

Recording Individual Hours for GSP Forest Stewards (outside of a work party event):

Many Stewards and volunteers will periodically do restoration work in parks on the own, outside of a work party event. This should also be reported on CEDAR in a similar process to work party events. This process is only for Forest Stewards, and doesn't work for recording a work party or when any other volunteers are present. Hours and work can be recorded daily or they can be lumped together to report weekly or monthly. The frequency is up to the individual. The process is documented below:

1. Under the Events Tab in the tab select: Create Individual Work Log.
2. In the work log, enter the hours completed for the entire time this work log is capturing. It should have your name in the box *Forest Steward(s) Present*.
3. Select the park zone and select the + sign button to right of the drop down menu to select all of the zones that were worked on in this work log. Then fill out the work log just as you would for a work party. If you do not select a zone, there will be no work log to fill out.

Select park sites

No sites selected

After choosing a park from the Park Name dropdown above, select the site(s) from the list above. To add a site, select it from the dropdown list and click the small plus sign to the right. Repeat this for each additional site. For each site selected, a new sheet will be created. If you have selected more than one site, you can switch between them by clicking the corresponding tab.

If you do not know the restoration site names for your park please refer to the site map. [View Site Map](#)

Other Restoration Activities

4. Scroll to the bottom and hit the green Submit Work Log button.
5. You can view/edit Individual Work Logs from your dashboard.