

How to: Log Volunteer Hours and Impact Reporting

Step 1:

Log in by visiting <https://bit.ly/stpaulcervis>.
If you have forgotten your password, you can reset it with the link below.

Having trouble logging in contact Tricia at tricia.Wehrle@ci.stpaul.mn.us



Tricia Wehrle

tricia.wehrle@ci.stpaul.mn.us

Remember my profile (Not Tricia?)

[Don't Know Password / Reset Password](#)

Step 2:

After logging in you are brought to the main home page. This is where you can log hours and your impact (weight of trash).

Log hours →

Log weight of trash →

Volunteer Portal Home

Registration Management

-
-
-
-

Profile Management


-
-

Report Management


-

Step 3:

Confirm correct name

Step 1: Select a Volunteer Below 

Confirm volunteer role (if you have more than one role select the right one)

Step 2: Select a Service Project Below 

Como Park Steward

Ongoing

Park Steward

Pick date of service (can only enter 1 day at a time)

Step 3: Enter your Activity Details Below

Service Date:*  


Service Hours:* 


Notes (1000 character max): 

Enter hours (round to the closest 1.0, .25, .5 or .75)

Notes: please email me if urgent. This is not where you list weight of trash

Click here to submit hours











 Step 4: Record Service Project Activity

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Step 4:

Once hours are logged scroll down and you will see all your past hours. If you want to remove any click on the button at the bottom.

Current Profile Service Project Activity

<input type="checkbox"/>	Name	Service Project	Service Date	Service Hours	Notes
<input type="checkbox"/>		Como Park Steward	Jul 26, 2021	1.50	
<input type="checkbox"/>		Como Park Steward	Jul 30, 2021	2.50	
<input type="checkbox"/>		Como Park Steward	Aug 2, 2021	1.50	
<input type="checkbox"/>		Como Park Steward	Aug 5, 2021	2.50	
<input type="checkbox"/>		Como Park Steward	Aug 9, 2021	0.50	
<input type="checkbox"/>		Como Park Steward	Aug 11, 2021	2.25	
<input type="checkbox"/>		Como Park Steward	Aug 17, 2021	1.50	
<input type="checkbox"/>		Como Park Steward	Sep 13, 2021	5.50	
<input type="checkbox"/>		Como Park Steward	Sep 21, 2021	1.50	
<input type="checkbox"/>		Como Park Steward	Sep 30, 2021	3.00	
<input type="checkbox"/>		Como Park Steward	Oct 20, 2021	6.00	

 Remove Selected Service Project Activity

Return to main page click here.

[< Portal Home](#)

How to log Volunteer Impact

Log Volunteer Impact (ex: weight of trash)

Click Record or Update Volunteer Impact

Volunteer Portal Home

Registration Management

- Register / Apply for an Upcoming Opportunity
- View or Cancel Registration for an Upcoming Opportunity
- Record or Update Service Project Activity
- Record or Update Volunteer Impact**

Profile Management

- Add Additional Volunteer to my Profile
- View or Update Volunteer Profile Information

Report Management

- View or Print Volunteer Activity History

Display impact opportunities between these dates:

12/30/2020 - 12/30/2022

Filter Impact Opportunities

Click Log Impact

Impact Logging Opportunities

Registration Information

Como Park Steward Mon, Jul 26, 2021 Park Steward / Como Regional Park	Log Impact
Como Park Steward Fri, Jul 30, 2021 Park Steward / Como Regional Park	Log Impact
Como Park Steward Mon, Aug 2, 2021 Park Steward / Como Regional Park	Log Impact

Input weight (lbs) of trash

After input click on Log Impact

activity are listed below.

Log Activity Impact

Volunteer Name: Pat Owen
Event Name: Como Park Steward

Weight of trash (lbs)

Notes: (Optional)

Log Impact Cancel

Registration Information

Como Park Steward
Mon, Jul 26, 2021

Log

Once you are done logging your impact click the Portal Home button. Then you are done and can log out.

Como Park Steward
Fri, Dec 17, 2021
Park Steward / Como Regional Park
[Redacted]

Log Impact

Thank you for volunteering your time!

Please reach out to Tricia if you have any questions.

i The available opportunities for logging impact activity are listed above.
If you would like to view the opportunities you are CURRENTLY registered for, or CANCEL your registration for an upcoming opportunity, please [CLICK HERE](#).
If you would like to REGISTER for a new, upcoming opportunity, please [CLICK HERE](#).

[< Portal Home](#)