

BCHO Volunteer Hours Online Report Generator



This guide is to help you get started on using the new BCHO Volunteer Work Hours Online Report Generator.

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Intent

The BCHO Volunteer Hours Online Report Generator worksheet is a Google Spreadsheet with an attached program that is used to automate the reporting of volunteer hours reports, after entering volunteer hours the report generator can produce over 10 different reports. The intent is to provide an easy way to generate volunteer hour reports for our partner agencies to communicate BCHO's volunteer worth to the state and national BCH organization. Simply enter the raw data in one place, and from a menu item run the report program. The report program then sorts and totals the data creating various report sheets. The current on-site BCHO work party forms would not change. The current paper forms would continue to be signed and filled out

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by volunteers. This information then would be entered by the chapter volunteer hours coordinator documenting our efforts, and the BCHO Volunteer Hours Online Report Generator will provide a simple and easy way to generate a number of volunteer hour reports for BCH and our partner agencies.

Accessing the Volunteer Reporting Spreadsheet

The Volunteer Hours Reporting Spreadsheet must be accessed and run over the internet. This is a cloud based application and can't be installed and run on a local PC. An advantage of cloud based application is multiple users accessibility to a single application and its data, plus Chapter volunteer hour data can be collected automatically for state use.

The Volunteer Hours Reporting Spreadsheet uses the free Google Sheets cloud based application. To access the Google Sheets requires you to have a Google Account. A Google account provides access to a number of free Google Cloud Based Applications. This one user account provides access to Gmail, Youtube , Groups , Calendar , Drive (access the Volunteer Reporting Automated Spreadsheet) Sheets (add Event data from Hours Report form, Docs and a number of other Google Cloud Based Applications.

When you initially create your Google account you are required only to enter:

1. A unique email address ending in @gmail.com. This represents your user name and what is used to share resources to you.
2. Some text in the Firstname field.
3. Some text in the Lastname field.
4. A password for your account.
5. A Date proving you are older than 18.
6. A phone number capable of Text Messaging or an alternate email address as a way to recover your account password if you ever forget it.

No other personal information is required.

Through this account you would be given access to open the BCHO Volunteer Hours Online Report Generator and add your chapter's volunteer hours and automatically have it create the individual and agency reports. If you have a different email provider you are currently using you are not required to use this Google account for email. Just use it to access the BCHO Volunteer Work Hours Online Report Generator.

Distributing the BCHO Online Volunteer Report Generator

Chapter leaders will receive an email message like the example below. The email will provide some basics on getting started. The email will include the web link to your chapter's master BCHO Volunteer Work Hours Online Report Generator. This file will not be directly editable, you must follow the instructions to make a copy to a Google account of your choice or to your chapters BCHO Cloud account.

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Dear (your-chapter) Volunteer Hours Coordinator,

This message was automatically generated and provides information on how to access your chapters new online Volunteer Hours Reporting method. The new online Volunteer Hours Reporting method involves opening a spreadsheet through, BCHO Cloud Services, entering the volunteer work hours randomly throughout the reporting year for any project for any chapter member. A Report Generator Program can be run at any time automatically producing numerous report sheets for your chapters use. Currently the Report Generator Program produces the following reports for the specified report year.

- Volunteer Totals Report showing your chapter's volunteer hours and \$dollar values totals, for Oct. 1, (of previous year) to Sep. 31, (of current report year).
- Volunteer Totals By Individual, for Oct. 1, (of previous year) to Sep. 31, (of current report year).
- Volunteer Totals By Agency,(FS, BLM, OPRD, ODF, ODFW, County, & Other) Oct. 1, (of previous year) to Sep. 31, (of current report year).
- Volunteer Totals By Individual, for State Parks (ORPD), Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for US Forest Service District 6, Oct. 1, (of previous year) to Sep. 31, (of current report year).
- Volunteer Totals By Individual, for Bureau of Land Management (BLM) 6, Oct. 1, (of previous year) to Sep. 31, (of current report year).
- Volunteer Totals By Individual, for Oregon Department of Forestry (ODF), Jan. 1st to Dec. 31st.
- Volunteer Totals By Individual, for Oregon Department of Fish & Wildlife (ODFW), Jan. 1st to Dec. 31st.
- Volunteer Totals By Individual, for Local County or City Municipal Parks, Jan. 1st to Dec. 31st.

Below is the direct web link to the online Volunteer Hours Reporting Spreadsheet named:
(your-chapter-initials)-ChapVolHoursRpt.

<https://docs.google.com/a/bcho.org/spreadsheets/d/1OcXz4EV2JsogU0pRLW7C7OwWUjd2WychKfys5aRB1zQ/edit?usp=drivesdk>

This is the direct web link to the Spreadsheet on the BCHO Cloud account. When you click on the link to open the online Spreadsheet, you will need to login to your personal Google account or if assigned a BCHO Cloud account, (<chapter-name>@app.bcho.org). It will first be opened in read only mode, next you will need to make a copy, enabling you to enter your chapter's volunteer hours. To make a copy of the Volunteer Hours Reporting spreadsheet to your personal account or BCHO Cloud account under the Google Drive App:

- To make a copy of the spreadsheet and save it to Google Drive, select : **JYI2AU_YU7 cdm**

Once a copy is made to your Google Drive you can enter your chapter's volunteer hours and run the report generator by:

- , To run report, select **6i JXFYdcf!26 m5 [YbWYg UbX' bXj]Xi Ug'**

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Open the online Spreadsheet **Data**, enter your chapter's volunteer hours and select **6 i]X'FYdcf!g!26 mi 5 [YbWYg'UbX' bX]j]Xi Ug.**

For more information please see our online Help.

Managing your Chapter's Volunteer Hours Spreadsheet

Each Chapter will initially be provided their own Chapters master volunteer reporting spreadsheet. This is provided via the web link in the email sent to your Chapter. You are required to make a copy of the master so you have a backup copy. Each time you make a copy of the Chapter's master Volunteer Reporting Spreadsheet you are creating an active spreadsheet. There should only be one active spreadsheet in use by your Chapter at any given time, however you can allow multiple Chapter members to enter volunteer hours to the Chapter's one active spreadsheet by using the Sharing feature. See the section on sharing your Chapter's active spreadsheet.

Scenario 1 - Choose to have the Chapter's active spreadsheet reside in the Chapters BCHO Google Account.

1. Login to the Chapter's Google account.
2. Open the Chapter's master volunteer reporting spreadsheet and make a copy to create the active spreadsheet under "My Drive".
3. Once in the Chapter's active spreadsheet click on the Share button and enter the Gmail users in your Chapter who will be entering volunteer hours.

Scenario 2 - Choose to have the Chapter's active spreadsheet reside in any Google Account.

1. Login to a personal Google account or a personal account you have made for your Chapter's use.
2. Open the Chapter's master volunteer reporting spreadsheet and make a copy to create the active spreadsheet under "My Drive".
3. Once in the Chapter's active spreadsheet click on the blue Share button and enter the Gmail users in your Chapter who will be entering volunteer hours.

Scenario 1 is the recommended way so future leaders of your Chapter will have access to the prior years volunteer hours for the Chapter, the other method is also supported.

Making the Chapter's Active Spreadsheet Copy

The Chapter President will have received an email message containing the web link to the Chapter's master volunteer hours spreadsheet. By clicking on the web link in the email message the Chapter's master volunteer reporting spreadsheet will open enabling it to be copied to make the active spreadsheet the chapter will use.

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Make a Copy from the email message

1. Open the email message and click on the web link to open the Chapter's master volunteer hours spreadsheet.
2. If not already logged in to a Google account, login when prompted.
3. In the Spreadsheet window, select File->Make a Copy
4. Enter a filename you want to use. Make sure it contains your Chapter's name or initials.
5. Click on OK to Make a Copy. The new file will automatically open, and it is saved directly into the "My Drive" folder under Google Drive.

