

# GREEN SEATTLE

PARTNERSHIP

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# Forest Steward CEDAR Guide

The development of CEDAR was made possible through a grant from the USDA Forest Service, Urban and Community Forestry Program.



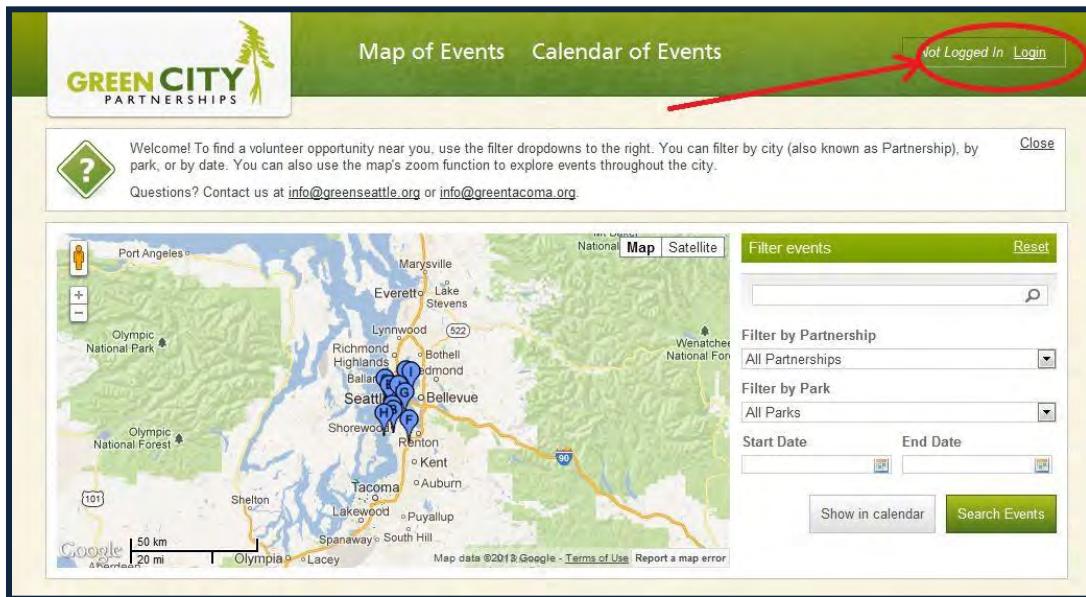
**FORT&RRA**



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**Login** - <http://seattle.cedar.greencitypartnerships.org/>



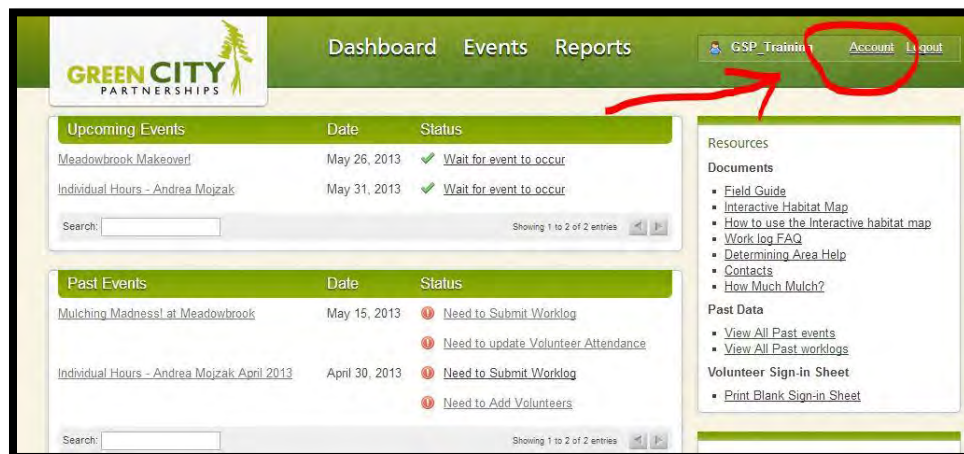
### Forgot Password?

