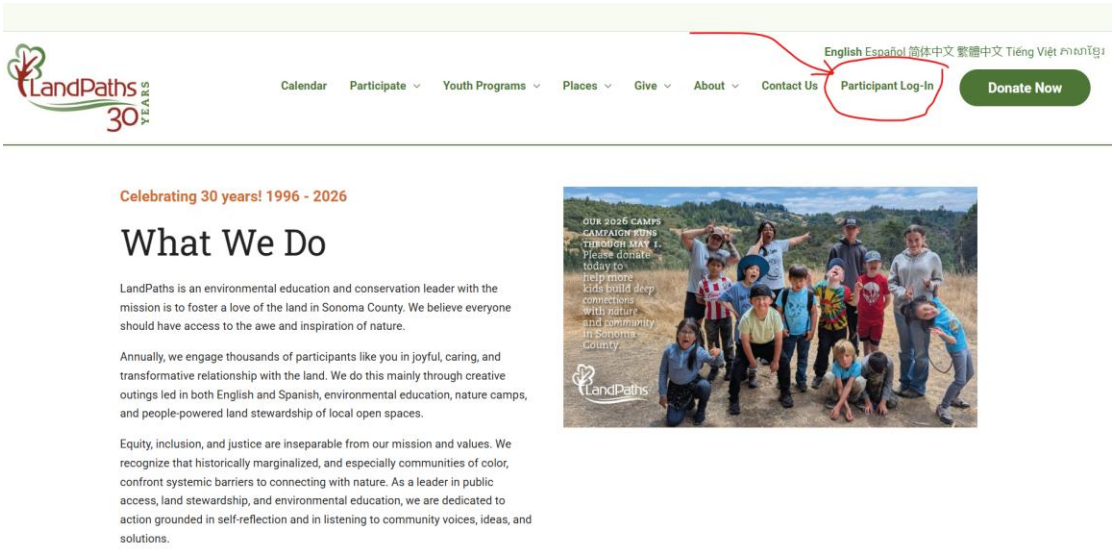
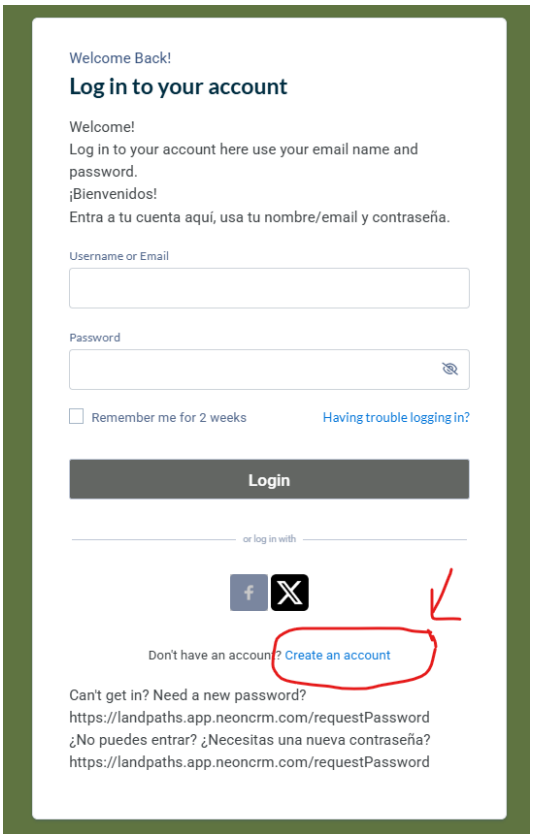
Instructions- How to add Time Sheet

Volunteers can add their own time sheets through the **Participant Portal**.