Reporting Your Chapter's Volunteer Hours

Reporting of your Chapters hours is now automatic. The active Chapter's spreadsheet will automatically communicate its location and identification to allow the BCHO's Vice President to automatically pull reported hours during the reporting year from each Chapter's active spreadsheet at any time day or night. You no longer need to email or mail your Chapters hours to BCHO's Vice President.

Sharing the Chapter's Active Spreadsheet

How to share the active spreadsheet: Click on the "Share" button in the top right corner of the spreadsheet. In the "Share with others" dialog box, click on the "Add people and groups" button. Enter the email address of the person you want to share the spreadsheet with. Select the role you want to assign to the person (Viewer, Commenter, or Editor). Click on the "Share" button.

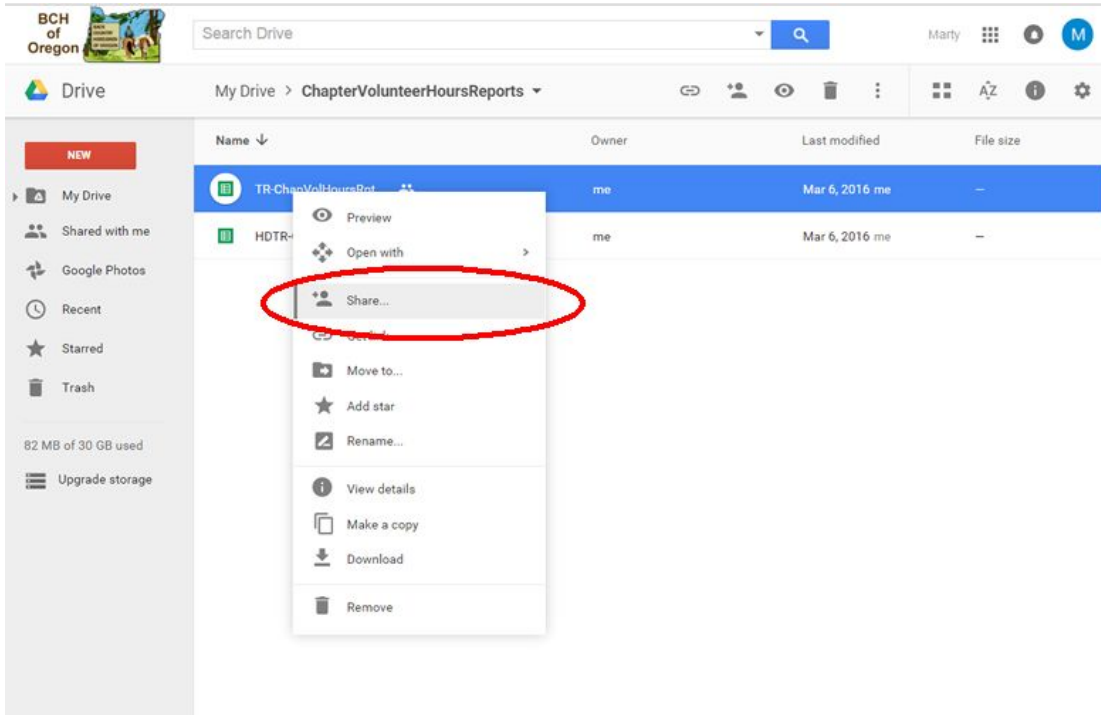
How to share the active spreadsheet: Click on the "Share" button in the top right corner of the spreadsheet. In the "Share with others" dialog box, click on the "Add people and groups" button. Enter the email address of the person you want to share the spreadsheet with. Select the role you want to assign to the person (Viewer, Commenter, or Editor). Click on the "Share" button.

How to Share the Active Spreadsheet

When you share the active spreadsheet you are specifying which Google accounts have access to either open it to view the content or edit the content and run the report generator program. With active spreadsheet being stored on the Cloud a simple web link (web URL) can be email to a member and they simply click on the web link in the email message to open it for viewing or editing depending on the sharing settings for the active spreadsheet. They will require a Google account as it states in the requirements section above.

How to share the active spreadsheet: Click on the "Share" button in the top right corner of the spreadsheet. In the "Share with others" dialog box, click on the "Add people and groups" button. Enter the email address of the person you want to share the spreadsheet with. Select the role you want to assign to the person (Viewer, Commenter, or Editor). Click on the "Share" button.

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&" 5bch\Yf'k Um]g'hc'W\W\cb'h\Y'Vi'Y'f'G\UfYf'Vi'f'cb'j'b'h\Y'i'ddYf'f'][\h\UbX'W'fbYf'k'\]Y'h\Y'W\UdhYf'g'UW]j'Y'gdfYUXg\YYh]g'cdYb''''

	Totals	Rate per hour/mile/day	Total Value		
Total Basic Hours	268.5	\$23.07	\$6,194.30	Calculated per hour	\$23.07
Total Skilled Hours	876	\$34.61	\$30,313.98	Calculated per hour	\$34.61
Total Trail Recon Hours	0		\$0.00	Calculated per hour	\$23.07
Total Education	94.5	\$23.07	\$2,180.12	Calculated per hour	\$23.07
Total Public Meetings	55	\$23.07	\$1,268.85	Calculated per hour	\$23.07
Total Administrative Service	0		\$0.00	Calculated per hour	\$23.07
Total Travel Time	428.5	\$23.07	\$9,885.50	Calculated per hour	\$23.07
Total Hours	1722.5				
Personal Vehicle	10031	\$0.90	\$9,027.90	Calculated per mile	\$0.90
Stock Hauling	1270	\$1.10	\$1,397.00	Calculated per mile	\$1.10
Total Travel Miles	11301				
Power Equipment	12	\$26.00	\$312.00	Calculated per hour	\$26.00
Heavy Equipment	0	\$81.00	\$0.00	Calculated per hour	\$81.00
Total Equipment Hours	12				
Total Stock (Pack and Saddle)	20				
Total Stock Days	20	\$100.00	\$2,000.00	Calculated per day	\$100.00
Total Donations	\$0.00		\$0.00		
	Total		\$62,579.64		

' " K]h' h\Y'G\Uf]b['k]bXck 'cdYb'f' ghYbhYf'h\Y'; a U]`UXXfYggYg'cZ'h\Y'a Ya VYfg'mci 'k Ubh

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hc'g\UfY'h\Y'gdfYUXg\YYh'hc''A U_Y'gi fY]h'gUmj'í 7Ub'9X]hí''K \Yb'Z]b]g\YX'W]W'cb'í 8cbYí''

Share with others Get shareable link

People

Enter names or email addresses... Can edit

Done Advanced

(" 5g'mci 'YbhYf'bUa Yg'mci 'k]''VY []j Yb'Ub'cddcfh' b]mhc'YbhYf'U'bchY'hc'h\Y'i gYfg'mci '\Uj Y'g\UfYX'h\Y'gdfYUXg\YYh'hc''H\]g'k]''W]i gY'Ub'Ui hca Uh]WYa U]'a YggU[Y'hc'VY'gYbh'h\Uh'k]'']bW] XY'h\Y'k YV'']b_'hc'h\Y'W\UdhYfg'UW]j Y'gdfYUXg\YYh''7'W]_cb'í GYbXí''

Share with others Get shareable link

People

Marty DeVall Add more people... Can edit

Add a note

Notify people

Send Cancel Advanced

)" BYI h'mci 'k]''VY'dfca dhYX'UfY'mci 'gi fY'mci 'k Ub'h'hc'g\UfY'ž'W]W'í M'gí''H\Y'Ya U]'a YggU[Y'k]'']bW] XY'mci f'bchY'U'cb['k]h'h\Y'X]fYW]k YV'']b_'hc'h\Y'mci f'W\UdhYfg'gdfYUXg\YYh''

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Marty DeVall (Web Admin) has invited you to **edit** the following spreadsheet:



TR-ChapVolHoursRpt



Here is the new chapter's active volunteer hours spreadsheet.

