

2021 Backyard Habitat Volunteer Training Overview

The BHCP 2021 volunteer training has 2 parts:

- In April: A virtual, "classroom" portion
 - A series of 6 pre-recorded presentations + Q&A sessions
- In May: An "in the field" portion
 - Mock certification visit training sessions



How will it work and next steps

The "CLASSROOM" Training:

There will be a total of 6 *Virtual Volunteer Training Presentations* to watch, each individually pre-recorded + 2 associated Q&A sessions to attend.

STEP 1)

On or before March 29th, you'll receive an email letting you know that the presentations are now available to watch and how.

You'll have 2 weeks to log into your www.MyImpactPage.com account and watch the initial 3 presentations.

MyImpactPage.com - Login

A screenshot of the MyImpactPage.com login form. The form has a dark header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". The "Username" field has a red border and a red asterisk. To the right of the "Username" field, it says "Usernames are not case sensitive." The "Password" field has a white border and a white asterisk. To the right of the "Password" field, it says "Passwords are case sensitive." Below the input fields, there is a link that says "Forgot your username or password?" and a "Login" button.

The initial presentation topics will likely be:

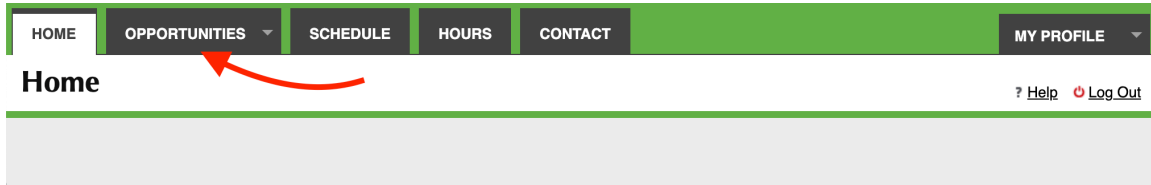
- *Volunteering with Backyard Habitat Orientation + Program Overview*
- *Noxious Weeds*
- *Wildlife Stewardship*

After watching all 3 presentations, you'll attend 1 of the 2 initial Q&A sessions to ask questions about the topics covered. The initial Q&A sessions dates are:

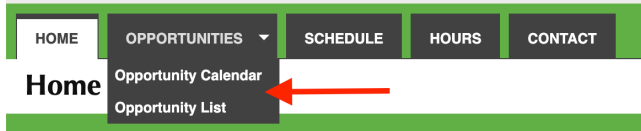
- Friday, April 9th, 3:00-4:30pm
- Saturday, April 10th, 1:00-2:30pm

TO DO #1 – REGISTER FOR 1st Q&A SESSION:

1. Log into www.MyImpactPage.com
2. Click on the "Opportunities" tab



3. Select how you'd like to **view** opportunities: list or calendar



4. Select the opportunity you'd like to look at.
 - The Q&A sessions are listed as an **Activity**, titled "*Backyard Habitat - 2021 Virtual Volunteer Training Q&A Sessions*".

ACTIVITY	SHIFTS	START DATE	END DATE
Backyard Habitat - 2021 Virtual Volunteer Training Q&A Sessions	4	4/9/2021	4/24/2021

5. Sign up for which initial Q&A session you will attend.

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS
Friday, April 09, 2021	3:00 PM	4:30 PM		75 / 75	Period 1: Sign up for one: 4/9 or 4/10	+ Sign Up <input type="checkbox"/>
Saturday, April 10, 2021	1:00 PM	2:30 PM		75 / 75		+ Sign Up <input type="checkbox"/>
Thursday, April 22, 2021	4:00 PM	5:30 PM		75 / 75	Period 2: Sign up for one: 4/22 or 4/24	+ Sign Up <input type="checkbox"/>
Saturday, April 24, 2021	1:00 PM	2:30 PM		75 / 75		+ Sign Up <input type="checkbox"/>

STEP 2)

You'll then have another 2 weeks to log back into www.MyImpactPage.com to watch the next 3 presentations. The final 3 topics will likely be:

- *Naturescaping with Native Plants*
- *Stormwater Management*
- *Reducing Pesticide Use & Integrated Pest Management (IPM)*

After the 2nd 2-week watch period, you'll attend another Q&A session to ask questions about the topics covered. The final 2 associated Q&A sessions dates are:

- Thursday, April 22nd, 4:00-5:30pm
- Saturday, April 24th, 1:00-2:30pm

TO DO #2 – REGISTER FOR 2nd Q&A SESSION:

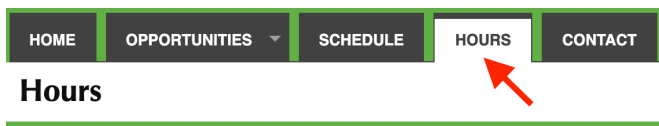
1. Log into www.MyImpactPage.com
2. Click on the "Opportunities" tab
3. Select how you'd like to **view** opportunities: list or calendar
4. Select the opportunity you'd like to look at.
 - . The Q&A sessions are listed as an **Activity**, titled "*Backyard Habitat - 2021 Virtual Volunteer Training Q&A Sessions*".
5. Sign up for which initial Q&A session you will attend.

PLEASE NOTE: You should plan to attend and register for a total of 2 Q&A sessions. One after each 2-week period.

