

Volunteer Naturalists: Getting Started with Count Me In

1. LOG IN TO YOUR EXISTING account <https://countmein.bouldercolorado.gov> with your email (the address that receives all OSMP correspondence)
 - a) **If you have never logged into the account** before, your password is **boulder2019**
 - b) **If you have logged in before**, and changed the password, use your password and skip to step 4.
2. When you log in, you'll immediately get a "Reset your Password" window. Choose a new password with a number, symbol and upper-case letter.
3. It will log you out automatically – you must log in again with your new password. Write your password down – but you can always ask Count Me In for a new one if you forget.
4. On the blue menu bar at the top, click "My Profile."
5. A new window opens with several blue boxes. Look for the one titled "My Information." Click the little pencil, upper right.
6. A pop up window opens, with a bunch of your personal information. Change whatever you want.
7. **Choose "Save"** – a little blue button when you scroll down to the bottom of the screen.
8. Optional - If you want to add a picture to your profile, click the little blue camera under the generic gray person icon, and find a picture on your computer that you like.
9. In the next blue box, **"My Preferences," there are a couple of important items.** Click the pencil.
 - * In the first box, "Preferred Departments," click on the white rectangular field and **choose "Open Space & Mountain Parks."** Otherwise, you'll see everything in the entire city.
 - * Under "Privacy Preferences" in the second box, check **"Volunteers can see when I am scheduled."** This will let you coordinate with others who are signed up for the same activity.
 - * The rest of the page is optional. Scroll to the bottom and **click the blue Save button.**
10. Click "Logout" at the top of the page, just under the banner photograph.

Volunteer Naturalists: Signing Up for Activities

Heads up: Count Me In refers to naturalist-led events as "activities," and reserves the word "program" for the broad classes of activities, e.g. field trip vs. volunteer project vs. training.

**** Also Heads up: Count Me In will no longer send you an email every time we post a new unfilled activity!**

This is a change from the way things work now. We will send you frequent reminders to log in to Count Me In and check the open assignments calendar, but we're asking you to do this yourself on a regular basis. This will (1) result in a less cluttered in box for you and (2) less admin work for staff.

1. Log in to OSMP's Count Me In home page: <https://countmein.bouldercolorado.gov/d/osmp> (**make a bookmark** in your web browser so you can easily find this again)
2. Click the yellow "Login" button on the right of the screen, enter your email and password, and click the blue "Login" button under your password. You'll go to your **"Dashboard" page.**

Welcome: DAVE DASHBOARD [print schedule](#)

What you have signed up for **What we still need your help with**

To Do My Assignments Opportunities My Activities Upcoming Activities

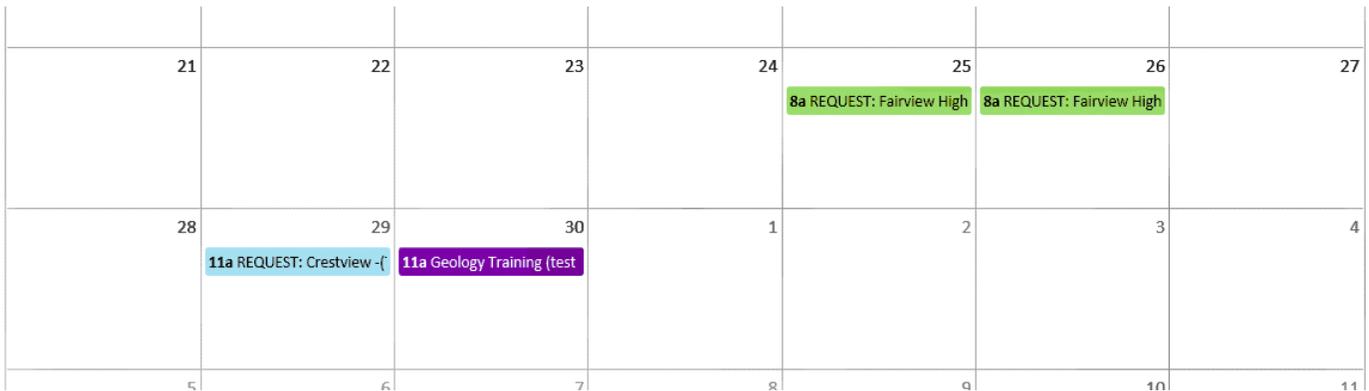
Volunteer Opportunities (Filtered to: Open Space Mountain Parks)

Activities are displayed based on your interests. To show more or less activities, edit the interests on your profile.

[Schedule/Report Education: Naturalists Visit »](#)

[View all Available Opportunities »](#)
click here for the calendar

3. To see what you have offered to do and been assigned, click the “My Assignments” tab.
4. To see unfilled activities we need your help with, click the “Opportunities” tab, and then the little calendar icon next to “View All Available Opportunities.”
5. A new window opens. Scroll down past the search filters to see the calendar. It looks like this:



6. Items that begin with the word “REQUEST” are open assignments we are trying to fill. Purple items are training opportunities.
7. Scroll through the months using the arrows at the top left of the calendar.

<
>
today
8. The colors indicate broad subject matter categories of the activities – the key is at the bottom of the calendar page. If you like offering history programs, scan the calendar for tan items.