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.



*" K \Yb`h`Y`j`b_`j`g`Wj`W`YX`c`b`h`Y`j`b`j`h`YX`d`Yfg`c`b`k`j`VY`f`Ye`i`j`f`YX`h`c`c`j`b`h`c`h`Y`;`cc`[`Y`U`W`V`i`b`h`m`c`i`Y`b`h`f`YX`j`b`h`Y`g`U`f`j`b`k`j`b`X`c`k`"5`Z`h`f`Y`b`h`f`h`Y`f`c`j`b`W`Y`X`Y`b`h`U`g`h`Y`g`d`f`Y`U`X`g`Y`Y`h`k`j`c`d`Y`b`U`b`X`h`Y`m`k`j`VY`U`V`Y`h`c`Y`b`h`f`j`c`i`b`h`Y`f`c`i`f`g`"

You can manage the the sharing settings any time by opening the share window, clicking on "Advanced" at the bottom and from the Advance screen just delete any user you no longer want to be able to edit the file. When you have finalized the hours for the current report year you may want to remove edit the rights so that changes are not inadvertently made.

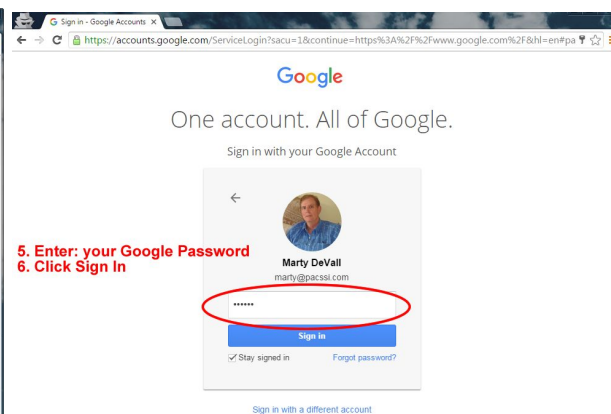
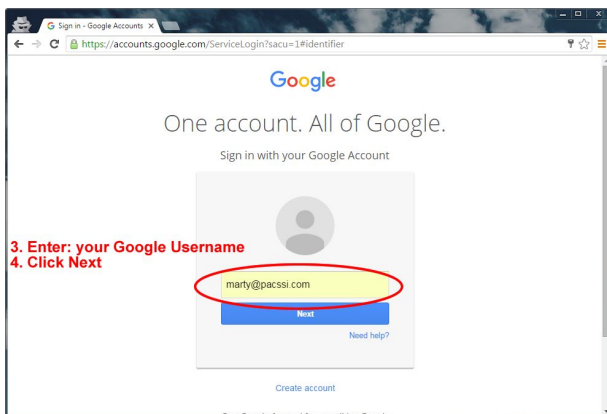
Opening the Active Volunteer Hours Spreadsheet

7`U`d`h`f`a`Y`a`V`Y`f`g`k`j`c`d`Y`b`h`Y`U`W`j`Y`j`c`i`b`h`Y`f`c`i`f`g`G`d`f`Y`U`X`g`Y`Y`h`j`b`c`b`Y`c`Z`h`c`k`U`m`g`z`i`g`j`b`[`U`k`Y`V`j`b_`h`Y`m`f`Y`W`j`Y`j`b`U`b`Y`a`U`j`c`f`X`j`f`Y`W`m`Z`f`c`a`h`Y`j`f`;`cc`[`Y`U`W`V`i`b`h`i`b`X`Y`f`h`Y`8`f`j`Y`5`d`d`"h`Y`Y`a`U`j`a`Y`g`g`U`j`Y`j`g`g`Y`b`h`U`i`h`c`a`U`h`j`W`m`k`Y`b`U`7`U`d`h`f`U`g`G`U`f`Y`X`h`Y`7`U`d`h`f`U`g`U`W`j`Y`g`d`f`Y`U`X`g`Y`Y`h`h`c`U`7`U`d`h`f`a`Y`a`V`Y`f`k`c`k`j`VY`f`Y`g`d`c`b`g`j`V`Y`Z`c`f`f`Y`W`f`X`j`b`[`h`Y`j`c`i`b`h`Y`f`c`i`f`g`"

CdYb`Zca`Ub`Ya`Uj`a`YggUj`Y`

%` C`d`Y`b`h`Y`Y`a`U`j`a`Y`g`g`U`j`Y`U`b`X`W`j`W`c`b`h`Y`k`Y`V`j`b_`"

&`" `=Z`d`f`c`a`d`h`Y`X`z`@`c`[`j`b`h`c`h`Y`;`cc`[`Y`U`W`V`i`b`h`h`Y`Z`j`Y`k`U`g`g`U`f`Y`X`h`c`"



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" CbW'cdYb'mci 'WJb'YbhYf'j c'i bhYYf'\ci fg]b'h\Y'8UuJ'g\YYh#hUV'UbX'fi b'h\Y'fYdcfh'Vm
gY'YV]b['h\Y'6i]X'FYdcfh'a Ybi 'j]hYa "'

11. Click to open Data Sheet and Enter Volunteer Hours

12. Build Reports Menu Item

	Totals	Rate per hour/mile/day	Total Value		
Total Basic Hours	0	\$23.07	\$0.00	Calculated per hour	\$23.07
Total Skilled Hours	0	\$34.61	\$0.00	Calculated per hour	\$34.61
Total Trail Recon Hours	0	\$0.00	\$0.00	Calculated per hour	\$23.07
Total Education	0	\$23.07	\$0.00	Calculated per hour	\$23.07
Total Public Meetings	0	\$23.07	\$0.00	Calculated per hour	\$23.07
Total Administrative Service	0	\$0.00	\$0.00	Calculated per hour	\$23.07
Total Travel Time	0	\$23.07	\$0.00	Calculated per hour	\$23.07
Total Hours	0				
Personal Vehicle	0	\$0.90	\$0.00	Calculated per mile	\$0.90
Stock Hauling	0	\$1.10	\$0.00	Calculated per mile	\$1.10
Total Travel Miles	0				
Power Equipment	0	\$26.00	\$0.00	Calculated per hour	\$26.00
Heavy Equipment	0	\$81.00	\$0.00	Calculated per hour	\$81.00
Total Equipment Hours	0				
Total Stock (Pack and Saddle)	0				
Total Stock Days	0	\$100.00	\$0.00	Calculated per day	\$100.00
Total Donations	\$0.00		\$0.00		
			\$0.00		

CdYb'Zca 'mci f'; cc['Y'8f]j Y'5 dd'

%' @c[]b'hc'mci f'byk ; cc['Y'7\UdhYf'UWti bh'cf'h\Y'; cc['Y'UWti bh'k\Yf'h\Y'7\UdhYf'\Ug'
G\UfYX'h\Y'7\UdhYf'UW]j Y'gdFYUXg\YYh'hc'U'7\UdhYf'a Ya VYf'g; cc['Y'; a U]'UXXfYgg"