Please click "Forgot Password" on the login page.

### Change Password/Manage Account

Once you have logged in, you have the ability to modify your contact information and password. If this is your first time logging in, please change your password to something secure.

Users can do this by selecting the 'Account' link in the upper right-hand corner:



## The Dashboard

The Dashboard shows everything you are working on, all in one place.

The dashboard shows:

- A.** List of upcoming events and their current warnings and tasks.
  - i. **Warnings** include:
    - Missing resource request
    - Event denied by program manager
    - No volunteers signed up
- B.** List of past events with pending tasks required.
  - i. **Tasks** include:
    - Needs to Submit Worklog
    - Needs to Add Volunteers
    - Worklog denied by program manager
- C.** Menu of resource links.
  - i. Links to the document library, blank volunteer sign in sheets, etc
- D.** Program Manager(s) contact information.

**GREEN CITY PARTNERSHIPS** Dashboard Events Reports johnvelazquez Account Logout

Events Awaiting Approval	Date	Status
<a href="#">Restoration of Interlaken Park*</a>	April 25, 2013	Submitted on Feb. 15, 2013, 5:48 p.m.
<a href="#">Restoration of Lincoln Park*</a>	April 18, 2013	Submitted on Feb. 15, 2013, 5:45 p.m.
<a href="#">Help Restore North Beach!</a>	April 13, 2013	Submitted on Feb. 15, 2013, 5:44 p.m.
<a href="#">Knock Blackberry out of Seola Park!</a>	April 6, 2013	Submitted on Feb. 15, 2013, 5:43 p.m.
<a href="#">Keep Magnuson Park Magnificent!</a>	March 30, 2013	Submitted on Feb. 15, 2013, 5:41 p.m.

Showing 1 to 5 of 12 entries

**Warnings/Tasks**

Upcoming Events	Date	Status
<a href="#">Help Restore Cheasty Greenspace!</a>	March 2, 2013	Needs to be Approved by a Manager
<a href="#">Second Saturday Neighborhood Work Party at the Alder Creek Natural Area</a>	March 9, 2013	Need to Confirm Material Request
<a href="#">Sand Pt. Head Indiana U &amp; Others</a>	March 13, 2013	Needs to be Approved by a Manager
<a href="#">Restoration of Licorice Fern Park*</a>	March 15, 2013	Needs to be Approved by a Manager
<a href="#">Restoration of Washington Park*</a>	March 21, 2013	Needs to be Approved by a Manager

Showing 1 to 5 of 25 entries

Past Events	Date	Status
<a href="#">Mulching and planting</a>	Feb. 27, 2013	Need to Submit Worklog
<a href="#">WDGS Urban Forest Restoration*</a>	Feb. 26, 2013	Need to update Volunteer Attendance
<a href="#">Finishing up!!</a>	Feb. 25, 2013	Need to Submit Worklog
		Need to Add Volunteers
		Worklog Needs to be Approved

**Resources C**

**Documents**

- [Habitat Steward Field Guide](#)
- [Work Party Checklist](#)
- [Emergency Response Form](#)

**Past Data**

- [View All Past events](#)
- [View All Past worklogs](#)

**Volunteer Sign-in Sheet**

- [Print Blank Sign-in Sheet](#)

**User List**

[View User List](#)

**Imports**

- [Worklog\(s\)](#)
- [Attendance](#)
- [Third Party Event\(s\)](#)

**Contact D**

Green Tacoma Partnership program manager(s):

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Jennifer Chang - Forterra  
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Brian Pitt - Metro Parks  
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Victoria Andrews

**NOTE: Sections C and D may contain different information depending on your program.**

## In the Resources Section:

**View All Past Events:** Shows all of your past events, allowing you to view the event details, attendance, and worklog details for each event.

