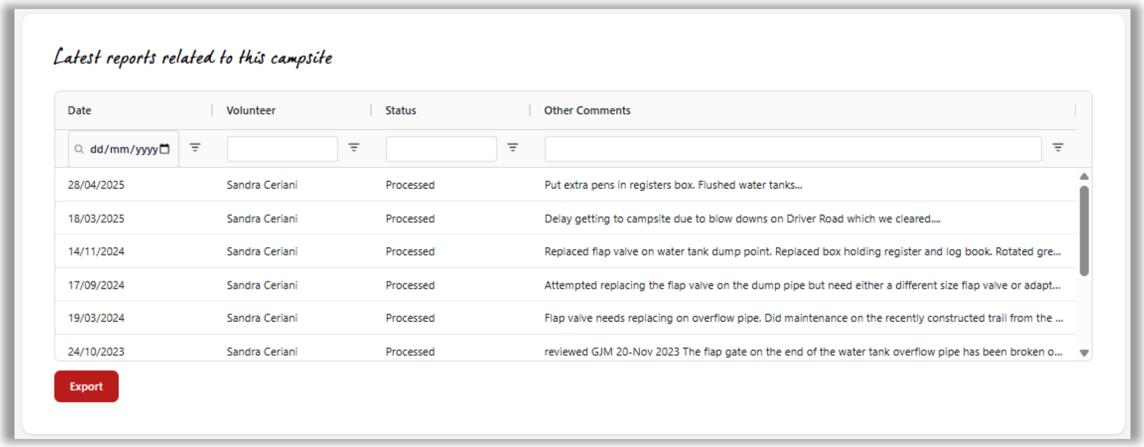
Click ‘Clear Filters’ to return to the full list.

Search by date or date range:

1. Use the same method as for Timesheets.

Search by Volunteer name:

1. Start typing the first or last name in the search field.


Latest reports related to this campsite

Date	Volunteer	Status	Other Comments
dd/mm/yyyy			
28/04/2025	Sandra Ceriani	Processed	Put extra pens in registers box. Flushed water tanks...
18/03/2025	Sandra Ceriani	Processed	Delay getting to campsite due to blow downs on Driver Road which we cleared....
14/11/2024	Sandra Ceriani	Processed	Replaced flap valve on water tank dump point. Replaced box holding register and log book. Rotated gre...
17/09/2024	Sandra Ceriani	Processed	Attempted replacing the flap valve on the dump pipe but need either a different size flap valve or adapt...
19/03/2024	Sandra Ceriani	Processed	Flap valve needs replacing on overflow pipe. Did maintenance on the recently constructed trail from the ...
24/10/2023	Sandra Ceriani	Processed	reviewed GJM 20-Nov 2023 The flap gate on the end of the water tank overflow pipe has been broken o...

Export

Previous Campsite reports

Search by record status:

1. Start typing either ‘Pending’ or ‘Processed’ in the search field.

Search by keyword in the Comments:

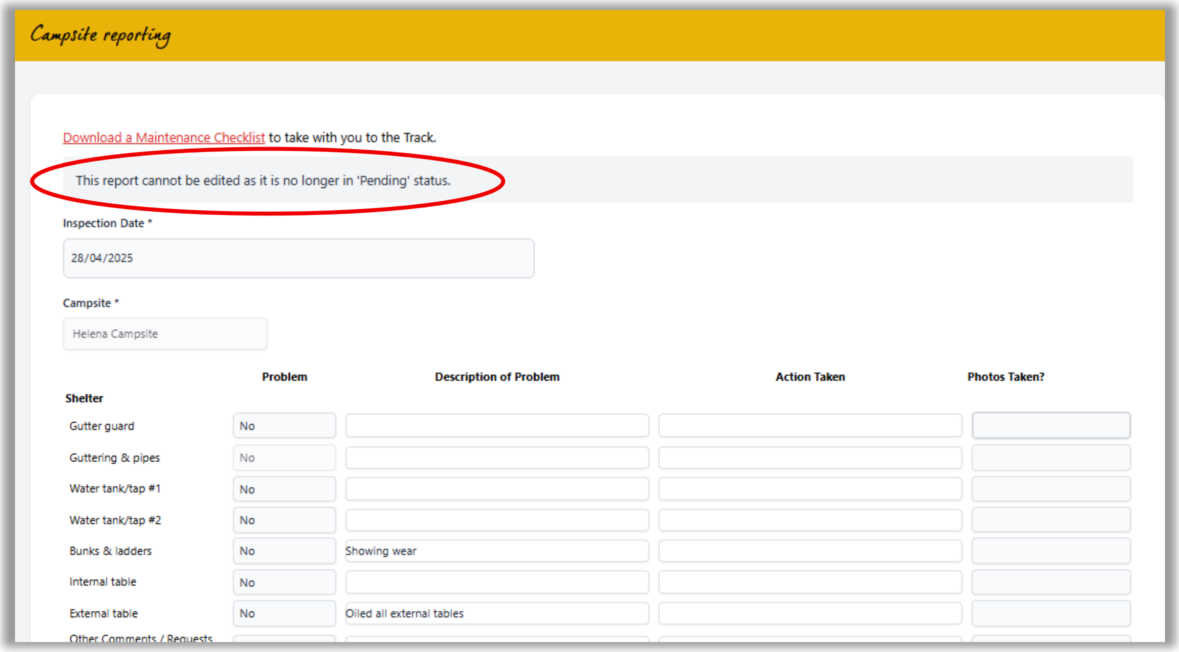
1. Start typing the keyword in the search field.