BCHO Volunteer Hours Online Report Generator



1. Enter: www.google.com

2. Click on Sign In

3. Enter: your Google Username
4. Click Next

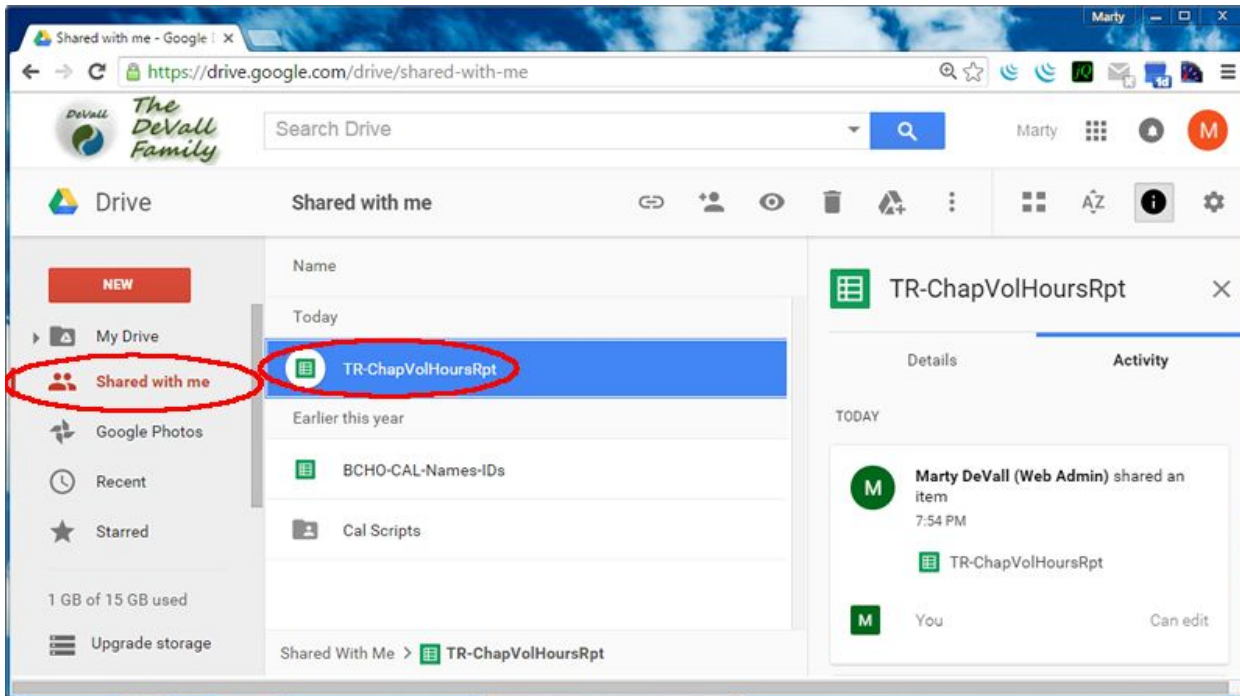
5. Enter: your Google Password
6. Click Sign In

7. Click to open App Launcher

8. Click on Google Drive

&" ð'h\Y'i ddYf'f][\h\UfbYf'cZmci f'gWYYb'mci 'k]''gYY'U'fdYfgcbD]Vt'bz'h\g']bX]W'hYg']Zmci ðY'
 `c[[YX'cb'UbX'hc'k \]W'UWt'i bh'f]Zmci '\Uj Y'U'gYdUfUHY'dYfgcbU'UWt'i bH'"`
 ' " 5`gc'gYY'h\Y'ga U''gei UfY'cZ'Xchg:]b'h\Y'i ddYf'f][\h'\UbX'Vt'fbYf'cZ'h\Y'; cc[`Y'dU[Y'"
 K \Yb'mci `d]W_]h'U'Xfcd!Xck b'k]''UddYUf''`D]W_]í 8f]j Yí'hc'gYY'h\Y'dU[Y'VY'ck '"`
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)" : fca ; cc[`Y'8f]j Yž'cdYb'h\Y'í **G\UfYX'K]h' A Yí'Zc'XYf'** ð'h\Y'']gh`cc_`Zcf'bUa Y'WYUHYX'
 Vmimci f'7\UdhYf'"`

BCHO Volunteer Hours Online Report Generator



* " BYI h'k Y'k Ubh'hc' A cj Y'h'Y'g\UfYX'Z]Y'i bXYf'í A m8f]j Yí 'hc'a U_Y]h'YUg]Yf'hc'Z]bX'YUW' h]a Y''7']W'hc'gY'YVh'h'Y'Z]Y'mci 'k Ubh'hc'a cj Y''
 + " <c'X'Xck b'h'Y'7HF@UbX'5@H'_Ymg'Uh'h'Y'gUa Y'h]a Y'dfYgg'UbX'\c'X'h'Y''Yzh'a ci gY' Vi h'cb'k \]Y'cb'h'Y'Z]Y'bUa Y''K U]h'Zcf'%'&'gYV'cbXg'UbX'g][\h'ma cj Y'h'Y'a ci gY'Z'nci 'k]'' bch]W'U'V'i Y'gei UfY'k]h' h'Y'Z]Y'bUa Y'W'Ub[Y']b'g]hY''8fU['h'Y'Z]Y'cj Yf'cb'hc'd'cZ'h'Y'í A m 8f]j Yí 'UbX'fY'YUgY'h'Y'a ci gY'Vi h'cb''BYI h'mci 'Wb'fY'YUgY'h'Y'_Ymg'cb'h'Y'_Ym'cUfX''

BchY. '=Z'nci 'XY'Yh'Y'h'Y'a cj YX'Z]Y'bUa Y'Z'nci 'UfY'cb'm'XY'Yh]b['h'Y'Z]Y''b'_UbX'bch'h'Y'UW' U'Z]Y']hgY'Z'h'Uh'k Ug'g\UfYX'hc'mci f'UW'¿i bh''

, " H\]g'k]''BCH'a U_Y'U'W'¿dm'Vi h'a cj Y'h'Y'']b'_hc'h'Y'Z]Y'gc']h]g'i bXYf'h'Y'í A m8f]j Yí 'Zc'XYf'' : fca 'bck'cb'cdYb'h'Y'Z]Y'Z'ca 'h'Y'í A m8f]j Yí 'Zc'XYf''

BCH9. 'H'='G'J 9F M='A DCF H5BH'MCI '8C' BCHA 5? 9'5'7CDMC: 'H< 9'57H-J 9: ='@9'5B8' I G9'='H''

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- " Bck 'cdYb 'f A m8fj'j Yf "'
 %\$"8ci V'Y'WjW'cb'h'Y'a cj YX'ZjY''b_ 'UbX'jhk]''cdYb 'b'U'bYk 'k]bXck "'
 %%"CdYb'h'Y'8UHJ'G'YYh'UbX'YbhYf'j c'i bhYf'XUHJ"
 %&": fca 'h'Y'a Ybi ž'fi b'h'Y'fYdcfh'

5XX]h]cbU''\Y'd'k]h' [Yh]b['ghJfHY'k]h' ; cc['Y'5ddg''

- [\hdg.##Uddg"\[cc\['Y"Vta #YUfb\]b\[!WbhYf#dfcXi Wg#ei \]WghUfh'](#)
- [\hdg.##UXa \]b"\[cc\['Y"Vta # gYf#i V](#)

Data Entry

8UHJ'g'YbhYfYX'cb'h'Y'g'YYh'UVY'YX'f'8UHJ''; cc['Y'G'YYhg'XcYg'gi ddcfha i 'h]d'Y'YbhfmcZ'XUHJž'
 hc'VY'gUZž'jh]g'VYgh]Z'cb'mU'Zyk 'f&! ' E'a Ya VYfg'cZYUW'7\UdhYf'YbhYfg'h'Y'XUHJ'fUh'YI UWh'h'Y'
 gUa Y'h]a YL'j]bc'h'Y'g'YYh'UVY'YX'f'8UHJ''9UW'7\UdhYf'k]''a UbU['Y'h'Y]f'ck b'7\UdhYf'UW]j Y'
 gdfYUXg'YYh' 'H'g'\Y'dg'hc'Ybgi fY'h'Y'j c'i bhYf'bUa Ygž'h'Y'fYei]fYX'ZjY'Xg'UbX'h'Y'dYfZcfa YX'
 k cf_ 'XUHJ'UFY'UWV'fUH'Y'mYbhYfYX'' 'H'Y'XUHJ'W]b'VY'YbhYfYX']b'UbmicfXYf'Vi h'Xc'bc'h'YUj Y'V'Ub_
 fck'g']b'VYh'YYb'bUa Yg''Mci 'W]b']bgYfh'fck'g'gc'mci 'W]b' [fci d'mci f'XUHJ'\ck 'Yj Yf'mci 'k Ub'h'c'
 a U_Y']h'YUg]Yf'Zc'f'mci "' 'H'Y'fYdcfh'dfc[fUa 'XcYg'bch'WfY''

