Instructions for Work Trip Workbook

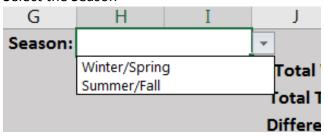
Note: The tab and delete buttons don't always work because it's a protected worksheet. Instead, use the arrow keys to move boxes and backspace to clear a box.

Administrative Information

1. Fill in Group/Crew Name and Year



2. Select the Season



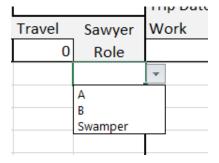
Trip and Volunteer Information

Now it's time to enter your data for your trips and the people. There are a few fields to fill out and then everything else will auto-calculate.

The fields you can fill via free-form text are Volunteer Name, Email, Trip Date, Work Time, and Travel Time:



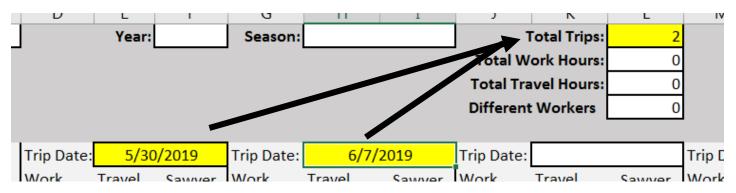
Sawyer role you will fill by selecting from the dropdown menu:



3. Enter volunteer names. For each name you enter, the worksheet will automatically count that person as 1 individual worker. Each name you add will count as one more worker:

										evel Hours: : Workers	0	
			Trip Date:			Trip Date			Trip Date:			Tri
			Work	T	sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer	W
Volunteer Name	Email	ттрѕ	0	0	Role	0	0	Role	0	0	Role	
Kendra Baumer		0										Γ
		0										

4. Enter the date for your work trip (there is space for up to 15 work trips). Each time you enter a date it will automatically count as 1 work trip:



- 5. Enter the work time for each volunteer who attended the work trip; if they didn't attend leave it blank. Each time you enter work hours for the individual it will auto-calculate to several different fields:
 - a. It will register that the person attended and will count it as one trip for that individual:

		Trip Date:	e: 5/30/2019		Trip Date:	6/7/2019		Trip Date:	6/15/2019		Tri
		Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer	W
Volunteer Name	Trips	6	0	Role	0	0	Role	5	0	Role	
Kendra Baumer	→ 2	6						5			
	0)									

b. It will calculate towards the total work hours for that particular work trip:

		Trip Date:	5/30	5/30/2019		6/	6/7/2019		Trip Date	e:	6/15/2019	
		Work	Travel	Sawyer	Work	Travel	Saw	yer	Work	Trave	ı	Sawyer
Volunteer Name	Trips	6	0	Role	C		0 Ro	e	→	5	0	Role
Kendra Baumer		2 6								5		
		0										

c. It will calculate towards the total work hours for the crew season:

CIEW.			1 2 4 1 1		j Jeaso		_	Total W	ork Hours: vel Hours: : Workers		
		Trip Date:	5/30	/2019	Trip Date:	6/7/	2019	Trip Date:	6/15/	2019	Т
		Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer	٧
Volunteer Name	Trips	6	0	Role	0	0	Role	5	0	Role	L
Kendra Baumer	2	6						5			

6. Enter the travel time for each volunteer who attended the work trip. Each time you enter travel hours for the individual it will auto-calculate to both the total travel hours for that particular work trip and the total travel hours for the crew season:

Crew	:		Year:		Season:			ī	Total Trips:	3	
								Total W	ork Hours:	11	
		Total Travel Hours:									
								Different	Workers	1	
					,						
		Trip Date:	5/30/2019		Trip Date:	6/7/2019		Trip Date:	6/15/	2019	
		Work	Travel	Sawyer	Work	Travel	Sawyer	Work	Travel	Sawyer	
Volunteer Name	Trips		2	Role	0	0	Role	5	1.5	Role	
Kendra Baumer	2	6	2					5	1.5		
	0										

7. If applicable, choose the sawyer role for each volunteer from the dropdown menu:

			Trip Date:	ate: 5/30/201		Trip Date:	
			Work	Travel	Sawyer	Work	Tı
	Volunteer Name	Trips	6	2	Role	0	
	Kendra Baumer	2	6	2	Swamper	-	
)		0			A		
		0			B Swamper		
)		0					

If you have any questions reach out to volunteer@nynjtc.org.

Thank you for all you do!