



## **CNAP CPW Connect Volunteer User Guide**

This guide will help you get signed up for your own account, update your information and account preferences, learn how to sign waivers, and learn how to enter and view site visits. These instructions are specific to CNAP volunteers and you should seek additional guidance on how to use the system as it relates to other CPW volunteer positions. Please contact Savanna or Lucy at [dnr\\_cnap@state.co.us](mailto:dnr_cnap@state.co.us) for additional help or questions using the system.

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## How to Sign Up for an Account Within CPW Connect

Every CNAP volunteer should have a CPW Connect account where CNAP staff have been entering your hours.\* Signing up for an account will allow you to claim the account already associated with your email. To do this, you will need sign up with your own unique password (CNAP staff do not have access to this).

\*If you are a partner volunteer steward team, only one of you will be associated with the email on file (whoever the main contact is). If you are the partner volunteer, please contact CNAP staff for help accessing your account.

1. Visit <https://cpwconnect.state.co.us/>
2. Click on “Sign Up- Get a CPW Connect Account”

The screenshot shows the CPW Connect website homepage. At the top, there is a navigation bar with the Colorado Parks and Wildlife logo, the text 'LIVE LIFE OUTSIDE', and links for 'HOME', 'CALENDAR', and 'CONTACT US'. Below the navigation bar is a large banner image of a rocky landscape with a lake. A 'Login' link is visible in the top right corner. Below the banner, there is a breadcrumb trail: 'CPW / CPW Connect / Home'. The main heading is 'Colorado Parks and Wildlife - CPW Connect'. Below this, a welcome message states: 'Welcome to CPW Connect, a complete volunteer management system designed for you by the staff and volunteers of Colorado Parks and Wildlife, and built by Square1 Technologies, a Fort Collins Colorado company.' Underneath, it says 'In CPW Connect you can:' followed by three buttons: 'Search' (Search for Activities), 'Sign Up' (Get a CPW Connect Account), and 'Login' (Login to your Account). The 'Sign Up' button is circled in red. Below the buttons, there is a section titled 'Love Colorado's Outdoors? Connect with Us!' with a sub-heading 'Get Involved' and a link to find ongoing volunteer opportunities. The text describes the benefits of volunteering and lists various opportunities available.

3. Create an Account
  - a. Enter your first and last name
  - b. **Use the email on file with CNAP** (this is important so that you will be linked to your existing volunteer account)
  - c. Enter a phone number
  - d. Create a unique password (see password rules on site) and confirm password.

## Navigating Your Volunteer Account

### A. Confirming that you are an Active CNAP volunteer

1. After signing up and logging in to your account, you should already be signed up as active Colorado Natural Areas Steward. To confirm this, follow the steps below.
2. Click **"My Profile"** on the banner on the top of the screen.
3. Scroll down to **Active Volunteer Groups** and confirm that you are listed as a Colorado Natural Areas Steward.

Welcome: Savanna\_test Smith - Last Login: 12/3/2021 8:06 AM - Logout

CPW / CPW Connect / My Profile

#### My Information edit

 Savanna\_test Smith change password  
[Redacted]  
[Redacted] ★  
Dietary Preference: None change

#### My Preferences edit

**Volunteer Privacy Preferences** ?  
✓ Volunteers can see when I am scheduled.    ✓ Public can view my Volunteer Bio.

**Preferred Departments** ?  
No preferred departments selected. Your dashboard and calendar will show all departments.

**Preferred Geographic Areas** ?  
No preferred areas selected. Your dashboard and calendar will show all areas.

**Email Opt-Out Preferences** ?  
No opt out email preferences have been specified. You will receive all emails.

#### Service History print

2021: 4.25 hours  
2022: 0 hours  
Lifetime: 4.25 hours  
[View Full History »](#)    [View History Stats »](#)