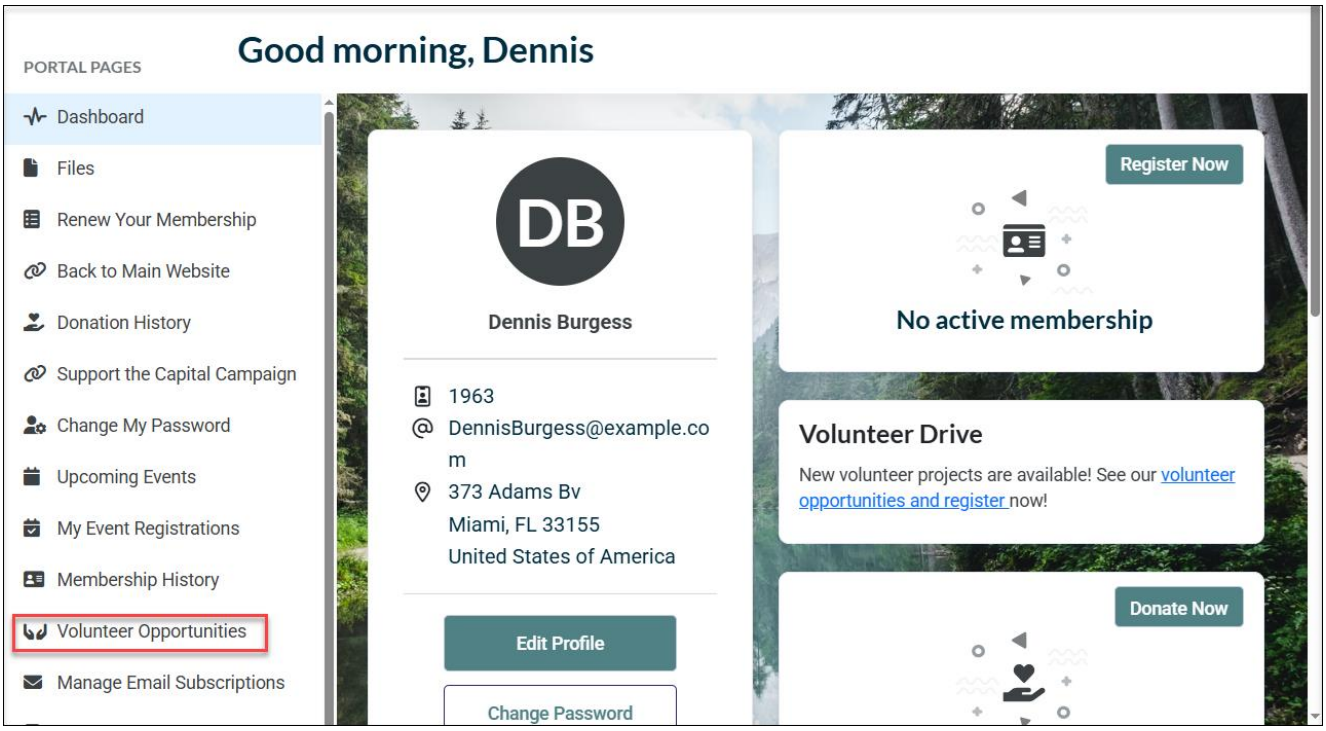
1. Go to www.landpaths.org and click on **Participant Log-In**:



