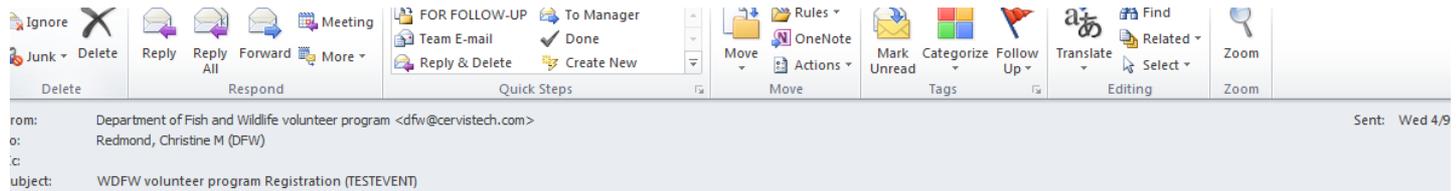


Some on-going volunteer projects are set up to allow you to report your service hours in CERVIS so that you don't have to complete and submit paper forms. Here are instructions for how to report your hours in CERVIS if you have a profile set up in the system.

Option 1



Chris,

This e-mail is to confirm that you have successfully registered for the event listed below. If you have any questions about this event or if you need to cancel your registration, please contact the event organizer using the contact information provided at the bottom of this message.

Thank you for your support of our programs.

Event Name: TESTEVENT

Event Date/Time: Tue, Apr 1, 2014 - Wed, Apr 30, 2014

Event Meeting Location:
SHFKJAHFKLJASK

Log Service Project Activity:

To log service project activity/hours, choose one of the options below:

1. Log in to your Department of Fish and Wildlife volunteer program CERVIS account.
2. Click on the "Record/Update Service Project Activity" link under the "Service Project Management" section.

---OR---

1. Use the following links:

[Log Service Project Activity](#)
[Log Service Project Activity \(Mobile\)](#)



Event Organizer:

Christine Redmond
christine.redmond@dfw.wa.gov
360-902-8303

Additional Information:

THIS IS A TEST!!

-
- Open the email that you received which confirmed your registration in the project.
 - Click the "Log Service Project Activity" link.

Option 2

Washington Department of
Fish & Wildlife
Volunteer Program
Christine Redmond
Volunteer Program Manager
christine.redmond@dfw.wa.gov
360-902-8303

Volunteer Main Menu

Please use the "Service Project Management" section below to submit a Service Project application or to record/update Service Project activity.

Service Event Registration (one-time or short-term service opportunities)

- ★ Register / Unregister for an Event
- 🔍 View current event registrations for members of my Volunteer profile

Service Project Management (on-going or long-term service opportunities)

- 📄 Submit a Service Project Application
- 📄 Record / Update Service Project Activity

Profile Management

- 👤 Add new member to my Volunteer profile
- 👤 View / Update members of my Volunteer profile
- ★ Manage Groups, Interests & More for members of my profile
- 📷 Manage Profile Photos for members of my profile
- 🌐 Create a New Group

Report Management

- 🔍 View activity history for members of my Volunteer profile

Account Management

- 🔑 Change Password

- Visit the WDFW [volunteer program web page](#)
- Log-in to your profile in CERVIS
- From the "Volunteer Main Menu" select "Record/Update Service Project Activity"

Record/Update Service Project Activity

29:30 | Chris |

Please Complete the Information Below and Click "Record Service Project Activity" to Continue!

Volunteer Name:*

Chris Meier

Service Project Start Date - Service Project Name:*

Apr 2, 2014 - Apr 4, 2016 - werret

Service Date:*

Service Hours:*

Notes (1000 character max):*

Record Service Project Activity

Current Profile Service Project Activity

<input type="checkbox"/>	Name	Service Project	Service Date	Service Hours	Notes
--------------------------	------	-----------------	--------------	---------------	-------

< Main Menu

- From the “Record/Update Service Project Activity” page select the project name and provide the service dates and hours.
- Click “Record Service Project Activity”
- That’s it! You have just reported your service hours and do not have to submit a paper time record form.