Hermann Park Conservancy:
Navigating Our Volunteer Website

GETTING STARTED:

01

Joining our Website

You're here because you received a join link from a friend, co-worker, family member, organization, etc., or you are interested in volunteering with Hermann Park Conservancy (HPC). The first step is to join the HPC Volunteer Management site by creating an account.

1.   Click the Website Link that was provided to you by the Organization, Group, or Group Leader.

2.   Click **Sign-up** at the top of the page
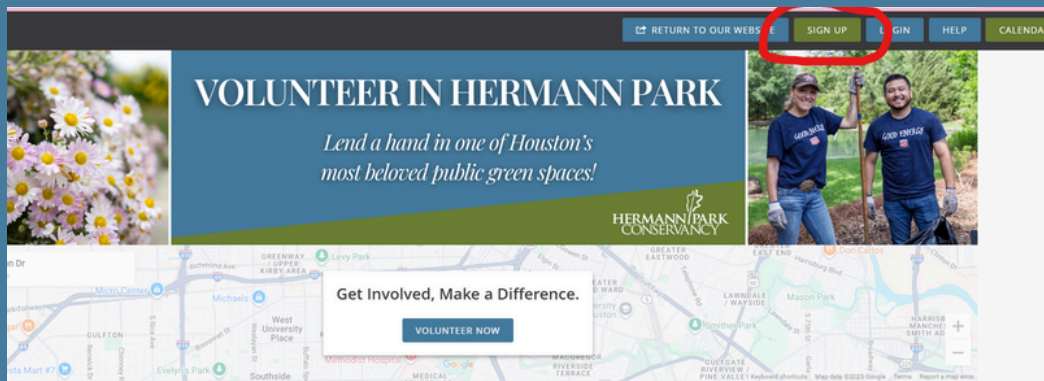
3.   Fill out your registration information, Volunteer Agreement, and the HPC Photography & Media Release Form. Select **Create your Account** when finished.

4.   Once your account is set up and any necessary or required steps are completed, you can start responding to available HPC Volunteer Opportunities.

02

Joining a User Group

It's also important to note that when registering a new account, users are not automatically assigned to a **User Group**; instead, they must join via an invitation link. If there are issues with the invitation link provided by your organization, please reach out to volunteer@hermannpark.org for Site Managers to manually add users to a **User Group**.
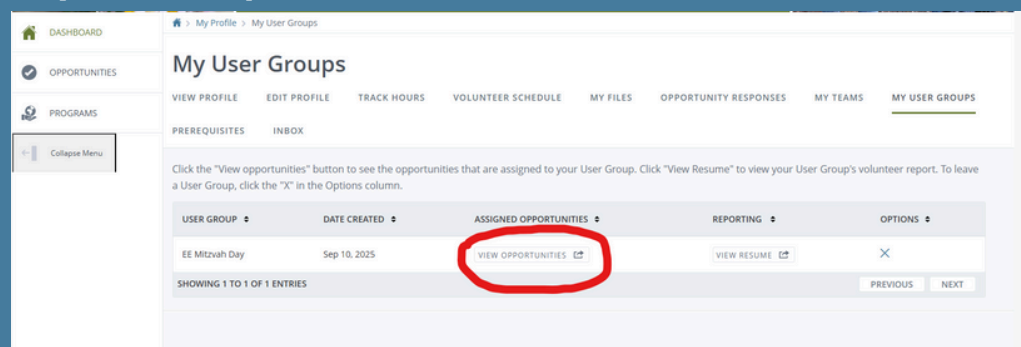
Once added to a **User Group**, you can see what volunteer opportunities are assigned to that specific **User Group**.