#### Background edit

**Education**    Bachelors degree

#### Volunteer Availability edit

	S	M	T	W	T	F	S
Morning							
Afternoon							
Evening							

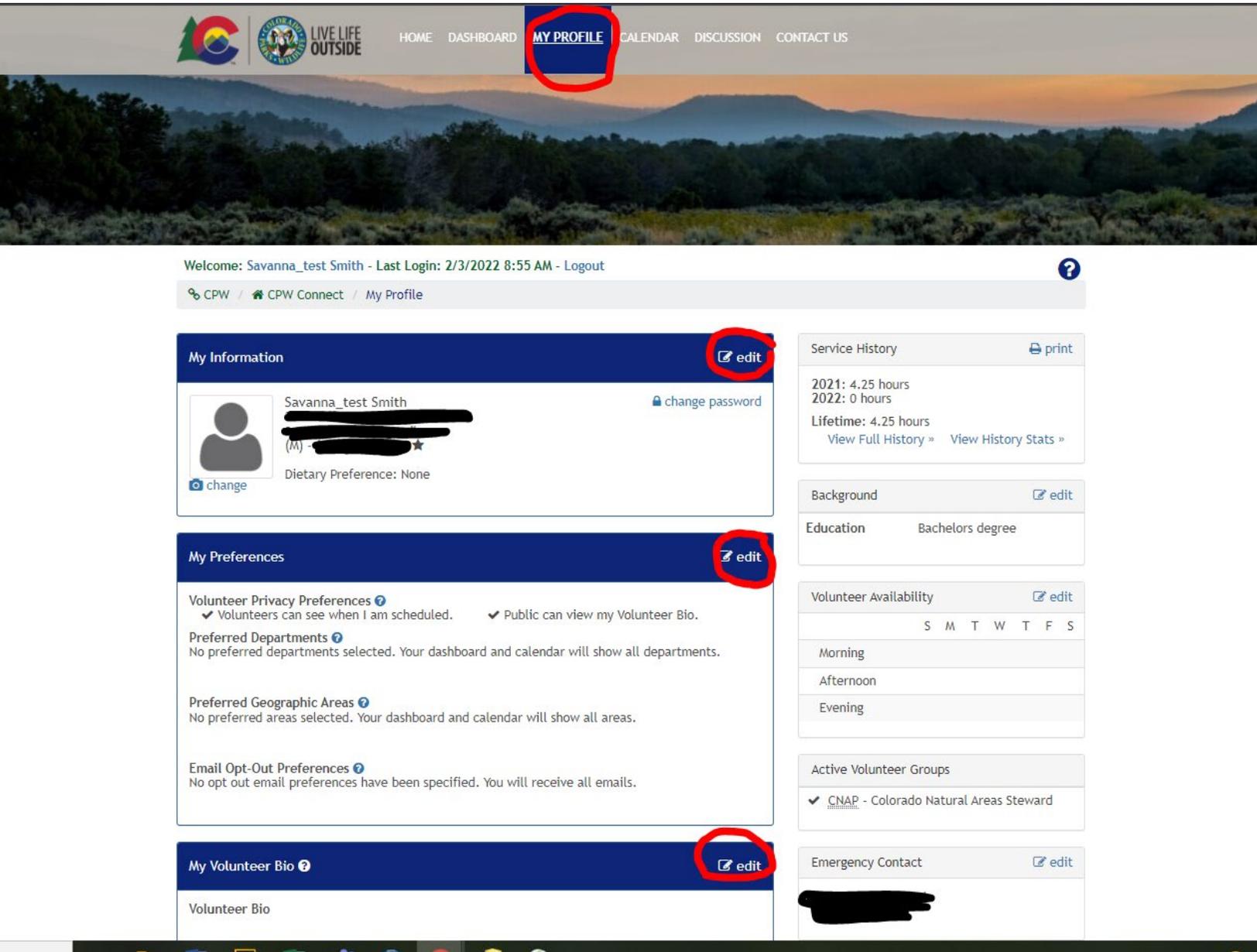
#### Active Volunteer Groups

✓ CNAP - Colorado Natural Areas Steward

4. This section should also display any other CPW volunteer groups you are part of. If you are not signed up as a CNAP volunteer you will see a section called "Become a Volunteer". If this is the case, please contact Savanna at [dnr\\_cnep@state.co.us](mailto:dnr_cnep@state.co.us) so she can make sure your account is registered correctly.

B. **Editing Your Profile-** You are **not required** to edit this information but may edit this as you like.

1. Click **“My Profile”** on the banner on the top of the screen once you are logged in.



2. From here, you are able to edit many things

**a. My Information**

- i. Birthday
- ii. Address
- iii. Email
- iv. Phone Number
- v. Driver's License (not needed for CNAP)
- vi. T-Shirt Size
- vii. Dietary Preferences

**b. My Preferences**

- i. Volunteer Bio & Preferences

1. You can write up a volunteer bio and change who can see your bio. **You can also allow volunteers to add you to site visits**- which is helpful if you go out with other volunteers and want to allow them to add you to site visits.
- ii. My Skills & Interests
  1. Check boxes about general interests, special skills, and volunteer interests
- iii. Email Opt-Out Preferences**
- iv. Emergency Contact (right side of screen)**
- v. Background (pronouns, education attainment, demographics)
- vi. Volunteer Availability (not needed for CNAP)