**BCHR. 'b]j]U'mh'Y'gdfYUXg'Yhik] 'W]a Yk]h' UGLa d'Y'8UHJ'g'YYh'-'h'i' ghU'ck'g'h'Y'fYdcfh'c'
 fi b'gc']h'W]b'dfcXi Wg]a d'Y'fYdcfh]g'5g'g'cb'Ug'nai 'YbhY'Ub'h]]b['cb']b'h'Y'8UHJ'g'YYh' 'H'Y'
 GLa d'Y'8UHJ'g'Yhik] 'W]]bcfYX'V'h'h'Y'fYdcfh'Vi]X]b['dfc[fUa ''**

K]h' 'h'Y'7\UdhYf'UW]j Y'gdfYUXg'YYh'cdYbž''cc_ 'Uh'h'Y'Vch'ca 'cZ'h'Y'g'WYYb'UbX'd]W' 'h'Y'f'8UHJ'
 HJ'' 'H'g']g'h'Y'cb'm'd'UW'hc'YbhYf'mci f'7\UdhYf'UW]j' 'Cb'h'Y'f'XUHJ'g'YYh' ghJf'cb'h'Y'Z'fgh'
]'bY'UbX'YbhYf'YUW'dYfgcb']bUa Y'Z'ca 'h'Y'dUdYf'<ci fg'F'Ydcfh'Zcfa 'h'Uh'k'Ug'h'fbYX']b'hc'mci "'
 H'Y'b'Z']'b'h'Y'Uddfcdf]Uh']Y'Xg'Zc'f'YUW'dYfgcb''6Y'gi fY'hc'gdY''YUW'dYfgcb']bUa Y'h'Y'gUa Y'
 Yj Yf'mh]a Y']h'Y'YbhYfYX''5W]j]h'm'8UHJž'5[YbW]i/ '7\UdhYf'BUa Y'UFY'fYei]fYX'ZjY'Xg''

- H'YfY']g'bc']gUj YDž' b]m]cb''K \UHj Yf'mci 'YbhYf']g'gUj YX'Ui hca Uh]W''mž' 'UbX'W]b'VY'YX']hYX'
 cf'XY'YhYX'hc'V'ffYV'h'a]ghU'Yg''Mci 'W]b'W'cg' 'h'Y'k]bXck 'Uh'Ub'mh]a Y'UbX'k \Uh'mci]Y'
 YbhYfYX'k]''VY'dfYgYfj YX''

BCHO Volunteer Hours Online Report Generator



- **First Name** - This is a required field. The program does not look for different spellings of a volunteer's name, they must be spelled the same for each person every time they're entered. The names are automatically capitalized and any space at the end and beginning of the field are removed. The report program does check for an empty entry (line without a name), and will display a popup error window.
- **Last Name** - Any description here can be used. The program removes any space at the end and beginning of the field. Currently there are no reports created based on the Project. It is there only to help with viewing the raw data.
- **Date** - This is a required field. This is a date field and provided with data enter is a down arrow to click on enabling a calendar entry app to open to make it easier to enter a date. The program does check for a valid date and the sheet field will also indicate if the date value was entered correctly. This field is used to determine if this item is included in the Fiscal Year data or the Calendar Year data sheets.
- **Agency** - This is a required field. This is an agency acronym that can be manually typed, but should be selected from a drop down menu to ensure it is correctly entered. The sheet field will also indicate if the date value was entered correctly or incorrectly. The report program does check for a valid entry and will display a popup error window if not valid.
- **Location** - Provides a place to enter a descriptive name for an agency district or location of event. The program removes any space at the end and beginning of the field.

Back Country Horsemen of Oregon

Data Fields

First Name

First Name - This is a required field. The program does not look for different spellings of a volunteer's name, they must be spelled the same for each person every time they're entered. The names are automatically capitalized and any space at the end and beginning of the field are removed. The report program does check for an empty entry (line without a name), and will display a popup error window.

Last Name - Any description here can be used. The program removes any space at the end and beginning of the field. Currently there are no reports created based on the Project. It is there only to help with viewing the raw data.

Date - This is a required field. This is a date field and provided with data enter is a down arrow to click on enabling a calendar entry app to open to make it easier to enter a date. The program does check for a valid date and the sheet field will also indicate if the date value was entered correctly. This field is used to determine if this item is included in the Fiscal Year data or the Calendar Year data sheets.

Agency - This is a required field. This is an agency acronym that can be manually typed, but should be selected from a drop down menu to ensure it is correctly entered. The sheet field will also indicate if the date value was entered correctly or incorrectly. The report program does check for a valid entry and will display a popup error window if not valid.

Location - Provides a place to enter a descriptive name for an agency district or location of event. The program removes any space at the end and beginning of the field.

BCHO Volunteer Hours Online Report Generator



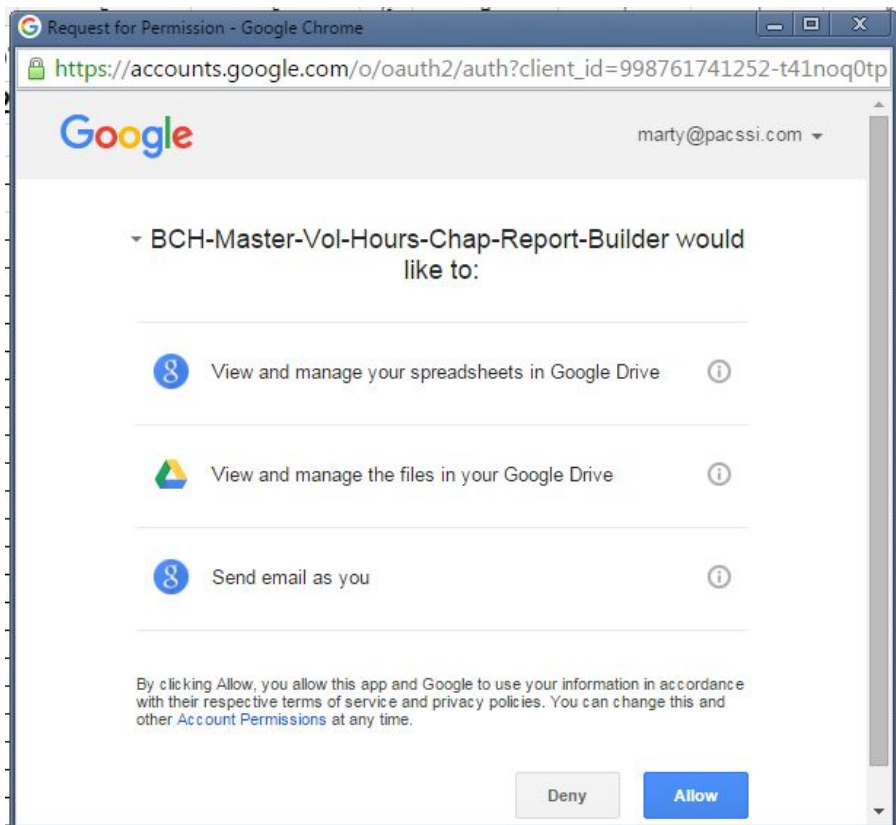
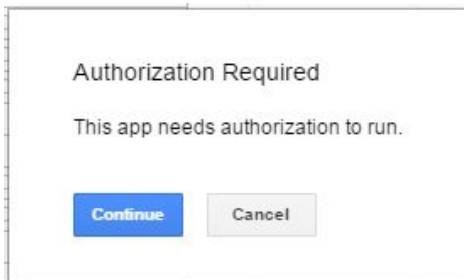
7\ Udhyf`BUa Y - This is a required field. The Chapter name is selected from a drop down menu. The report program will check this field and automatically set it if it is found missing.

