NH Fish and Game S3 Event Manager

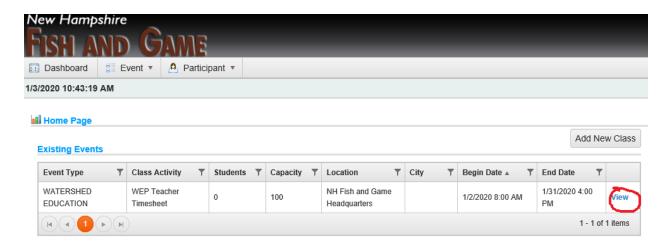
Teacher/Volunteer Timesheet Instructions

The NH Fish and Game Watershed Education Program (WEP) is now using our s3 Event Manager to provide an online option to submit your timesheet for time spent in class or volunteering for schools doing watershed education. This time can be used as part of the <u>nonfederal</u> match for our federal Aquatic Resources Education (ARE) grant.

DO NOT use this time sheet for attending any WEP <u>workshop</u>; I have another way to collect that time.

Please do the following:

- ❖ To access the login screen, click on: nh-events-admin.s3licensing.com
- ❖ For teachers, the user name is your school email address; for volunteers, it is whatever email address I have for you. The password is your last name followed by the number 1 with no space between (e.g. tumosa1). Click "log in".
- ❖ Teachers should go to the "WEP Teacher Timesheet" selection, click on "View".
- ❖ Volunteers should go to the "WEP Volunteer Timesheet" selection, click on "View".



Click on "Timesheet"

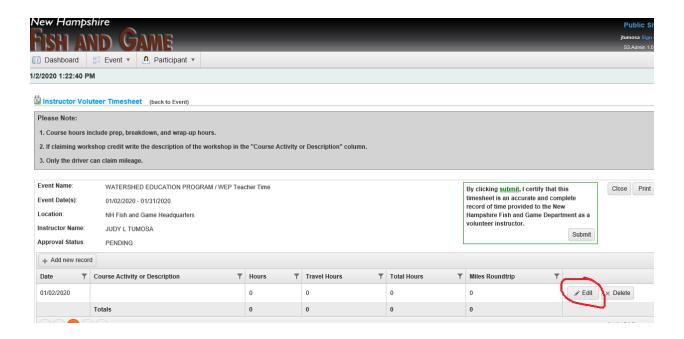


Click on "View" next to your name



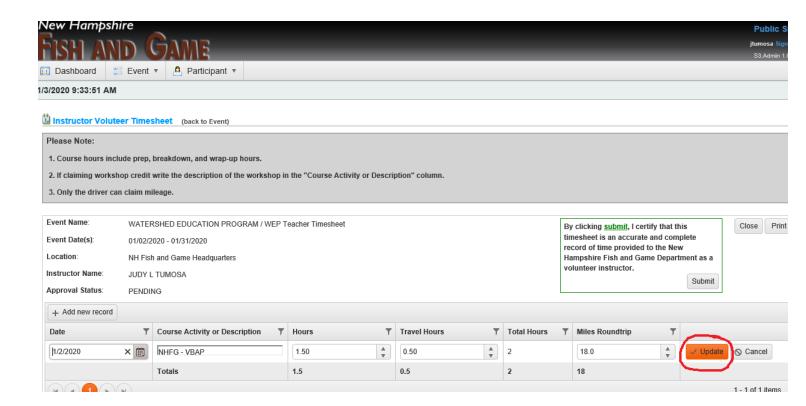
❖ At this page

- o Read "Please Note" section.
- o For the "Event Date(s)" section, I will be entering the beginning and ending dates of the period during which I am collecting your time.
- o I have put the "Location" as NHF&G Headquarters (my office).
- o Look at the table: Click on "Edit" to fill in your time.

