

# 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 non-federal match for our federal Aquatic Resources Education (ARE) grant.

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

Please do the following:

- ❖ To access the login screen, click on: [nh-events-admin.s3licensing.com](http://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”.

New Hampshire  
**FISH AND GAME**

Dashboard Event Participant

1/3/2020 10:43:19 AM

Home Page

Add New Class

Existing Events

Event Type	Class Activity	Students	Capacity	Location	City	Begin Date	End Date	
WATERSHED EDUCATION	WEP Teacher Timesheet	0	100	NH Fish and Game Headquarters		1/2/2020 8:00 AM	1/31/2020 4:00 PM	<a href="#">View</a>

1 - 1 of 1 items

- ❖ Click on “Timesheet”

New Hampshire  
**FISH AND GAME**

Public Sign In

Dashboard Event Participant

1/2/2020 1:29:02 PM

Edit Event - (back to Events)

Event Staff Demographics **Timesheet** Attachments Supplies

Save Save and Continue

Event ID: 3254

Event Type: WATERSHED EDUCATION PROGRAM

Location: NH Fish and Game Headquarters

- ❖ Click on “View” next to your name

2/2020 1:29:02 PM

[Edit Event](#) - (back to Events)

First Name	Last Name	Status Code	View	Print
Judy	Tumosa	PENDING	<a href="#">View</a>	<a href="#">Print</a>
JUDY L	TUMOSA	PENDING	<a href="#">View</a>	<a href="#">Print</a>

1 - 2 of 2 items

- ❖ At this page
  - Read “Please Note” section.
  - 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.
  - I have put the “Location” as NHF&G Headquarters (my office).
  - Look at the table: Click on “Edit” to fill in your time.

1/2/2020 1:22:40 PM

[Instructor Volunteer Timesheet](#) (back to Event)

**Please Note:**

1. Course hours include prep, breakdown, and wrap-up hours.
2. If claiming workshop credit write the description of the workshop in the “Course Activity or Description” column.
3. Only the driver can claim mileage.

Event Name: WATERSHED EDUCATION PROGRAM / WEP Teacher Time

Event Date(s): 01/02/2020 - 01/31/2020

Location: NH Fish and Game Headquarters

Instructor Name: JUDY L TUMOSA

Approval Status: PENDING

By clicking **submit**, I certify that this timesheet is an accurate and complete record of time provided to the New Hampshire Fish and Game Department as a volunteer instructor.

[Submit](#)

[Close](#) [Print](#)

Date	Course Activity or Description	Hours	Travel Hours	Total Hours	Miles Roundtrip	Edit	Delete
01/02/2020		0	0	0	0	<a href="#">Edit</a>	<a href="#">Delete</a>
	<b>Totals</b>	0	0	0	0		

- ❖ 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 Description
    - Type in your **school/organization name** – **activity** you are doing
      - For example; **NHF&G – VBAP**
        - ✓ **For activity, you do not need to explain what 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).**
  - Hours
    - Click the ▲ to tally your time in 15 minute increments
    - Travel hours
      - For teachers, this is for roundtrip travel time for field trips, NOT commuting time to school
      - For volunteers, this is for roundtrip 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**

New Hampshire
Public S

# FISH AND GAME

Dashboard
Event ▼
Participant ▼

1/3/2020 9:33:51 AM

[Instructor Volunteer Timesheet](#) (back to Event)

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Event Name: WATERSHED EDUCATION PROGRAM / WEP Teacher Timesheet

Event Date(s): 01/02/2020 - 01/31/2020

Location: NH Fish and Game Headquarters

Instructor Name: JUDY L TUMOSA

Approval Status: PENDING

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**Submit**

Close Print

+ Add new record

Date ▼	Course Activity or Description ▼	Hours ▼	Travel Hours ▼	Total Hours ▼	Miles Roundtrip ▼	
1/2/2020	NHFG - VBAP	1.50	0.50	2	18.0	<div style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; display: inline-block;"> <b>Update</b> </div> <span>Cancel</span>
<b>Totals</b>		1.5	0.5	2	18	

1 - 1 of 1 items

- ❖ 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.

**New Hampshire FISH AND GAME** Public Site  
jtumosa Sign Out  
S3 Admin 1.0.0

Dashboard Event Participant

1/3/2020 9:33:51 AM

**Instructor Volunteer Timesheet** (back to Event)

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Location: NH Fish and Game Headquarters

Instructor Name: JUDY L TUMOSA

Approval Status: PENDING

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**Submit**

Close
Print

Date	Course Activity or Description	Hours	Travel Hours	Total Hours	Miles Roundtrip	
01/02/2020	NHFG - VBAP	1.5	0.5	2	18	Edit Delete
	<b>Totals</b>	1.5	0.5	2	18	

- ❖ 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.

**New Hampshire FISH AND GAME** Public Site  
jtumosa Sign Out  
S3 Admin 1.0.0

Dashboard Event Participant

1/3/2020 9:33:51 AM

**Instructor Volunteer Timesheet** (back to Event)

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Location: NH Fish and Game Headquarters

Instructor Name: JUDY L TUMOSA

Approval Status: PENDING

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**Submit**

Close
Print

Date	Course Activity or Description	Hours	Travel Hours	Total Hours	Miles Roundtrip	
01/02/2020	NHFG - VBAP	1.5	0.5	2	18	Edit Delete
01/03/2020	NHFG - TIC	1	0	1	0	Edit Delete
01/03/2020	NHFG - Warm Water Tank	2.25	1	3.25	35	Edit Delete
	<b>Totals</b>	4.75	1.5	6.25	53	

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 signature is not needed. As I did with the paper timesheets, at the end of the event date, I will send out a reminder to submit your timesheet to me.

**New Hampshire**  
**FISH AND GAME**

Public Site  
jtumosa Sign Out  
S3.Admin 1.0.0.0

Dashboard Event Participant

1/3/2020 9:33:51 AM

Instructor Volunteer Timesheet (back to Event)

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Event Name: WATERSHED EDUCATION PROGRAM / WEP Teacher Timesheet  
Event Date(s): 01/02/2020 - 01/31/2020  
Location: NH Fish and Game Headquarters  
Instructor Name: JUDY L TUMOSA  
Approval Status: PENDING

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Close Print

Submit

+ Add new record

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01/02/2020	NHFG - VBAP	1.5	0.5	2	18	Edit Delete
01/03/2020	NHFG - TIC	1	0	1	0	Edit Delete
01/03/2020	NHFG - Warm Water Tank	2.25	1	3.25	35	Edit Delete
	Totals	4.75	1.5	6.25	53	

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](mailto:judy.l.tumosa@wildlife.nh.gov)