These fields, 6 UgjWK cf_`<ci fg, G_]`YX`K cf_`<ci fg, FYWb`K cf_`<ci fg, 9Xi WWhcb` / `@BH`<ci fg, Di V`JWA YYHb[g`<ci fg, HfUj Y`Hja Y`<ci fg, 8 fjj YfDj JY\ JWYA`JYg, GfcW_`<Ui `]b[`A`JYg, Dck Yf` 9ei]da Ybh<ci fg, <YUj m9ei]da Ybh<ci fg, 8 cbUhcgbg`A UHyf]U`JUi Y, GfcW_`I gYX, and GfcW_`8 Ung correspond to the volunteer related work and travel hours described on the BCHO standard volunteer work sheet document filled out during work events. The data here is not checked, a number should be entered for any of these fields. Note: Trail Miles has been removed and will be reported in a different way.

First Time Running the Report Program

The first time the spreadsheet report program is run, the spreadsheet report program will cause your account to ask to allow the spreadsheet report program access to run under your account. To enable the BCHO volunteer hours report generator to run you must give it permissions for it to run. See the section below on Managing your Chapter's Volunteer Hours spreadsheet.

In the first prompt select "Continue" and on the second window click on "allow".



Running the Report

5ggcVUhyX`k]h`h`Y`gdfYUXg\YYh]g`U`fYdcfh`Vi`J`X]b[`dfc[fUa `mci `W]b`fi`b`Uh`Ubmt]a`Y`hc`gYY`h`Y`

BCHO Volunteer Hours Online Report Generator



fYgi `hg`cZmci f`YbhYfYX`XUHJ`"8C`BCH`A 5?`9`7`<`5B;`9G`CH<`9F`H<`5B`HC`9BH9F`MCI`F`85H5`CB`H<`9`**DATA**`G<`99H`" `

- Hc`fi`b`fYdcfhz`gY`YVh`6i`J`X`F`Ydcfhg`2`6m5[`Yb`VWg`UbX`-bX]j`]Xi`U`g`Zfca`h`Y`a`Ybi`U`h`h`Y`hcd`cZ`h`Y`gdfYUXg`YYh`

	Totals	Rate per hour/mile/day	Total Value	
Total Basic Hours	0	\$23.07	\$0.00	Calculated per hour
Total Skilled Hours	0	\$34.61	\$0.00	Calculated per hour
Total Trail Recon Hours	0	\$0.00	\$0.00	Calculated per hour
Total Education	0	\$23.07	\$0.00	Calculated per hour
Total Public Meetings	0	\$23.07	\$0.00	Calculated per hour
Total Administrative Service	0	\$0.00	\$0.00	Calculated per hour
Total Travel Time	0	\$23.07	\$0.00	Calculated per hour
Total Hours	0			
Personal Vehicle	0	\$0.90	\$0.00	Calculated per mile
Stock Hauling	0	\$1.10	\$0.00	Calculated per mile
Total Travel Miles	0			
Power Equipment	0	\$26.00	\$0.00	Calculated per hour
Heavy Equipment	0	\$81.00	\$0.00	Calculated per hour
Total Equipment Hours	0			

12. Build Reports Menu Item

9UW`h`ja`Y`h`Y`fYdcfh`Vi`J`X]b[`dfc[`fUa`]g`fi`b`z`h`k`J`fYgYh`fYUg`UbX`fYVWYUH`U`h`Y`fYdcfh`g`YYhg`]b`h`Y`gdfYUXg`YYH`H`Y`]bX]j`]Xi`U`m`VWYUH`X`fYdcfh`g`YYhg`WUj`VY`Vtd]YX`hc`Ubch`Yf`gdfYUXg`YYh`z`df]bhYXz`gUj`YX`Ug`U`D8: `z`cf`Xck`b`cUXYX`Ug`Ub`9l`W`GdfYUXg`YYH`H`Y`]bhYbh]g`hc`dfcj`]XY`h`Yg`fYdcfhg`gc`mci`WUj`dfcj`]XY`h`Ya`hc`h`Y`U[`Yb`VWYg`mci`k`cf`_`k`]h`" `

BCH9: `b]j]U`m`h`Y`gdfYUXg`YYh`k]`V`a`Y`k`]h`U`G`U`a`d`Y`8`U`U`g`Y`h`-`h`i`g`h`U`c`k`g`h`Y`fYdcfh`c`fi`b`gc`]h`V`b`d`f`c`X`i`W`g`U`a`d`Y`fYdcfh`g`5`g`g`c`b`U`j`n`a`i`Y`b`h`f`U`b`h`]b[`c`b`h`Y`8`U`U`g`Y`h`z`h`Y`G`U`a`d`Y`8`U`U`g`Y`h`k]`V`Y`I`b`c`f`Y`X`V`h`h`Y`fYdcfh`Vi`]X]b[`d`f`c[`f`U`a`" `

- J`c`i`bhYYf`HchU`g`F`Ydcfh`g`ck`]b[`mci`f`V`UdhYffg]`j`c`i`bhYYf`h`ci`fg`UbX`Xc`Uf`j`U`i`Yg`hc`HJ`g`z`Zcf`C`V`h`%`z`fcZ`dfYj`]ci`g`m`YUfL`hc`GYd`" `%`z`fcZ`W`ffYbh`fYdcfh`m`YUfL`"
- J`c`i`bhYYf`HchU`g`6m`-bX]j`]Xi`U`z`Zcf`C`V`h`%`z`fcZ`dfYj`]ci`g`m`YUfL`hc`GYd`" `%`z`fcZ`W`ffYbh`fYdcfh`m`YUfL`"
- J`c`i`bhYYf`HchU`g`6m5[`Yb`VWz`f`l`G`z`6`@`z`C`D`F`8`z`C`8: `z`C`8: `K`z`7`ci`b`m`z`/`C`h`Y`f`L`C`V`h`%`z`fcZ`dfYj`]ci`g`m`YUfL`hc`GYd`" `%`z`fcZ`W`ffYbh`fYdcfh`m`YUfL`"
- J`c`i`bhYYf`HchU`g`6m`-bX]j`]Xi`U`z`Zcf`G`H`U`Y`D`U`f`_`g`f`C`F`D`8`L`z`>`U`b`" `%`g`h`hc`8`Y`W`" `%`g`h`"
- J`c`i`bhYYf`HchU`g`6m`-bX]j`]Xi`U`z`Zcf`I`G`: `c`f`Y`g`h`G`Y`f`j`]W`8`]g`h`f`]V`h`*`z`C`V`h`%`z`fcZ`dfYj`]ci`g`m`YUfL`hc`GYd`" `%`z`fcZ`W`ffYbh`fYdcfh`m`YUfL`"
- J`c`i`bhYYf`HchU`g`6m`-bX]j`]Xi`U`z`Zcf`6i`f`Y`U`i`c`Z`@`U`b`X`A`U`b`U`[`Y`a`Y`b`h`f`b`@`A`L`*`z`C`V`h`%`z`fcZ`dfYj`]ci`g`m`YUfL`hc`GYd`" `%`z`fcZ`W`ffYbh`fYdcfh`m`YUfL`"
- J`c`i`bhYYf`HchU`g`6m`-bX]j`]Xi`U`z`Zcf`C`f`Y`[`c`b`8`Y`d`U`f`h`a`Y`b`h`c`Z`: `c`f`Y`g`h`f`m`f`C`8`: `L`z`>`U`b`" `%`g`h`hc`8`Y`W`" `%`g`h`"
- J`c`i`bhYYf`HchU`g`6m`-bX]j`]Xi`U`z`Zcf`C`f`Y`[`c`b`8`Y`d`U`f`h`a`Y`b`h`c`Z`: `]g`/`/`K`]X`]Z`Y`f`C`8`: `K`L`z`>`U`b`" `%`g`h`hc`8`Y`W`" `%`g`h`"
- J`c`i`bhYYf`HchU`g`6m`-bX]j`]Xi`U`z`Zcf`@`c`W`" `7`ci`b`h`m`c`f`7`]m`i`A`i`b`]M`j`d`U`D`U`f`_`g`z`>`U`b`" `%`g`h`hc`8`Y`W`"