Open Space Mountain Parks Legend

Arts & Music	Community Cleanup Month	Earth & Sky
Local History	One-day Volunteer projects	Plants & Wildlife
Recreation & Skills	Training	Wellness & Wonder
Your Land	Site Visits	

9. Here is what to look for: a **REQUEST** calendar item for an activity that you would like to lead (in this case, category green is for a Plants and Wildlife activity).

24	25
activity	8a REQUEST: Fairview High
1	2

click

When you click the calendar item a “Details” box will pop up that tells you all the details about that program. Look it over – if you still want to be considered to lead this one, click the blue “Volunteer” box. You’ll get a confirmation, and we will add you to the list of potential volunteers.

Activity Details - Fairview High School - Education Program

REQUEST: Fairview High School - Education Program

📅 Thursday, April 25, 2019 | 🕒 08:00 AM - 11:00 AM

📍 Dry Creek

Plants & Wildlife

PROGRAM REQUEST DETAILS:

Date Requested: 4/25/2019
Alternative Date Requested: 4/26/2019

Time Requested: 08:00 AM to 11:00 AM

Requested Place: Dry Creek

Group Name / School: Fairview High School

Leader / Teacher: Fido McFeely

Details

Volunteer Opportunities

Education: Naturalist	Naturalist	08:00 AM - 11:00 AM
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Volunteer

click if you want to volunteer for this assignment. You will get a confirmation email - we will assign volunteers and let you know.

Close

This takes you to another page, where **you have to click another blue “Volunteer” tab!**

10. We will look over all the volunteers who offer to lead this EE activity, and make assignments – just like we do it now. Then we will send out confirmation emails to the assigned volunteers.

11. The confirmation emails will come from CityofBoulder@mail.offero.com – please make sure your spam filter isn’t intercepting these. NOTE: if you reply to one of these emails, your response goes straight to Juanita at eeprograms@bouldercolorado.gov, just like now. This is how you can get clarification or additional information about the volunteer activity.

12. For every activity you lead, you’ll receive check-in confirmation emails from Count Me In.

- a) When you offer to lead an activity “Volunteer Awaiting Confirmation....” (it just acknowledges that we received your offer to lead the activity)
- b) When you are assigned to a program by staff (“Thanks for Volunteering....”)
- c) A reminder that you’ve got a program coming up
- d) A feedback follow-up email after the activity (“Please help make our programs better . . .”)

Communication made easy!

Cancellations:

If you can't make a program you are signed up to lead, and need to cancel, please continue to call or text Juanita as soon as possible, just like always. We'll try to find another naturalist to cover for you.

Coordinate and plan ahead with other naturalists using the Discussion Board. Work out who needs what props, who is using what trail, and other details.

Every activity you sign up for with other staff and volunteers will have a "Thread" on the discussion board with the activity's date, title and requesting group.

1. Click on "Discussion" in the blue menu at the top of your browser window.



2. Choose the "Education Volunteers" Discussion board. A window will open showing a list of active "threads" related to programs, and other volunteer concerns or questions.

A screenshot of the 'Education Volunteers Forum' interface. At the top left is a blue speech bubble icon with three dots. To its right is the text 'Education Volunteers Forum'. Further right are two red annotations: 'create a new thread if you want to discuss, share or ask something' with a red line pointing to a '+ new thread' link, and '+ subscribe to email alerts'. Below this is a tabbed interface with 'Threads' selected and 'Recent Comments' as an alternative. On the right side of the forum, there is a red annotation: 'Sort the threads to find what you're looking for' with a red line pointing to a 'Sort: Date (newest on top)' dropdown menu. The forum lists two threads. The first thread is titled 'April 30 Douglass Elementary History Pgm', created by Juanita Echeverri, with 1 comment. The second thread is titled 'April 29 Crestview Geology program', created by DAVE, with 2 comments. A red annotation 'click the thread you want: see what others are writing, and leave your own comments for others leading the activity' has a red line pointing to the second thread.

A screenshot of a forum thread conversation. The top message is from Dave Sutherland, dated 04/09/2019 11:32 AM. The text of the message is: 'I want to take my kids up the chq trail. I want to take the Allosaurus skull but will need 3 people to help carry it since it weights 85 lbs.' The bottom message is from Tanya Toodles, dated 04/09/2019 11:30 AM. The text of the message is: 'Where do people want to take your group? What props do you need?' There is a profile picture icon for Tanya Toodles on the right side of her message.

Entering Volunteer Hours

Count Me In automatically tracks all the hours you spend doing programs – you no longer need to enter those!

BUT...if you want to **add the prep time hours** you spent getting ready to lead the activity, use the **feedback form** – see below.

Feedback: How did the activity go?

After the program, you'll get an email from Count Me In, asking you to let us know how your activity went and give us feedback. This form is optional, and you may prefer to let us know about issues in person, via email or over the phone. But this is another option.



Volunteer Feedback

Evaluation for: STAR PROGRAM on 03/28/2019

Volunteer Info:
You have been credited 1.50 total hours for your assignment(s). This can be adjusted below:

Thursday, March 28, 2019 (10:00 PM - 11:30 PM)
Education: Naturalist - Naturalist

Hours Earned:*	Prep Time Hours:*
<input type="text" value="1.50"/>	<input type="text" value="0.00"/>

Please rate your agreement with the following:
How was the experience*