**View All Past Worklogs:** An event organizer can view and sort a list of their past worklogs.

## The Event Process

### I. Create New Event

The screenshot shows the Green City Partnerships dashboard. The top navigation bar includes 'Dashboard', 'Events', and 'Reports'. The user 'johnvelazquez' is logged in. The main content area is divided into several sections:

- Events Awaiting Approval:** A table listing events with columns for 'Date' and 'Status'. A red arrow points to the 'Create a New Event' button in a dropdown menu.
- Upcoming Events:** A table listing events with columns for 'Date' and 'Status'. The status for these events includes 'Needs to be Approved by a Manager' and 'Need to Confirm Material Request'.
- Resources:** A sidebar containing links to 'Habitat Steward Field Guide', 'Work Party Checklist', and 'Emergency Response Form'.
- Past Data:** A sidebar containing links to 'View All Past events', 'View All Past worklogs', and 'Volunteer Sign-in Sheet'.
- User List:** A sidebar containing a link to 'View User List'.
- Imports:** A sidebar containing links to 'Worklog(s)', 'Attendance', and 'Third Party Event(s)'.

After clicking "Create a New Event", please fill out the required information. The instructions for each piece of information are listed on the right hand side of the page.

### Tools and Materials:

As you complete your event request, you will see the tools and materials request forms as you scroll down. Here you can specify what tools and materials you will need and how many of each.

**Important:** You must request materials and tools 4 weeks in advance.

If you do not require materials or tools, please check the “I do not need to request tools/materials” boxes:

The screenshot shows the top portion of a form. It has two main sections: 'Tools Needed' and 'Materials Needed'. Each section has a green header bar. In the 'Tools Needed' section, there is a dropdown menu for 'Buckets' and an 'Add' button. Below it, there is a question 'Are you able to pick up tools?' with radio buttons for 'Yes' (selected) and 'No'. A note says 'If not, please describe delivery location and time below in the [Resource Delivery Location](#) of the Extra Resource Information section'. In the 'Materials Needed' section, there is a dropdown menu for 'Mulch/Wood chips (cu. yards)' and an 'Add' button. Below it, there is a section for 'Extra Resource Information' with a text area and a label 'Resource Extra Information'. To the right of the text area, there is a note: 'Extra Resource Information Provide any additional details on your tools and materials requests here. Upload any supporting documentation, such as a map, and add any other details that will help us accommodate and/or deliver your request.' In both the 'Tools Needed' and 'Materials Needed' header bars, there is a checkbox labeled 'I do not need to request tools' and 'I do not need to request materials' respectively. Both checkboxes are circled in red.

The screenshot shows the middle portion of the form. It has two main sections: 'Tools Needed' and 'Materials Needed'. Each section has a green header bar. In the 'Tools Needed' section, there is a dropdown menu for 'Buckets' and an 'Add' button. Below it, there is a question 'Are you able to pick up tools?' with radio buttons for 'Yes' (selected) and 'No'. A note says 'If not, please describe delivery location and time below in the [Resource Delivery Location](#) of the Extra Resource Information section'. In the 'Materials Needed' section, there is a dropdown menu for 'Mulch/Wood chips (cu. yards)' and an 'Add' button. Below it, there is a section for 'Extra Resource Information' with a text area and a label 'Resource Extra Information'. To the right of the text area, there is a note: 'Extra Resource Information Provide any additional details on your tools and materials requests here. Upload any supporting documentation, such as a map, and add any other details that will help us accommodate and/or deliver your request.' In both the 'Tools Needed' and 'Materials Needed' header bars, there is a checkbox labeled 'I do not need to request tools' and 'I do not need to request materials' respectively. Below each header bar, there is a table with columns for 'Quantity' and 'Suppliers Selected'. In the 'Tools Needed' table, the quantity '0' is circled in red. In the 'Materials Needed' table, the quantity '0' is circled in red.

**Edit Event Details:**

You can edit the details of your event after it has been created. If the edit occurs after the event has been approved by the Program Manager, you will be asked if you want to notify all registered volunteers via email.

**Cancel Event:**

You have the ability to cancel an event at any time. If the event is cancelled, all currently registered volunteers will be notified via email of the cancellation. You will have the opportunity to include a note on why the event is being cancelled.

