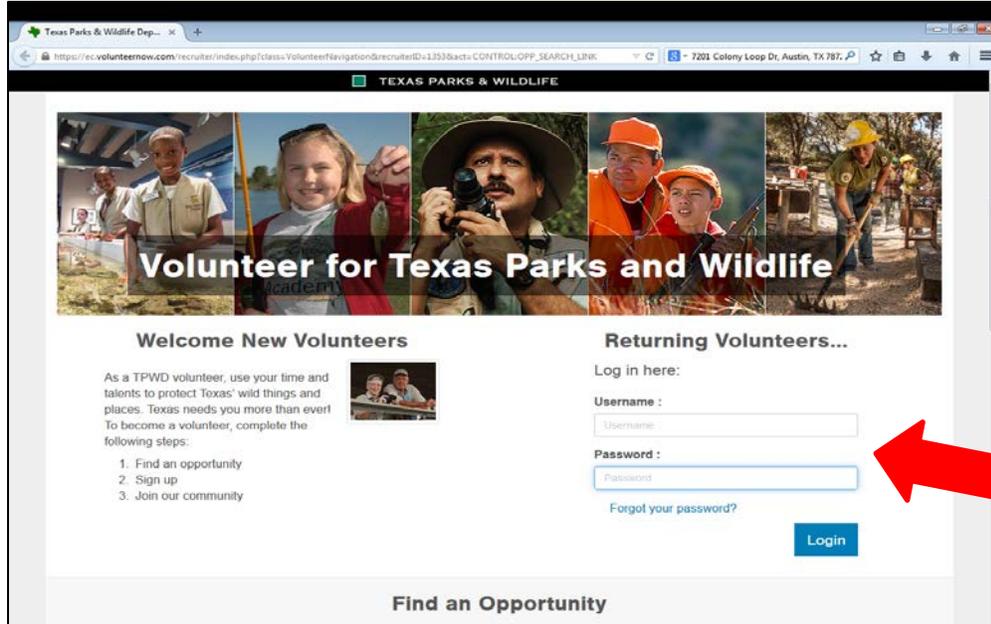




Life's better outside.®

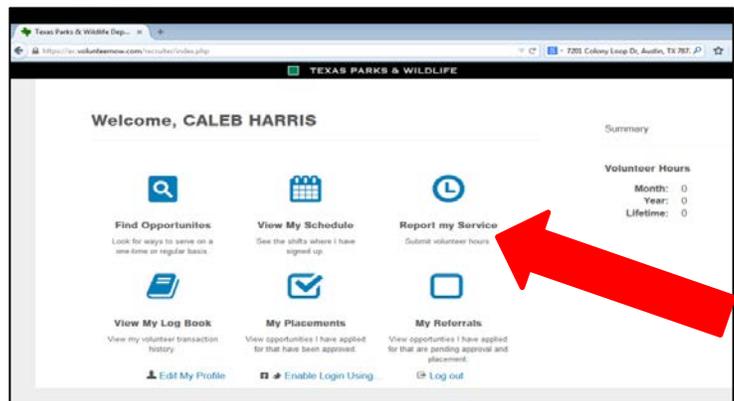
# HOW TO REPORT AND ENTER YOUR ANGLER EDUCATION REPORTS & VOLUNTEER HOURS ONLINE IN THREE EASY STEPS.

**Step 1:** Go to [www.tpwd.texas.gov/volunteer](http://www.tpwd.texas.gov/volunteer) Click on the Volunteer Log-In, enter your User ID and password. *Forgot your User ID? Call us, 512-389-8183 or 512-389-4732*



**Step 2:** Click on Report My Service, then select the event name from the drop down menu.

If you submitted a supply order or signed up online to help at a specific event, that event listing/opportunity will automatically show in the drop-down box (ex: *Mendez school – Nov 2015*), click on this event. Otherwise you can select the generic event (in all caps) named “**ANGLER EDUCATION CLASSES AND EVENTS**”.



Once you have selected the event/opportunity -- two reports will appear: the Lead Instructor and the Assistant Instructor. Select the report that corresponds to *your role for this event*.

- LEAD instructor--will report their volunteer hours and the number of participants. *[IMPORTANT NOTE: Please communicate with other volunteers at the event as to who will be responsible for reporting the LEAD report. If more than one person for the event selects the Lead report, the number of participants will get doubled or tripled on TPWD's reports.]*
- ASSISTANT instructors will report *only* their volunteer hours (along with date, class type, facility name, city)

## Step 3: Enter Data

### LEAD Instructor Report

Complete all fields including:

- ✓ The event start and end dates
  - ✓ Event name (ex: *Boy Scout Fishing Derby*)
  - ✓ Facility name (ex: Miller Park Pond), City, & Facility type
  - ✓ Class type
  - ✓ Select Yes or No for the “Are you an employee or contractor for this event”
  - ✓ Number of hours you served and a brief description of what you did (example: conducted basic fishing class, includes 2 hours prep time). If you are a TPWD employee or contractor for the event, please enter “0” hours.
  - ✓ How many assistants (people) helped you (you cannot enter their hours)
  - ✓ The number of adult male and females *participants*, and ethnicities (if known)\*
  - ✓ The number of youth male and females *participants*, and ethnicities (if known)\*
- \*For large events, please enter only the number of people you interacted with (you may note the total “gate” count in the notes section.)*

Click **OK** to submit the report.