**After any changes are made, click save at the bottom of the screen!!**

### C. Filling Out Waivers (this is required)

1. Under the “Dashboard” section (top banner), you will see a “To-Do” tab prompting you to sign required waivers.

Welcome: Savanna\_test Smith - Last Login: 12/3/2021 8:06 AM - Logout

CPW / CPW Connect / Dashboard

Welcome: Savanna\_test Smith [print schedule](#)

[To Do](#) [My Assignments](#) [Opportunities](#) [My Activities](#) [Upcoming Activities](#)

Actionable items are displayed on this page

**Sign Waivers**

- [Volunteer COVID-19 Policy Agreement](#)

Incomplete Profile [Update](#)

Please update the following on your profile:

- Skills
- Interests
- Preferred Geographic Areas

Courses

CPW Connect Training for Volunteers

Learn or review how to manage your CPW Con...

32m [start](#) [more](#)

Volunteer Announcements

Watch here for new Volunteer Announcements!

Announcements [FAQ's](#)

My Profile [edit](#)

2. There are two waivers you will need to read and sign.
  - a. **CPW Volunteer Agreement and Waiver**
    - a. You probably signed a copy of this when you signed up to become a volunteer, please go ahead and resign so it is current in the system). This will expire and need to be re-signed after 3 years.
  - b. **Volunteer COVID-19 Policy Agreement**
    - a. No expiration. Please see email to all CNAP volunteers from DNR\_CNAP 1/11/22 for clarification on the policy as it applies to CNAP volunteers.
3. To view waivers that have already been signed, click “My Profile” in the top banner, and scroll down to “Waivers”. You will be able to view the waivers you have already signed, when you signed them, and any applicable expiration dates.

## D. Completing Onboarding and Training

1. There are two “courses” you are required to complete as part of volunteer onboarding- CPW Volunteer Onboarding & CNAP Volunteer Steward Onboarding. For the CPW volunteer handbook you will need to confirm that have read the CPW volunteer handbook and watched a 5 minute video giving an orientation to CPW volunteers. For the CNAP Volunteer Steward Onboarding, you will need to confirm that you have read and reviewed the CNAP volunteer steward handbook. The instructions below are for the CPW volunteer onboarding course, but will apply to both courses.

a. To find the courses, go to “**Dashboard**” on the top banner and select “**more**” under “**Courses**” in the top right corner.

The screenshot shows the CPW Connect Dashboard for user Savanna\_test Smith. The top navigation bar includes 'HOME', 'DASHBOARD', 'MY PROFILE', 'CALENDAR', 'DISCUSSION', and 'CONTACT US'. The 'DASHBOARD' link is highlighted. Below the navigation bar, there is a welcome message and a 'print schedule' button. The main content area is divided into 'To Do' and 'My Assignments' sections. On the right side, there is a 'Courses' section with a red circle around the 'Courses' header and another red circle around the 'more' button. A red arrow points to the 'more' button. Below the 'Courses' section, there are 'Volunteer Announcements' and 'Announcements' sections.

b. Under **Volunteer Onboarding**, click the dropdown arrow, then click **start** next to the course labeled “**CPW Volunteer Onboarding**”. Follow the prompts to complete the course.

The screenshot shows the CPW Connect 'My Courses' page for user Savanna\_test Smith. The top navigation bar includes 'HOME', 'DASHBOARD', 'MY PROFILE', 'CALENDAR', 'DOCUMENTS', 'DISCUSSION', and 'CONTACT US'. The 'DASHBOARD' link is highlighted. Below the navigation bar, there is a welcome message and a 'My Courses' section. The 'My Courses' section has tabs for 'Required', 'Categorized', 'Recommended', and 'History'. The 'Required' tab is selected. The 'Volunteer Onboarding' course is highlighted with a red circle around the dropdown arrow. Below the 'Volunteer Onboarding' course, there are two other courses: 'CNAP Volunteer Steward Onboarding' and 'CPW Volunteer Onboarding'. The 'CPW Volunteer Onboarding' course has a red circle around the 'resume' button. Below the 'My Courses' section, there is a 'Continue' section with a 'CPW Volunteer Onboarding' course card.

