Step-By-Step Guide to Entering Volunteer Hours for Forestry

A. Go to https://www.nrem.iastate.edu/volunteer

B. If you have already created an account, just click on the log in link and log in using your username and password (see screenshot below).
C. If this is your first time entering volunteer hours, click on Create an account:
D. Enter your information and click the "Create new account" button:

E. After you click the Create new account button you will see a message that an email has been sent to the email address you provided:
F. The email you received will look like the following and will contain a link to click on:

john doe,

Thank you for creating an account at the Iowa State University Forestry Extension Volunteer Hours website. Please log in by clicking this link or copying and pasting it to your browser:

https://www.nrem.iastate.edu/volunteer/user/reest/35/f83061526b/432E430Py234bxyXs481qFOy7tvyOC

After you have clicked on the one-time link above you will be able to enter your volunteer hours.

-- Jesse Randall, Iowa State University Forestry Extension

G. Click on the link in the email to get to the following page.
You are ready to enter your volunteer hours! Fill in the information below. Then click on the Save button at the bottom of the page.

Create Hours Report

Hours Type *

- Community Tree Steward
- Master Woodland Manager

Select which program you are reporting hours for.

Hours *

How many hours did you spend volunteering?

Activity Description

Please enter a description of your activities for the hours listed.

Number of People *

1

Estimate the number of people present at the event (if it was just you, enter 1).

County Where Activity Took Place *

- Select a value -

Save