### ASSISTANT Instructor Report

Complete all fields including:

- ✓ The event start and end dates
- ✓ Event name (ex: *Boy Scout Fishing Derby*)
- ✓ Facility name (ex: Miller Park Pond), City, and Facility type
- ✓ Select Yes or No for the “Are you an employee or contractor for this event”
- ✓ Enter how many hours you served. If you are a TPWD employee or contractor for the event, please enter “0” hours.
- ✓ Enter a description of what you did (example: knot-tying demo; backyard bass casting; fly-tying demo; includes 1 hr prep time; 2 hrs rod-n-reel repair time, etc...)

Click **OK** to submit the report.

## FAQs

**All online reports must be submitted within 45 days of the start date.** If your event took place earlier – you must submit a paper report via email, fax or regular mail.

**Effective Jan 1, 2015: The grant administrator now requires an itemization of volunteer hours by day. You can use the notes section of the online report to itemize your time. Example: Jan 2- 2 hrs prep; Jan 3-6 hrs event; Jan 4-1 hr wrap up and cleaning equipment.**

All reports are subject to state and federal audits. Our reporting policies are strictly enforced because the agency could incur penalties and fines and loose funding.

The screenshot shows a web browser window displaying the 'Report Service' page. The page title is 'Report Service' and the user is logged in as a 'Volunteer'. The main heading is 'Angler Education Lead Instructor Report'. Below the heading, there is a note: 'This report should be completed by the Lead Instructor only. If you assisted with this event, please go back to "report service" and select the "AED Asst Vol Report" attached for this event.' There is a section for 'Required Fields' and an 'EVENT SUMMARY' section. The 'EVENT SUMMARY' section contains several fields: 'Class/Event Start Date' (with a date picker showing 09/18/2011), 'Class/Event End Date' (with a date picker showing 09/18/2011), 'Event Name', 'Facility Name', 'City' (with a note: '(Where was the class or event held?)'), 'Facility Type' (with a note: '(Please select from the list)'), and 'Class Type' (with a note: '(What type of class did you teach?)'). A red arrow points to the date fields with the text 'Don't forget to enter the event dates'. The browser's taskbar is visible at the bottom.

Can I enter a report for someone else?

No. Each instructor must submit and electronically or physically sign for their service. You may not sign for someone else on the paper form, use a pre-signed roster or enter their hours on the roster.

If I am reporting online as the lead, what do I do with the volunteer roster?

Please submit the volunteer roster via email or fax. We will determine if the assistant volunteers reported online. If they have not, we will enter the service hours for those that signed the roster.

At the event, I used a paper report to records the participants – what do I do with this paper report if I am reporting online?

Please retain this report in your files for 1 year.

Is there an advantage in being a lead instructor over an assistant for an event or workshop?

The Angler Education program recognizes its volunteers by the number of hours volunteered, it does not use a 'point system.' Typically the lead instructor will clock more volunteers hours due to the class/event coordination duties. (Prep and follow-up hours should not exceed a 6:1 ratio (prep: event); for example a 4 hour event should not have more than 24 hours prep)

Why do you ask if I am an employee or contractor? Isn't this system just for volunteers?

The Angler Education program tracks all events conducted using this system. Many times TPWD paid staff lead or assist with an event, and we must track how many events they conduct and attend too.

I am a teacher and use the Angler Education curriculum in my classes. Do I need to report my hours on my class reports?

Currently our grant allows us to collect and report the hours you are teaching.

How will multiple Area Chiefs get credit for the new instructors they train? All Area Chiefs and TPWD Staff who help teach an Instructor Training class will get credit for the number of people they train in addition to their volunteer hours. But only one person (Lead Instructor) needs to report the number of participants to keep the system from double counting the total participants.

Can I still submit a paper report instead of reporting online?

Yes, we will continue to accept paper reports submitted by fax, email and mail. However, it is our hope that our volunteers will use the online system to streamline the reporting documentation process.

Why do some reports have a "-s" or a "-m"?

This is an internal report function. S = single report; M = multiple report. TPWD HQ staff will determine which report will be assigned to you and the event/opportunity.

How can I see what reports I have submitted?

Click on the "My Service History" to view a list of reports you have submitted. This report will also reflect the approval status of the reports. (All reports are approved by TPWD-HQ staff.)

Why was one of my reports "Disapproved"?

It's possible that the report was entered twice, and the duplicate report was disapproved. Check to see if that was the case. If you have any questions please feel free to contact the Aquatic Education Manager at 512-389-4732

How should I report my hours if I am a Texas Master Naturalist (TMN) volunteer?

Both the Angler Education and TMN programs collect and report volunteer hours for their respective federal aid grants and the annual state report. Each program also recognizes volunteers with incentive rewards. When reporting your service, you will need to decide which program you want to report to.