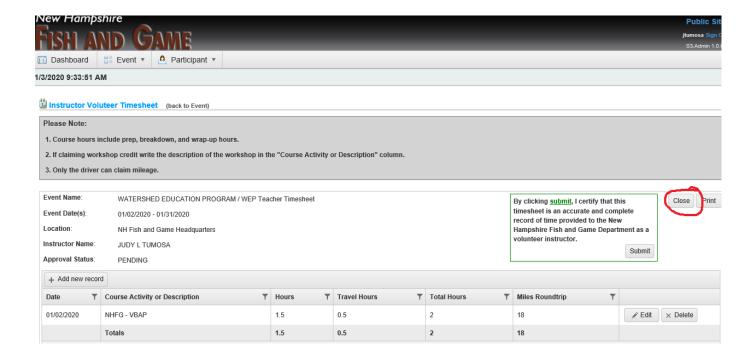


- * The timesheet opens up so you can enter your information.
 - Date
 - Click on the calendar symbol, then click on the date that you are doing the classroom activity
 - Course Activity or Descripton
 - Type in your school/organization name activity you are doing
 - For example; NHF&G VBAP
 - ✓ For activity, you do <u>not</u> need to explain <u>what</u> you are doing, just enter which program you are using. Choose from the following program names ArcGIS, Stream Study, Trout in the Classroom (TIC), VBAP, Warm Water tank, Watershed Ecology Institute (WEI).

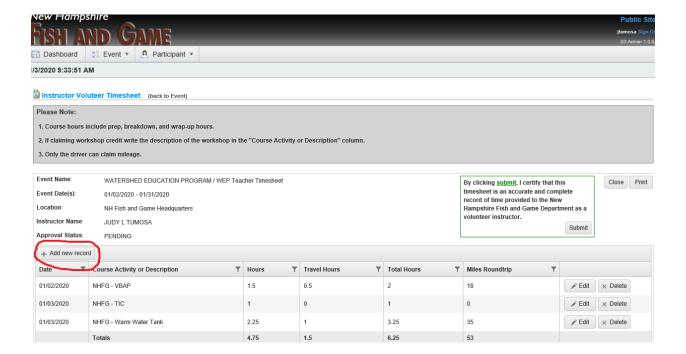
- o Hours
 - Click the to tally your time in 15 minute increments
 - Travel hours
 - For teachers, this is for <u>roundtrip</u> travel time for field trips, NOT commuting time to school
 - For volunteers, this is for <u>roundtrip</u> travel time for any school or program
 - Total Hours will populate automatically when you click "Update"
- Miles Roundtrip
 - This is for field trip mileage
- When done entering the information, click "Update"
- DO NOT CLICK "Submit" until you are done tallying all of your classroom time and are ready to send me the timesheet



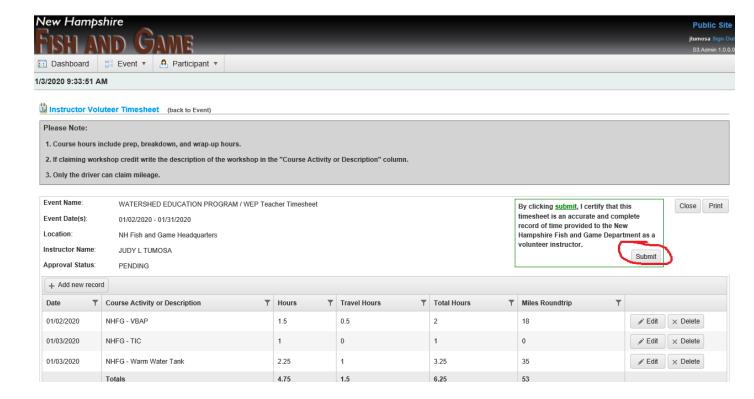
❖ If you are NOT done tallying all of your classroom time, click "Close". Click on the "Sign Out" icon in the upper right hand corner of the page.



When you log in again to add more time, click "Add new record" and repeat the process explained above to update the date and activity information on a new line.



You can submit your timesheet at any time. When you are ready to submit, finalize everything, and then hit the "Submit" button. By clicking "Submit", you are certifying that the information is correct and your <u>signature</u> is not needed. As I did with the paper timesheets, at the end of the event date, I will send out a <u>reminder</u> to submit your timesheet to me.



Thanks for your patience in learning this new process. Ultimately, I hope it will be easier for you to submit your time.

If you have questions, contact me.

Judy Tumosa
Watershed Education Specialist
NH Fish and Game Department
11 Hazen Drive
Concord, NH 03301
#603-271-0456
judy.l.tumosa@wildlife.nh.gov