

# CERVIS How To

## **I don't have a profile; how do I create one?**

1. Log onto our website <https://mountainstoseatrail.org>
2. GET INVOLVED / VOLUNTEER
3. Scroll to your area of interest: "Build and Maintain the Trail," "Host a Booth," etc.
4. Click LEARN MORE
5. Complete your profile by answering all the questions, agree to the waiver and submit

## **I already have a profile; how do I volunteer?**

1. Log onto our website <https://mountainstoseatrail.org>
2. GET INVOLVED / VOLUNTEER
3. Scroll to the area you are interested in volunteering:
  - a. Build and Maintain the Trail
  - b. Host a Booth at a Festival
  - c. Become a Trail Angel
  - d. Work from Home
  - e. Committee Work and Board of Directors
4. Click LEARN MORE under your area of interest
5. Scroll to your area of interest and CLICK HERE TO LEARN MORE (the information in the event will expand)
6. CLICK HERE TO SIGN UP FOR THIS EVENT OR CLICK HERE TO APPLY FOR THIS PROJECT
7. Once you register you should receive a confirmation email

## **What's the difference between a SERVICE PROJECT, EVENT and OPPORTUNITY?**

- Service Projects are not time or date specific. Examples are: Trail Angel, Host a Booth at a Festival, Independent trail work outside of an organized workday, Board of Directors, etc.
- Events are time and date specific. Examples are: workdays on the trail
- Opportunity includes BOTH Service Projects and Events.

## **How do I log my volunteer hours after I completed my profile and volunteered for the event or service project?**

1. **Log into CERVIS which will take you to the Volunteer Portal Menu**
2. Registration Management / Record or Update Service Project Activity
3. STEP 1: MAKE SURE your name is selected under SELECT A VOLUNTEER
4. STEP 2: Select the Service Project you would like to log hours for (you are REQUIRED to have previously registered for the project)
5. Scroll down to STEP 3: Enter your activity details (enter date, hours and any notes)
6. STEP 4: Click onto RECORD SERVICE PROJECT ACTIVITY

**What if I need to log volunteer hours NOT associated with a specific event?** This will happen quite often so please follow these directions:

1. If you work on the trail when there is NOT a specific event scheduled and you want to log your volunteer hours OR if you want to log back hours and an event has closed:
  - a. Log onto our website <https://mountainstoseatrail.org>
  - b. GET INVOLVED / VOLUNTEER
  - c. Scroll to the area you are interested in volunteering:
    - i. Build and Maintain the Trail  
Select the SEGMENT you work on (Trail Maintenance Segment 01)  
CLICK SIGN UP TO PARTICIPATE (this segment is NOW linked to your account)  
ALL SEGMENTS are listed so select the segment where you work  
You can select multiple segments
  - d. To record hours, simply log into your account, find the segment you linked to your account and click RECORD.