BCHO Volunteer Hours Online Report Generator



' %gh'

- J c'i bhYYf'HcU'g'6mi=bX]j]Xi U'ž'Zcf'@cW'7ci bhmicf'7]ImA i b]MjdU' Duf_gž'>Ub''%gh'hc'8YW'
' %gh'

What if I Get an Error or Have a Problem

H\Y'UW]j Y'j c'i bhYYf'fYdcfh]b['gdfYUXg\YYh]b'i gY'Vmimci f'7\UdhYf'g'Ui hca Uh]W'`mig\UfYX'hc'H\Y'67<C'J]W'DfYg]XYbh'a UbU[]b['j c'i bhYYf'\ci fg'Zcf'h\Y'ghUHY'UbX'h\Y'67<C'K YV'5Xa]b]ghfUhc'f''=Zmci '\Uj Y'ei Ygh]cbg'cb'YbhYf]b['XUH'cf'\UddYb'hc' [Yh'Ub'Yffcf'k '\]Y'fi bb]b['H\Y'fYdcfh' [YbYfUhc'f'dfc[fUa 'k Y'Wb'X]fYV'miUWV'gg'mci f'UW]j Y'7\UdhYfg'gdfYUXg\YYh'UbX'ei]W'`mfYgc'j Y'Ubmei Ygh]cbž'dfcV'Ya 'cf'Yffcf'mci 'a Um'\Uj Y'fi b']bhc''

Report Sheets

The spreadsheet includes 3 different types of formatted sheets, the Totals sheet, the report sheets and data sheets. The tabs at the bottom of the spreadsheet allow you to select a particular sheet. The Totals sheet derives totals from the “Ind” report sheet found left of all other sheets. Report sheets are placed left of the sheet named “Data” and data sheets are placed to the right. For each report sheet there is a corresponding data sheet. For example the “nn Ind” report sheet gets the totals values from the “nn-I” data sheet where nn represents your Chapters initials.

This spreadsheet includes a number of Tabs (sheets). Some are initially created to provide the basic look of the final reports, most others are created automatically. Some sheet names beginning with a Chapter's two letter abbreviation for your Chapter, i.e. (here we are using Territorial Riders Chapter as an example) TR Agency, TR Ind, Data, TR-A, TR-I, Cal Year, and Fiscal. There are also tabs for US Forest Service (TR USFS), Oregon Parks and Recreation Dept. (TR OPRD), BLM (TR BLM), Oregon Department of Forestry (TR ODF), Oregon Department of Fish & Wildlife (TR ODFW), County (TR CNTY) and TOTALS. Each of these agency sheet tabs are automatically created based on the data found. If your Chapter hasn't reported hours for an agency then that sheet tab will not be created for that agency.

Information Sheets

TOTALS sheet - Includes the totals of all volunteer work categories along with the dollar value for volunteer labor for a chapter.

Ind (Individuals) sheet - This report sheet includes the total volunteer hours for each chapter member along with an overall total. This is a calendar year report.

Agency sheet - This report sheet includes the total volunteer hours for each agency along with an overall total. This is a calendar year report.

BCHO Volunteer Hours Online Report Generator



FS sheet - This report sheet includes the total volunteer hours for each chapter member along with an overall total that performed work on US Forest Service District 6 managed land for the Fiscal Year, October 1st thru September 31st.

BLM sheet - This report sheet includes the total volunteer hours for each chapter member along with an overall total that performed work on Bureau of Land Management (BLM) lands for the Fiscal Year, October 1st thru September 31st. If there is no BLM data this report will not be included.

OPRD sheet - This report sheet includes the total volunteer hours for each chapter member along with an overall total that performed work at Oregon State Parks, (OPRD) lands for the Calendar Year, January 1st thru December 31st. If there is no OPRD data this report will not be included.

ODF sheet - This report sheet includes the total volunteer hours for each chapter member along with an overall total that performed work for Oregon Department of Forestry (ODF) managed lands for the Calendar Year, January 1st thru December 31st. If there is no ODF data this report will not be included.

ODFW sheet - This report sheet includes the total volunteer hours for each chapter member along with an overall total that performed work for Oregon Department of Forestry (ODFW) managed lands for the Calendar Year, January 1st thru December 31st. If there is no ODFW data this report will not be included.

CNTY sheet - This report sheet includes the total volunteer hours for each chapter member along with an overall total that performed work for the County (CNTY) managed lands for the Calendar Year, January 1st thru December 31st. If there is no CNTY data this report will not be included.

BCHO Volunteer Hours Online Report Generator




Setting Report Control Values

The sheet labeled "TOTALS" controls the year of the report and the Dollar amount valued for BCHO's volunteer time.

For the volunteer time we use the values shown here at this web site, https://www.independentsector.org/volunteer_time. For the year 2015 the latest value is estimated to be \$23.07. On the "TOTALS" sheet change the dollar values to be current.

To change the Year of the generated report, change the year value shown on the "TOTALS" sheet. The Report Program pulls the year value to determine which data entries to use. If the Year set on the "TOTALS" sheet contains no data associated with it in the "Data" sheet, the report will produce an error popup. In the Sample the data is for 2016 (Oct. 1, 2015 to end of 2016).

Many reports will use the Fiscal Year range Oct. 1 of previous year to Sep. 31 of the current report year, but the State level Agency report will use the Calendar Year range, Jan. 1 to Dec. 31.

TR-ChapVolHoursRpt										
File Edit View Insert Format Data Tools Add-ons Help Build Reports All changes saved in Drive										
fx										
A	B	C	D	E	F	G	H	I	J	
1	Back Country Horsemen of Oregon								Revised February 21, 2016	
2	Volunteer Hours Report for 2016									
3	Territorial Riders Chapter									
4										
5										
6		Totals		Rate per hour/mile/day	Total Value		Edit this column to change the published values			
7							Current Rate per hour/mile/day:			
8	Total Basic Hours	0	\$23.07	\$0.00	Calculated per hour	\$23.07				
9	Total Skilled Hours	0	\$34.61	\$0.00	Calculated per hour	\$34.61	1.5 X Basic			
10	Total Trail Recon Hours	0	\$23.07	\$0.00	Calculated per hour	\$23.07				
11	Total Education	0	\$23.07	\$0.00	Calculated per hour	\$23.07				
12	Total Public Meetings	0	\$23.07	\$0.00	Calculated per hour	\$23.07				
13	Total Administrative Service	0	\$23.07	\$0.00	Calculated per hour	\$23.07				
14	Total Travel Time	0	\$23.07	\$0.00	Calculated per hour	\$23.07				
15	Total Hours	0								
16	Personal Vehicle	0	\$0.90	\$0.00	Calculated per mile	\$0.90				
17	Stock Hauling	0	\$1.10	\$0.00	Calculated per mile	\$1.10				
18	Total Travel Miles	0								