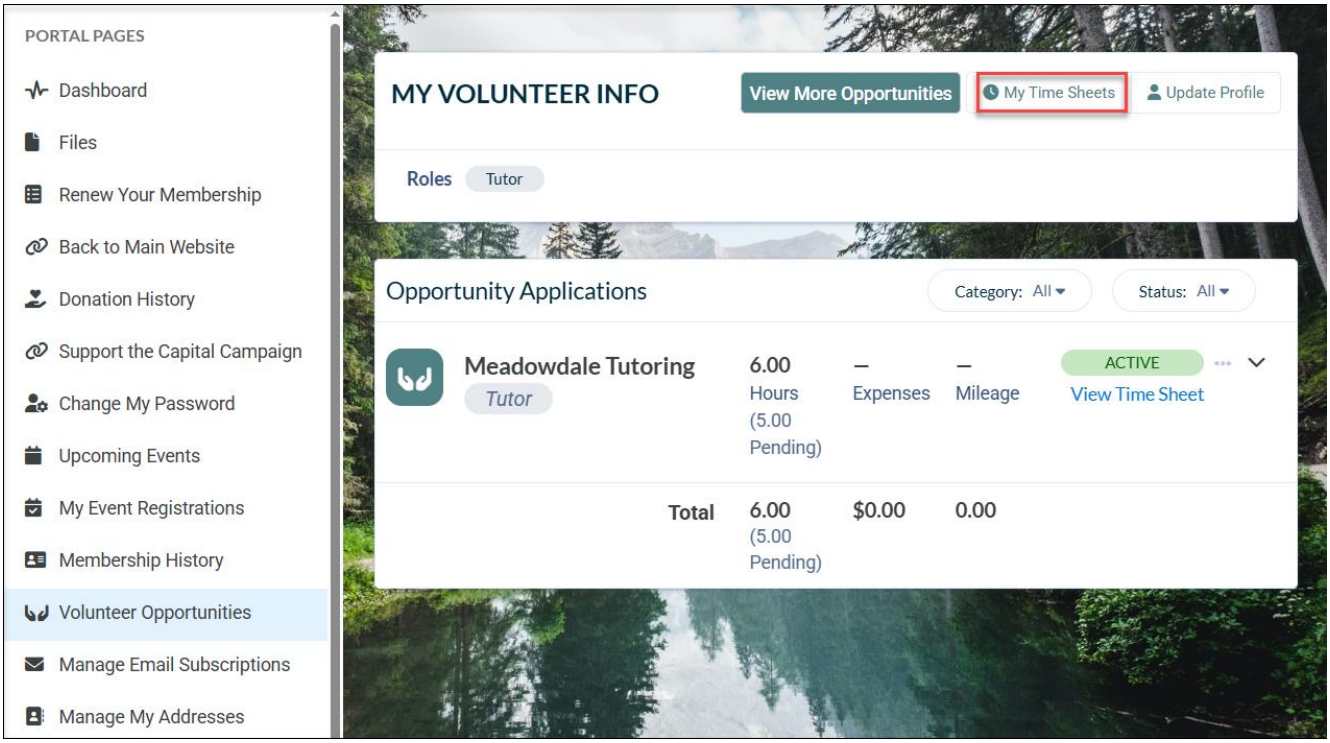
2. Log in or Create an Account



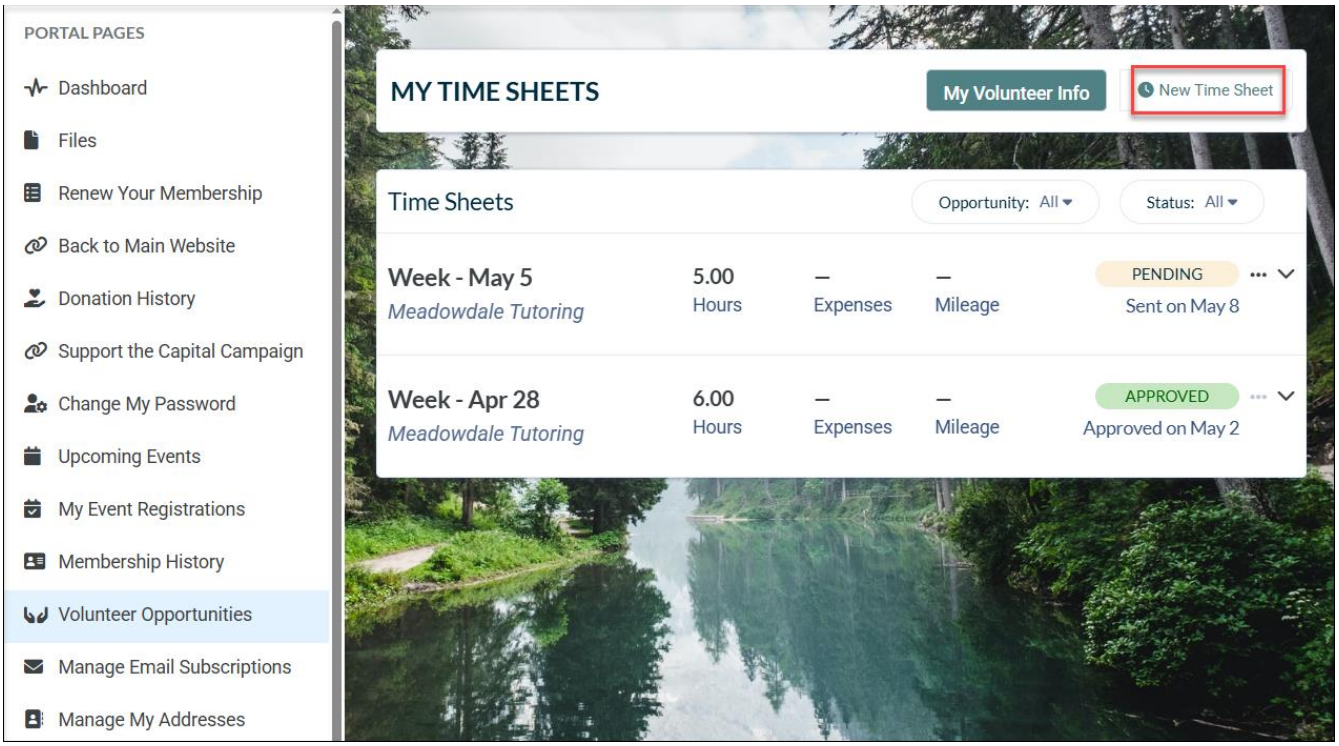
3. From the Participant Portal, select **Volunteer Opportunities** from the left menu. Here you can see your opportunity assignments, time sheets, and view more opportunities.