- There is also an optional Volunteer Training called “CPW Connect Training for Volunteers”. You can find this under the drop down arrow in the **Volunteer Training** section under **my courses**.

### Entering a Natural Areas Site Visit

You do not need to enter in site visit information ahead of your visit within the system. Please make sure to notify CNAP staff and/or landowners if appropriate before your site visit (applies to State Land Board volunteers). After your site visit, follow these instructions to enter in your hours and submit photos and site visit reports.

If you are not ready to submit photos and reports yet but would like to record hours, you can enter in just the hours and go back at a later date to enter photos and your report.

#### A. Entering a Completed Natural Areas Site Visit

- Click “**Dashboard**” on the top volunteer banner, then click “**Opportunities**”.

The screenshot shows the CPW Connect web application interface. At the top, there is a navigation bar with logos for Colorado Parks and Wildlife and 'LIVE LIFE OUTSIDE'. The 'DASHBOARD' link is highlighted with a red circle. Below the navigation bar is a banner image of a rocky landscape. The main content area has a dark blue header with the user's name 'Savanna\_test Smith' and a 'print schedule' button. Below this, there are tabs for 'To Do', 'My Assignments', 'Opportunities', 'My Activities', and 'Upcoming Activities'. The 'Opportunities' tab is circled in red, and a red arrow points to it. The 'Opportunities' section displays 'Actionable items are displayed on this tab.' and 'Sign Waivers' with a link to 'Volunteer COVID-19 Policy Agreement'. There is also a section for 'Incomplete Profile' with an 'Update' button and a list of items to update: Skills, Interests, and Preferred Geographic Areas. On the right side, there are several widgets: 'Courses' featuring 'CPW Connect Training for Volunteers', 'Volunteer Announcements', 'Announcements' with a 'FAQ's' link, and 'My Profile' with an 'edit' button.

2. Under “Volunteer Opportunities”, click “Report Colorado Natural Areas Steward Visit”

5. Fill out your Site Visit Report.

- a. **Fill out the date of service** (you can pick one day if your trip was over multiple days).
- b. **Fill out time.** We cannot disable this feature on the admin side, so just fill out 12:00 am or whatever time you’d like. (This doesn’t matter for CNAP visits).
- c. **Fill out hours.** The “Hours” field is for hours spent on the natural area. Include time spent preparing for the site and wrapping up (field form, downloading photos) in the “**Prep Time Hours**” category. Include total time spent traveling to the site in the “**Travel Time Hours**”. These three categories will sum together in “**Total Hours**”. You do not have to fill out miles driven, this is only if you would like to record this for your own tax purposes.
- d. **OPTIONAL:** “Additional Volunteers”. If you completed this visit with another CNAP volunteer, you may add them to this visit so their hours will be recorded as well. You will only be able to select another volunteer if they have allowed others to add them to site visits (they can change this under My Profile→My Preferences: Edit→ Volunteer Bio & Preferences→ Check “Volunteers can add me to site visits”)
- e. **Record additional text.** Please record which natural area(s) you visited on which date(s). This will help CNAP staff, especially in cases where multiple sites were visited over multiple days.
- f. **Upload relevant photos.** Make sure each photo is named based on its purpose.

- i. For photo monitoring photos, make sure the file name includes the photo monitoring point name, direction, and year. Ex. "CAPA01PN\_2021". If photos are from a newly created photo point, include the UTM coordinate and general location in the description field.
  - ii. For general photos, please limit photos to those that are scenic, provide additional information on anything called out in your report, or great actions shots of you out in the field! Please include the 4-letter code, a date, your last name, and a short description of what is depicted in the photo (if necessary). Ex. "IRCA\_2021\_Cassin\_Penstemon\_yampaensis". If you need to include more detail in the description, such as UTM coordinates for damage areas, you can, but please do this sparingly since this will have to be downloaded separately and these details are not stored with the photos. Naming the photos helps us make sure this info is stored for years to come!
  - iii. To upload photos, select files using your file explorer or drag them in. Then click "upload". It may take a few minutes to upload depending on the quality of your internet connection and number of photos.
- g. **Upload relevant documents.** This includes site visit reports and EO forms. Documents must be in Microsoft Office format (Word, Powerpoint or Excel) or a PDF.
  - h. **Scroll to the bottom and click "Save"!**

Example Site Visit Report 1: Day Trip with 6 hours spent on site, 2 hours spent for prep & wrap up, and 4 spent driving (two hours each way).