## 2. Host Your Event

**Materials**

In the weeks prior to your event, staff will be approving and assigning your materials requests. If staff is unable to provide the materials due to short notice, you will be notified. Otherwise, please feel free to check in with Program Managers if you have any questions about the status of your materials and tool requests.

**Send updates to registrants**

If you make an update to your event such as a time change or change in the description, you will be prompted to send an email to all registrants. This is optional. To forego sending an update email, click "Do Not Send Email" when prompted. Otherwise, you can type a personalized message and click "Send Email".

**View/Print volunteer sign in sheet:**

Prior to your event, you can view the sign-in sheet to see who is pre-registered for your event. Please print the sign in sheet just prior to your event, and bring the sign-in sheet to the event with you. Pre-registered volunteers should check themselves off as they arrive, and walk-up volunteers should fill out their information on the sign-in sheet. You will enter their information into CEDAR after your event.

You can also print a blank sign-in sheet at any time.

**Activities**  
Brown bag Saturday: we are pulling ivy, laying burlap and moving chips. Join us for a morning of chat among neighbors and mild outdoor exercise.

*Open to the public*  
*All ages OK*  
*0 out of 20 volunteers registered.*

**What to Bring**  
Gloves, your favorite gardening tool, water and a friend.

**Where to Meet**  
We are an urban forest restoration where the Montlake and Madison Valley neighborhoods meet. Meet at the dead end of 26th Ave E, north of E Helen street.

**Where to Park**  
E Helen Street or 26th Ave E, south of E Helen.

**Private Information (Not shown to volunteers or the public)**  
Group Hosting Event: Green Seattle Partnership  
Site(s):  
• The Orchard  
Date of Request: Feb. 25, 2013, 8:45 a.m.

**Date & Time**  
March 9, 2013 9am - 12pm

**Contact**  
Wallis Bolz  
[wallisbolz@gmail.com](mailto:wallisbolz@gmail.com)  
None

**Extra Info**  
View [Site Map](#)

[Add Volunteer](#)

Share this event with your friends on Facebook  
Add to your Calendar: [vCal 1.0](#) [iCal 2.0](#)  
Or copy this web address to your clipboard and send it to a friend  
<http://cedar.greencitypartnerships.org/event/>

**Resources**

**Documents**

- [Habitat Steward Field Guide](#)
- [Work Party Checklist](#)
- [Emergency Response Form](#)

**Volunteer Sign-in Sheet**

- [Edit Volunteer Sign-in Sheet](#)
- [Print Volunteer Sign-in Sheet](#)
- [Print Blank Sign-in Sheet](#)
- [Import Volunteer List](#)

**Youth Volunteer Waiver**  
If you are under 18 and attending the event without a parent or guardian, please come to the event with the waiver below signed by a parent or guardian.

### 3. Tell Us What You Did

#### Submit Your Worklog:

After an event has occurred, you will see a task on your dashboard saying “Needs to submit Worklog”. Please click the task to fill out and submit your Worklog with restoration details for each site you worked on.

The Worklog consists of the following sections:

- Restoration Worklog Event Details:  
Basic information about the event: date, park, lead, agency, etc.
- Attendance Information:  
Number of people involved and the total number of hours spent on the restoration.
- Restoration Activities by Site:  
Restoration details and activities for each site worked on.

You also have the ability to add additional notes and upload supporting documentation or maps to the Worklog.