BCHO Volunteer Hours Online Report Generator

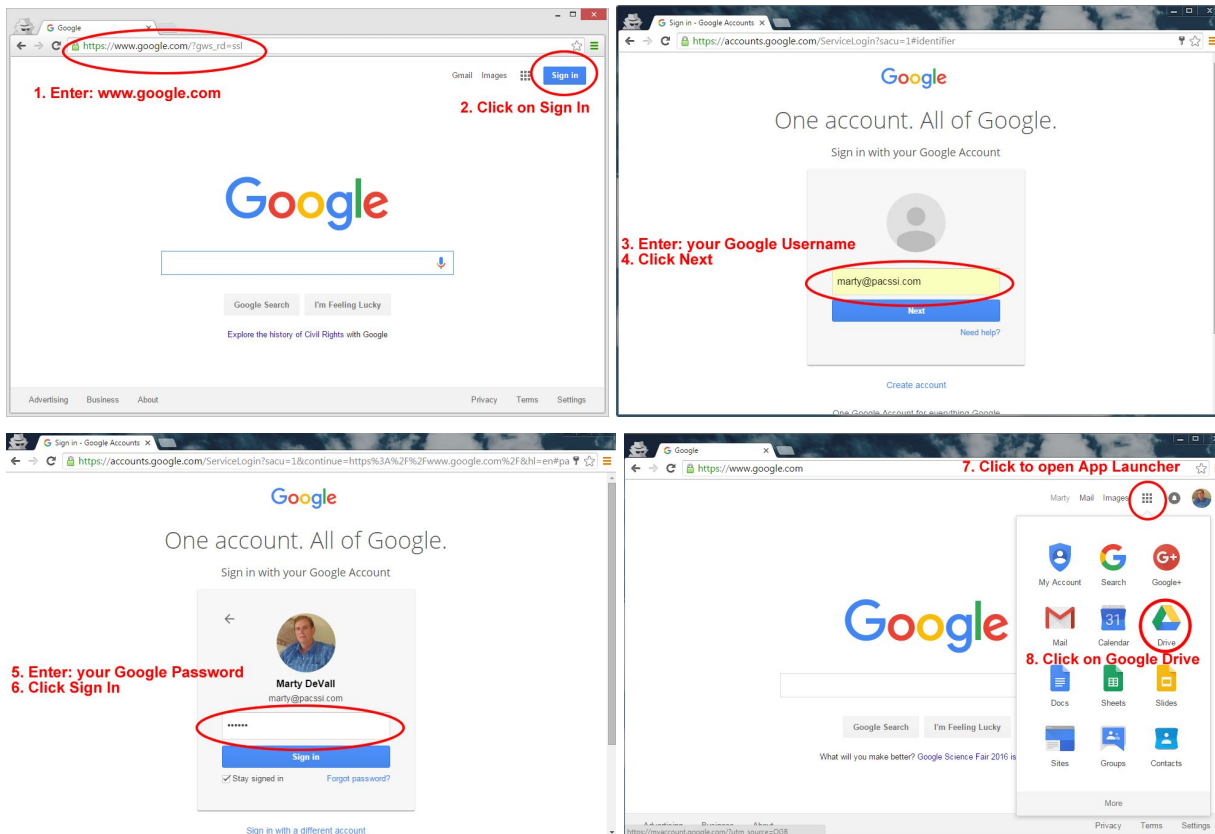


Log in to My Google Account and Open Google Drive

As when running Google Apps, it is best to use Google Chrome. In Google Chrome or other web browser application go to <http://www.google.com>, in the upper right corner click “Sign in” in the upper right corner. If you see something else you may already be logged in to a Google Account.

If you need to switch or change the account see the section below on switching to another account.

Also see the small square of dots in the upper right hand corner of the Google page. This is the Google App Launcher. When you pick it a drop-down window will appear showing a number of icons. Pick “Drive” to see and access your Chapter’s active spreadsheet to enter your volunteer hours.



For additional help with getting started with Google Apps.

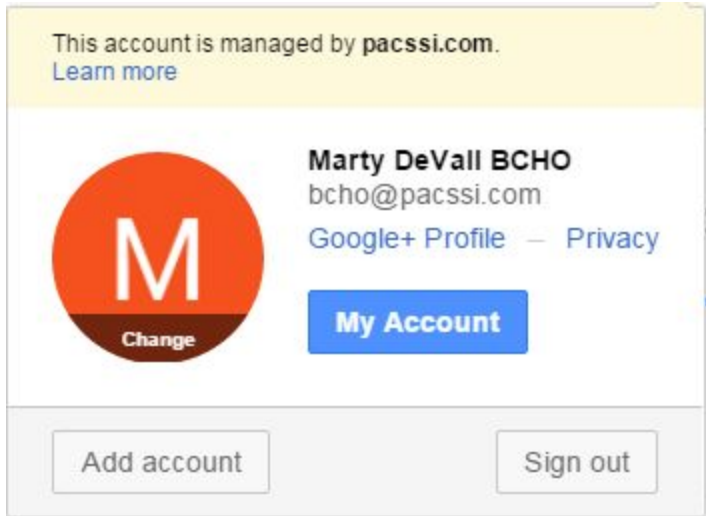
- <https://apps.google.com/learning-center/products/quickstart/>
- <https://admin.google.com/user/hub>

BCHO Volunteer Hours Online Report Generator



Switch to a Different Google Account

⇒Zmci 'gYY'hY'jVt' b' b'hY'i ddYf'f'[\h'UbX'Vt'fbYf']b'hY'k YV'Vfck gYf'k]bXck 'W]W'cb'hY'jVt' b'hc' YbUV'Y'mci 'hc''c[ci h'cf'UXX'Ubch'Yf'i gYf''=h'Vt'i 'X'VY'U'd]V'i fY'cZmci 'jZmci '\Uj'Y'UXXYX'U'dfcZ]Y' d]V'i fY'cf'Ub'jVt' b'g\ck]b['hY'i ddYf'hc'fgc'UbX'\YUX''



7'jW]b['cb'hY'c9H''c['c']b'h]g'YI Ua d'Y'k]'' []j'Y'mci 'hY'cdh]cb'hc' UXX'Ub'UWt'i bh'mci 'W]b' d]W'Z'fca 'YUW'h'a'Y'cf'd]W'G][b'ci h'z'gc'mci 'W]b' g][b'b'Ug'U'X]ZZYfYbh'i gYf''

BYI h'mci 'W]b'G][b'b'k]h'U'X]ZZYfYbh'UWt'i bh' h'Uh'dfcj]XYX'UWV'gg'hc'mci f'7\UdhYf'f'UW]j'Y' j'c'i bhYf'fYdcf]b['gdYUXg\YYH''

: cf'UXX]h]cbU'\Y'd'k]h' [Yh]b['ghUfhYX'k]h' ; cc['Y'5ddg''

- [\hdg.##Uddg"\[cc\['Y"Vta #YUfb\]b\[!WbhYf#dfcXi Wg#ei \]WghUfh#'](#)
- [\hdg.##UXa \]b"\[cc\['Y"Vta #i gYf#i V'](#)



One account. All of Google.

Sign in with your Google Account

[Create account](#)

One Google Account for everything Google



5ZYf'c[[]b['cbhc'mci f'; cc['Y'UWt'i bh'mci 'k]'' gYY'U'idYfgcb]Vt' b'YUf'hY'i ddYf'f'[\h'Vt'fbYf' cZmci f'gWYYb''H.]g']bX]W]hYg'jZmci 'fY''c[[YX' cb'UbX'hc'k \jW'UWt'i bh'mci f''c[[YX']bhc''''