Welcome: Savanna\_test Smith - Last Login: 2/3/2022 8:55 AM - Logout

CPW / CPW Connect / Site Visit Profile

### New Colorado Natural Areas Steward Visit (CNAP)

Use this form to report self-scheduled volunteer hours. Notes:

- Record the actual date of service, rather than today's date.
  - We prefer that you enter hours by date, but if you need to lump them together, please enter the time period that your hours are from in the Summary of Work/Description section.
- If you have completed a Volunteer Assignment on an Activity or Shift, you do not also need to report your hours here. The system automatically calculates those hours for you.
- Enter AM or PM in the Time field ("xm" is a placeholder).
- Travel Time Hours and Mileage can include your commute directly to, from, or during your volunteer assignment. Do not count time or mileage spent for personal errands or recreation.

Enter the summary of work completed below.

Date of Service\* 07/05/2021 Time\* 12:00 pm

Hours\* 6 Prep Time Hours 2 Travel Time Hours 4 Total Hours 12.00

Miles Driven 200

Additional Volunteers [+ add volunteer](#)

Please record which natural area(s) you visited on which date(s) \* required to complete report

I visited the High Creek Fen Natural Area. This visit was my annual volunteer steward visit to observe rare plants and site condition. Report and photos to follow!

Example Site Visit Report 2: This was filled out for a multiple day trip covering two natural areas. Disregard the “Warning! Over 12 hours” banner when entering a site visit report covering multiple days. Estimate hours to best of your ability, but round to the nearest hour or half hour. See the second screenshot for an example of photo naming convention and uploaded photos and documents.

For general photos, please limit photos to those that are scenic, provide additional information on anything called out in your report, or great actions shots of you out in the field! Please include the 4-letter code, a date, your last name, and a short description of what is depicted in the photo (if necessary). Ex. "IRCA\_2021\_Cassin\_Penstemon\_yampaensis". If you need to include more detail in the description, such as UTM coordinates for damage areas, you can, but please do this sparingly since this will have to be downloaded separately and these details are not stored with the photos. Naming the photos helps us make sure this info is stored for years to come!

A template of the volunteer field form and a CNAP CPW Connect Volunteer User Guide (containing more instructions on how to fill out the site visit form) is found in the document library within CPW Connect or the CNAP volunteer stewards shared [google drive](#).

**Date of Service\***   **Time\*** 

 **Warning! Over 12 Hours**  
You have entered over 12 hours. If this is correct click save, otherwise adjust your input.

**Hours\***   **Prep Time Hours**  **Travel Time Hours**  **Total Hours**

**Miles Driven**

**Additional Volunteers** [+ add volunteer](#)

Please record which natural area(s) you visited on which date(s) and any additional details you would like to include about the purpose of the visit.  
\* required to complete report

We visited the Irish Canyon and Limestone Ridge Natural Areas on May 21-24. This was our annual volunteer steward visit. We visited Irish Canyon on the afternoon of the 21st and 22nd and Limestone Ridge on the 23rd. We camped at the designated campground within the site all three nights, travel times includes the drive (5 hours each way) and three nights.

File Name Description



File Name	Description
 IRCA_2021_Cassin_chert in vermilion canyon possibly worked.JPG	<input type="text"/> 
 IRCA_2021_Cassin_petrified wood.JPG	<input type="text"/> 
 IRCA_2021_Cassin_stromatolite_vermillion_canyon.JPG	<input type="text"/> 
 IRCA01pw_2021.JPG	<input type="text"/> 
 IRCA01pe_2021.JPG	<input type="text"/> 
 IRCA01ps_2021.JPG	<input type="text"/> 
 IRCA01pn_2021.JPG	<input type="text"/> 

Select Files

File Name	Description
IRCA_CNAP_2021_Volunteer_Cassin_Report.pdf	<input type="text" value="Description"/> 

Cancel

Save

## B. Viewing and Editing Past Site Visit Reports

There are two ways to view your service history and edit your hours.