Past Events	Date	Status
<a href="#">prep tour enjoy</a>	Feb. 28, 2013	<ul style="list-style-type: none"> <li>Need to Submit Worklog</li> <li>Need to Update Volunteer Attendance</li> </ul>
<a href="#">Rippin! Ivy</a>	Feb. 28, 2013	<ul style="list-style-type: none"> <li>Need to Submit Worklog</li> <li>Need to Add Volunteers</li> </ul>
<a href="#">WDGS Urban Forest Restoration*</a>	Feb. 28, 2013	<ul style="list-style-type: none"> <li>Need to Submit Worklog</li> <li>Need to Add Volunteers</li> </ul>
<a href="#">Mulching and planting</a>	Feb. 27, 2013	<ul style="list-style-type: none"> <li>Worklog Needs to be Approved</li> </ul>
<a href="#">WDGS Urban Forest Restoration*</a>	Feb. 26, 2013	<ul style="list-style-type: none"> <li>Need to Submit Worklog</li> <li>Need to Add Volunteers</li> </ul>

Search:  Showing 1 to 5 of 549 entries

program manager(s):

Kory Kramer - Forterra  
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Victoria Andrews  
vandrews@kentwa.gov

Melody Rosecrans  
mrosecrans@kentwa.gov

Worklogs must be reviewed and approved by a program manager. If the Worklog is denied, it will appear in your dashboard with a message from the Program Manager as to why it was denied.

It is very important to stay current with submitting worklogs after events have passed; the information you provide allows us to brag about all of your great work, and helps to bring on new partners and funding to grow the Green Seattle Partnership!

### Finalize Volunteer Sign-in Sheet

After an event, you will see a task on your dashboard that says either “Need to Add Volunteers” or “Need to Update Volunteer Attendance”. Click on the task, and you will be brought to the sign-in sheet, where you will need to enter the volunteer information from your event. The steps are listed below and shown in the picture.

- A. Check off pre-registered volunteers:** On the volunteer sign-in sheet, you will see all volunteers who pre-registered for the event. Those who pre-registered and attended the event should have the “attended” box checked. Additionally, the total number of hours that each volunteer spent at the event should be recorded. If left blank, CEDAR defaults this value to the total duration of the event.
- B. Add additional volunteers:** Next, please add the walk-up volunteers who did not pre-register, including their total hours.
- C. Finalize:** Once the volunteers have been entered, click “Finalize” at the bottom of the page. This will complete the sign-in sheet and remove the task from your dashboard. You can also save the sheet as a draft and finalize it later if needed.

When you finalize a sign-in sheet, you will be given the opportunity to add a personalized message to the thank you email that goes out to the volunteers.

**NOTE:** If you cannot complete the attendance online, please e-mail or mail your sign-in sheets to your Program Manager. **Do not click 'Finalize Sign-In Sheet'**. Your dashboard will show "Need to Complete Volunteer Attendance" until a program staff is able to enter the information you mailed.

**D. Upload Option (optional method, not required):** If you are comfortable using .csv files, you can save the data in a .csv file and upload it into CEDAR. This is merely an optional alternative method. It is not required, but some users may be more suited for this method of data entry.

The bulk import option is available from the right-hand menu on event detail pages. There is a sample file on the bulk upload page showing the correct format for the volunteer data.

Please refer to the picture for a visual example:

**GREEN CITY PARTNERSHIPS**

Dashboard Events Reports johnvelazquez Account Logout

### Volunteer Sign-in Sheet

Event Name: Upland and Forest Habitat Restoration Work Party  
 Date & Time: March 1, 2013 / 9 a.m. - noon  
 Group Name: Green Tacoma Partnership - Metro Parks CHIP-in!  
 Park Name: Tacoma Nature Center

This page displays the registered volunteers for this event.  
 If it is prior to the event, you can add and edit volunteer registrations as needed.  
 After the event you should add any volunteers who did not pre-register. Be sure and "uncheck" volunteers who did not attend (use the check box to the left of each name), and change the total hours for individual volunteers if needed.  
 Once you have all of the volunteers entered, click the 'Finalize Sign-in Sheet' button. You can always save a draft and come back later to finalize this information.  
 If you would like to bulk-import the volunteers for this event, follow the instructions on the **Volunteer import page**. **D**  
 If you cannot complete the attendance online, please e-mail or mail your sign-in sheets to your program manager. Do not click the 'Finalize Sign-In Sheet'. Your dashboard will show that you need to complete the Volunteer Attendance information for this event until a program staff is able to enter the information you mailed.