To display a previously processed Campsite report

Campsite reports which have already been ‘Processed’ cannot be edited by you.

1. Find the Campsite report you wish to display.

2. Click on the table row for that Track report. A new browser tab will open. The report will be displayed in non-editable form (with a grey header). Any photos included with the report will be displayed at the bottom of the screen.



Displaying a Campsite report

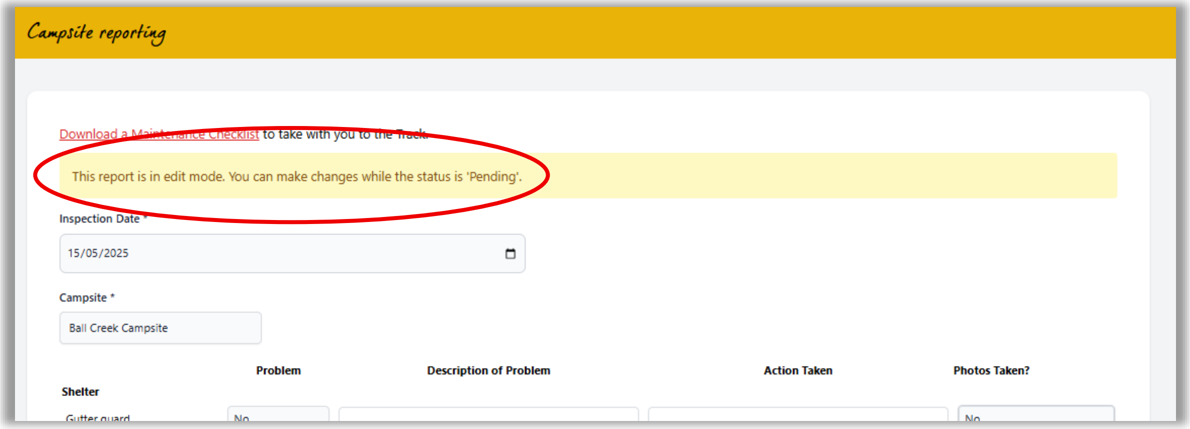
3. You can alternate between browser tabs containing a previous report and a report in progress of submission, to compare information being entered.

4. To finish displaying the report, click *Close*. The browser tab will close.

To edit a previously submitted Campsite report

Campsite reports which have already been ‘Processed’ cannot be edited by you. If necessary, contact admin by emailing trackworks@bibbulmuntrack.org.au.

1. Find the Campsite report you wish to edit.
2. Click on the table row for that Track report. A new browser tab will open. The report will be displayed in editable form (with a yellow header).



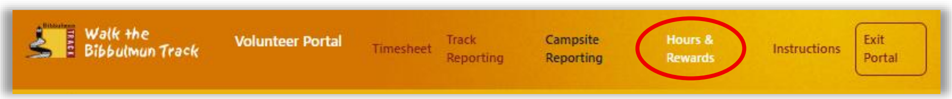
Editing a Campsite report

3. Make the necessary change/s, including the addition/removal of photos.
4. To complete the report, click *Next* then *Submit* as previously. You will get a confirmation screen; after a few seconds it will close the browser tab and return to the search screen.

Hours & Rewards

This is a simple page which displays your total Accepted hours for the current financial year.

Click on *View volunteer rewards and benefits* to read about volunteer recognition you may be eligible for. The page www.bibbulmuntrack.org.au/get-involved/volunteer-with-us/training-and-recognition/ opens in a new browser tab.



Accessing the Hours & Rewards page

Instructions

Click this to open a new browser tab containing this document (***Volunteer portal instructions.pdf***).

Accessing the Volunteer Portal Instructions

Exit Portal

Click this to leave the Volunteer Portal. You will be returned to your Account Dashboard.

Exiting the Volunteer Portal