1. Click your **profile image** or **initials** from the top menu bar.
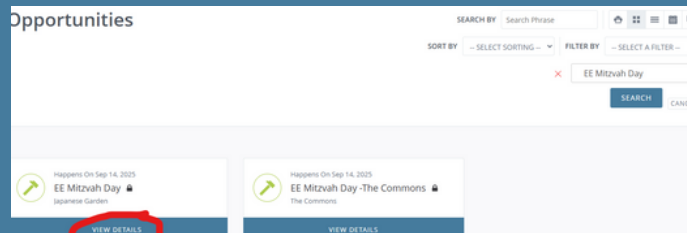
2. Select My **User Groups**.
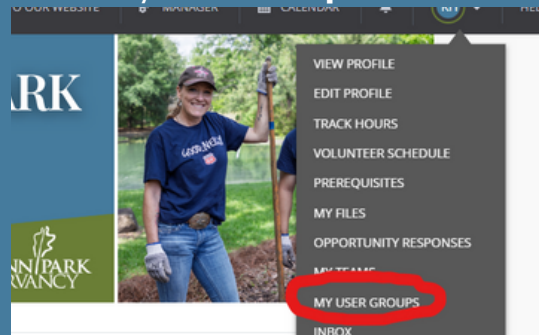
3. Click **View Opportunities** under the **Assigned Opportunities** column of the **My User Groups** table.


4. Once you click **View Opportunities**, it will allow you to view details on current or upcoming volunteer opportunities within your user group.

5. Select the Opportunity you wish to register for and click **View Details**.

6. After clicking **View Details**, it will bring you to the registration page. The registration page will contain the Date, Time, What to Wear, What to Bring, Where to Meet, and more Information that you might need. You can **Register** by clicking the **Respond** button at the top.
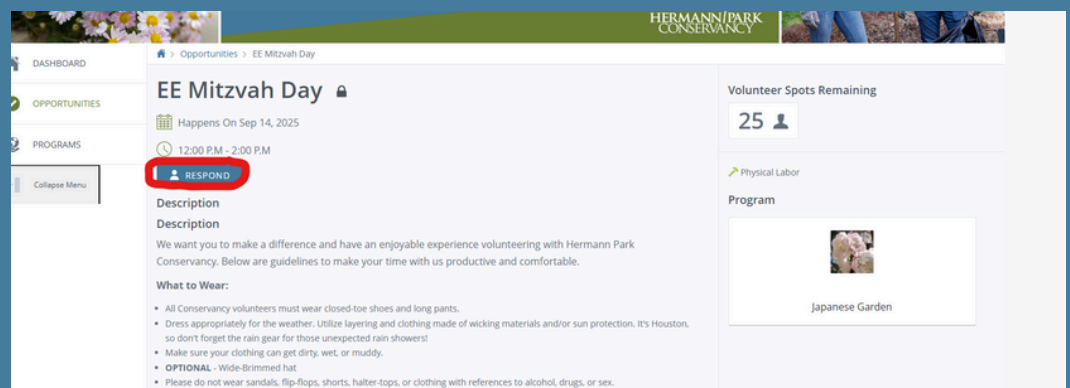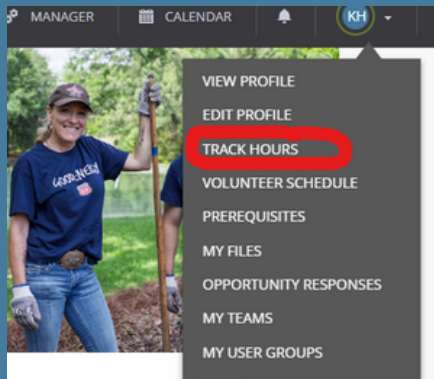
Documenting Hours

Tracking Hours:
You can also view and manage your submitted hours from the **Track Hours** area of the site.

1. Click on your **profile image** or **initials** in the top menu bar.

2. Select **Track Hours** from the dropdown.

3. Review your hours in the **Volunteer Hours** table. From the **Track Hours** area, you can:
   - Export Hours
   - Add or Delete Hours
   - View Hours for Specific Dates
   - Filter the Volunteer Hours Table
   - Check the Status of Your Hours

HERMANN PARK CONSERVANCY