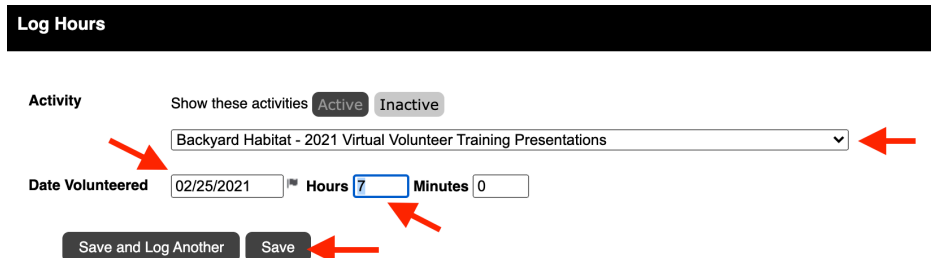
TO DO #3 – LOG YOUR HOURS (FOR WATCHING PRESENTATIONS):

After watching each of the presentations (or once you've watched them all), log your hours.

1. Log into www.MyImpactPage.com
2. Click on the "Hours" tab



3. Select the activity for which you are logging hours by selecting it from the drop-down beside "Activity".
 - . The presentations are listed as an **Activity**, titled "*Backyard Habitat - 2021 Virtual Volunteer Training Presentations*".

A screenshot of the 'Log Hours' form. At the top, there are 'Active' and 'Inactive' toggle buttons. Below is a dropdown menu for 'Activity' with the text 'Backyard Habitat - 2021 Virtual Volunteer Training Presentations'. Below that is a 'Date Volunteered' field with the date '02/25/2021', followed by 'Hours' and 'Minutes' input fields. The 'Hours' field contains the number '7'. At the bottom, there are two buttons: 'Save and Log Another' and 'Save'. Red arrows point to the activity dropdown, the date field, the hours field, and the 'Save' button.

4. Enter the date you volunteered in the field beside "Date Volunteered"
5. Enter the number of hours and minutes worked
6. Click the [Save] button to create the hours log entry or [Save and Log Another] if you want to create another hours log entry

The "IN THE FIELD" Training:

After watching all 6 presentations and attending 2 Q&A sessions, there will be an in-person mock certification training for volunteers wanting to certify yards. These trainings will happen in May. We are actively coordinating dates and locations.

- Training Location 1: Likely in SE Portland
- Training Location 2: Likely in Washington County.

These trainings will be outside, following Covid protocols. There will be multiple sessions and the # of people per session will be limited. You'll be informed once the date, time, & locations are confirmed.

TO DO #4 – SIGN UP FOR MOCK CERTIFICATION VISIT TRAINING

Once dates confirmed, you will register for your session in www.MyImpactPage.com.

Backyard Habitat Certification Program			
ACTIVITY	SHIFTS	START DATE	END DATE
Backyard Habitat - 2021 Mock Certification Visit Training	1		

Which portions of the training should you attend?

During the "*Volunteering with Backyard Habitat Orientation + Program Overview*" presentation, we'll provide an overview of

- a) volunteering with Portland Audubon
- b) volunteering with Backyard Habitat
- c) Backyard Habitat Certification Program

Program support volunteers:

If you're wanting to volunteer with BHCP, but aren't interested in certifying yards (or directly engaging with participants in their yards), we ask that you watch (at a minimum) the "*Volunteering with Backyard Habitat & Program Overview*" training. However, you're welcome to watch and attend the entirety of the classroom training.

Certification volunteers:

If you're wanting to certify yards (or directly engage with participants in their yards), we ask that you watch all 6 presentations and attend the mock certification visit training.

Familiarizing yourself with Better Impact

As a volunteer with Portland Audubon and Backyard Habitat, you will use Better Impact (www.MyImpactPage.com) for a couple things:

1. To register for certain volunteer activities, such as trainings
2. To log your hours
3. To watch virtual training presentations

To help you navigate Better Impact, check out these "How Tos":

How to find and sign up for a volunteer activity:

1. Log on to MyImpactPage.com
2. Click on the "Opportunities" tab along the top of the page
3. Select how you'd like to view opportunities: list or calendar
4. Opportunities will show up specific to your current volunteer status.
5. Select the opportunity you'd like to look at. For example, if you are wanting to sign up for your "Backyard Habitat - 2021 Virtual Volunteer Training Q&A Sessions"
6. Click the "Sign up" button to the right of the shift you want to sign up for. It has a green (+) plus button.
7. Double check your work by looking on the SCHEDULE tab when you are done.

How to Log Your Hours:

There are several ways to log hours on Better Impact. To add hours to an activity (such as a training session) that you've completed:

1. Log on to MyImpactPage.com
2. Click on the **HOURS** tab
3. If you are a volunteer in multiple organizations, select the desired organization from the drop-down list and click the **Portland Audubon** button
4. Select the activity for which you are logging hours by selecting it from the drop-down beside "Activity". You can change which activities display in the drop-down by clicking on the desired button above the list:
 - o **Recent:** your recent assignments
 - o **Active:** active activities that are visible to you
 - o **Inactive:** inactive activities that are visible to you
5. Enter the date you volunteered in the field beside "Date Volunteered"
6. Enter the number of hours and minutes worked
7. Click the [Save] button to create the hours log entry or [Save and Log Another] if you want to create another hours log entry

Additional Resources:

- If you use a smart phone, you can download and use the MyImpact app: <https://www.betterimpact.com/siteguide/my-impact-app/>
- If you have questions or learn by watching, these tutorials are great: <https://www.betterimpact.com/siteguide/>