4. To add a time sheet, select **My Time Sheets**.



5. Then, select **New Time Sheet**.

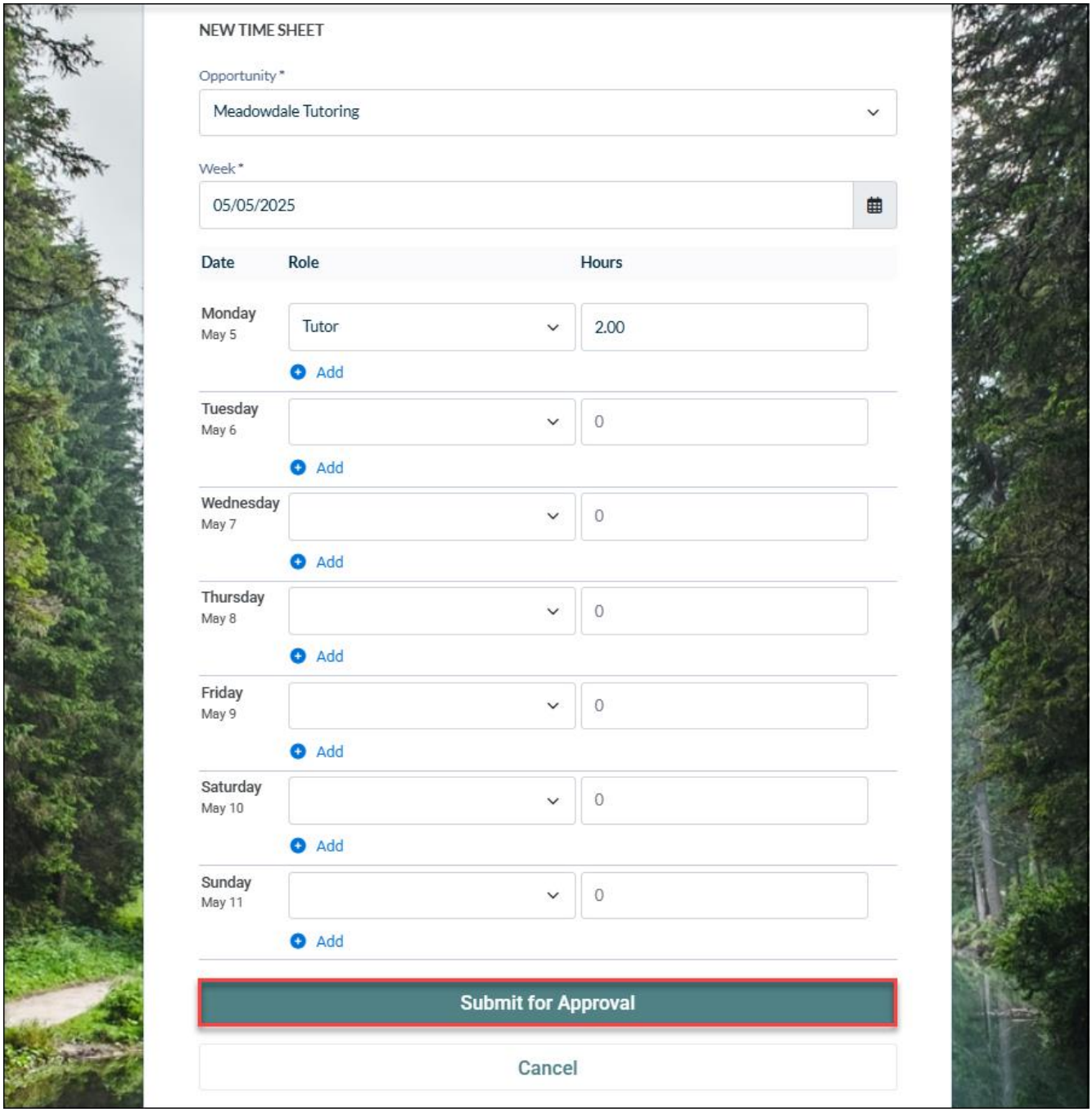


You are assigned to either the **25-26 Bohemia Docent Program**, the **25-26 Lafferty Ranch Docent Program** **or both**, depending on what you have chosen.

If you do not see any of these opportunities in your Volunteer Opportunities portal page, please reach out to the program lead staff member. See CONTACT LIST in your Docent Handbook.

Please also remember that any time spent prepping for your outing, any course you may take for enrichment and the CPR/First Aid Certification, any time shadowing a staff or experienced docent, and even if you participate in other outings, it all counts as volunteer hours.

6. You will be able to select the opportunity from the drop-down menu, select the week, and roles, and hours worked for this opportunity. You may also add a note to this time sheet. When finish, select the **Submit** button.



THANK YOU!!