1. Click **“Dashboard”** on the top banner, then click **“My Assignments”**, then Click **“View Service History”**

Welcome: Savanna\_test Smith - Last Login: 2/3/2022 8:55 AM - Logout

CPW / CPW Connect / Dashboard

Welcome: Savanna\_test Smith [print schedule](#)

To Do My Assignments Opportunities My Activities Upcoming Activities

**My Volunteer Assignments**  
Look here for information about your scheduled assignments that you are signed up to volunteer for.  
\*Note: only the next 5 items are displayed. [View your service history for a full listing.](#)

[View My Schedule on the Calendar »](#)  
[View Service History »](#)

**Courses**  
CPW Connect Training for Volunteers  
Learn or review how to manage your CPW Con...  
32m start [more](#)

**Volunteer Announcements**  
Watch here for new Volunteer Announcements!

2. OR, you can click **“My Profile”** on the top banner, then go to **“View Full History”** under **“Service History”** in the top right corner of the screen

Welcome: Savanna\_test Smith - Last Login: 2/3/2022 8:55 AM - Logout

CPW / CPW Connect / My Profile

**My Information** [edit](#)

 Savanna\_test Smith [change password](#)  
(M) [change](#)  
Dietary Preference: None

**Service History** [print](#)

2021: 4.25 hours  
2022: 0 hours  
Lifetime: 4.25 hours  
[View Full History »](#) [View History Stats »](#)

**Background** [edit](#)

**Education** Bachelors degree

3. **Edit and View Your Past Site Reports.** Getting to Service History via Option #1 or #2 will allow you to see all your hours recorded within the system, including time spent doing courses as well as past site visits. You can click the **edit** icon next to any past site visits to edit the date, time, hours, or text associated with that visit. You can also **print** a PDF report summarizing all your volunteer hours.

Welcome: Savanna\_test Smith - Last Login: 2/3/2022 8:55 AM - Logout

CPW / CPW Connect / User History

### My History

Savanna\_test Smith

Service History Report: ALL Print

Show 50 entries Search:

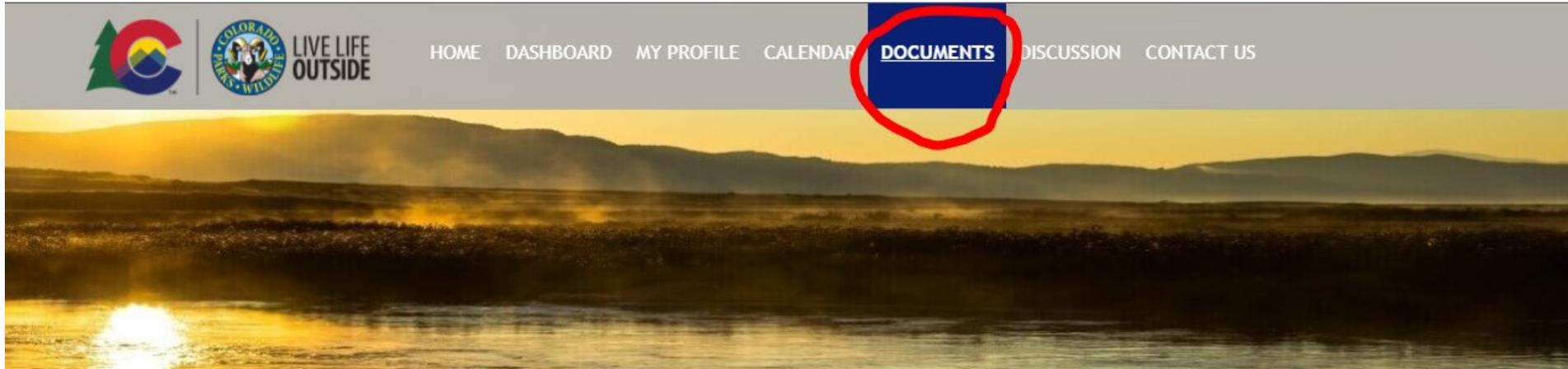
Date	Type	Place	Description	Position	Hours	
12/03/2021	Site Visit		Colorado Natural Areas Steward Report	CNAP	4.00	
10/25/2021	Course		CPW Volunteer Onboarding	CPW ALL	0.25	

Showing 1 to 2 of 2 entries

Previous 1 Next

## Accessing the Document Library

We have started a document library within CPW Connect that contains helpful documents for CNAP volunteers. We will add to this over time. You can access this by clicking “Documents” within the top grey banner bar. CNAP documents are found in the folder “Colorado Natural Areas Program- Active Volunteer Steward Documents”.



Welcome: Savanna\_test Smith - Last Login: 3/28/2022 10:05 AM - Logout 

[CPW](#) / [CPW Connect](#) / Document Library List



### Document Library List

Show  entries

Search:

Name

File Count

Colorado Natural Areas Program- Active Volunteer Steward Documents

1

Showing 1 to 1 of 1 entries

Previous **1** Next