Attend?	Name	Pre-Reg	Contact	Address	Over 18	Total Hrs
<input checked="" type="checkbox"/>	[REDACTED]	Yes	Phone: 253-[REDACTED] Cell: 253-[REDACTED] Email: [REDACTED]@gmail.com	Tacoma, WA, 98404	Yes	3:00
<input checked="" type="checkbox"/>	[REDACTED]	Yes	Phone: 253-[REDACTED] Cell: 253-[REDACTED] Email: [REDACTED]@yahoo.com	Gig Harbor, WA, 98329	Yes	3:00
<input checked="" type="checkbox"/>	[REDACTED]	Yes	Phone: 253-[REDACTED] Cell: [REDACTED] Email: [REDACTED]@hotmail.com	Tacoma, WA, 98405	Yes	3:00

Showing 1 to 3 of 3 entries

**B** Add another volunteer Print Signup Sheet Save Draft **C** Finalize Sign-in Sheet

## Reports (Please refer to picture on the next page for visual reference)

Here is where you can view reports of the work being done across the entire program.

- A. Filters:** These allow you to filter by date or by park. The filters only apply to the worklog summary (B).
- B. Worklog Summary:** This gives you a prepared PDF report with restoration statistics for the selected park(s) within the dates you have selected.
- C. Reports:** These give you raw data in Microsoft Excel. You will need to filter the data in Microsoft Excel to fit your needs if you desire to use these reports.

Please disregard the “Trumba Export”. It is duplicative of other reports and simply exists for specific software functionality with Program Management.

**Report Filter Options**

**A**

Start Date: 2013-01-01  Choose date

End Date: 2013-12-31  Choose date

Filter by Park: All Parks

**Reports**

**B**

**C**

Worklog Summary Report shows restoration acreage and volunteer hours per park.

Trumba Export Extracts event information for Trumba.

Volunteer Export Bulk extract of volunteer data.

Event Export Bulk extract of event data.

Worklog Export Bulk extract of worklog data.

Worklog Hours Export Bulk extract of recorded hours per park.

**Resources**

**Documents**

- [Habitat Steward Field Guide](#)
- [Work Party Checklist](#)
- [Emergency Response Form](#)

**Past Data**

- [View All Past events](#)
- [View All Past worklogs](#)

**Volunteer Sign-in Sheet**

- [Print Blank Sign-in Sheet](#)

**User List**

[View User List](#)

**Imports**

- [Worklog\(s\)](#)
- [Attendance](#)
- [Third Party Event\(s\)](#)

**Contact**

Green Tacoma Partnership

## **Other Uses**

### **Individual Hours (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 worklog, enter the hours completed for the entire time this work log is capturing.
3. Select the park site and select the + sign button to right of the drop down menu to select all of the sites that were worked on in this work log.
4. Fill out worklog as you would for a regular work party: plants planted, square feet of invasive plants removed, plants watered etc.
5. Scroll to the bottom and hit the green Submit Worklog button.
6. You can view/edit Individual Worklogs from your dashboard.

### **Batch Uploads**

If you host regular events (first Saturday of every month, etc) we can batch upload CEDAR events for you. To do this email Andrea Mojzak ([amojzak@forterra.org](mailto:amojzak@forterra.org)).

### **Notification Emails:**

You will receive an email notification when events are approved/denied, a task reminder one month prior to an event, and a post-event reminder to complete the worklog and sign-in sheet.

Unless they opt-out of emails, pre-registered volunteers will receive emails for registration confirmation, removal confirmation, a reminder 3 days prior to an event, notification of date/time/location change, cancellation notification, and a thank you email after the event. The thank you email allows the event host to include a personalized message.

### **Contact Information: Questions, comments, and issues regarding CEDAR**

For now all CEDAR questions should go to Andrea Mojzak ([amojzak@forterra.org](mailto:amojzak@forterra.org)). You will be notified if this changes.

## **Thank you very much for all of your hard work!**

**Training Guide produced by Forterra for the Green Seattle Partnership.**

