

Indian Peaks Wilderness Alliance (IPWA) Volunteer Portal Scheduling & Reporting Instructions

Last updated 4/28/2023.

The Indian Peaks Wilderness Alliance (IPWA) website is www.indianpeakswilderness.org.

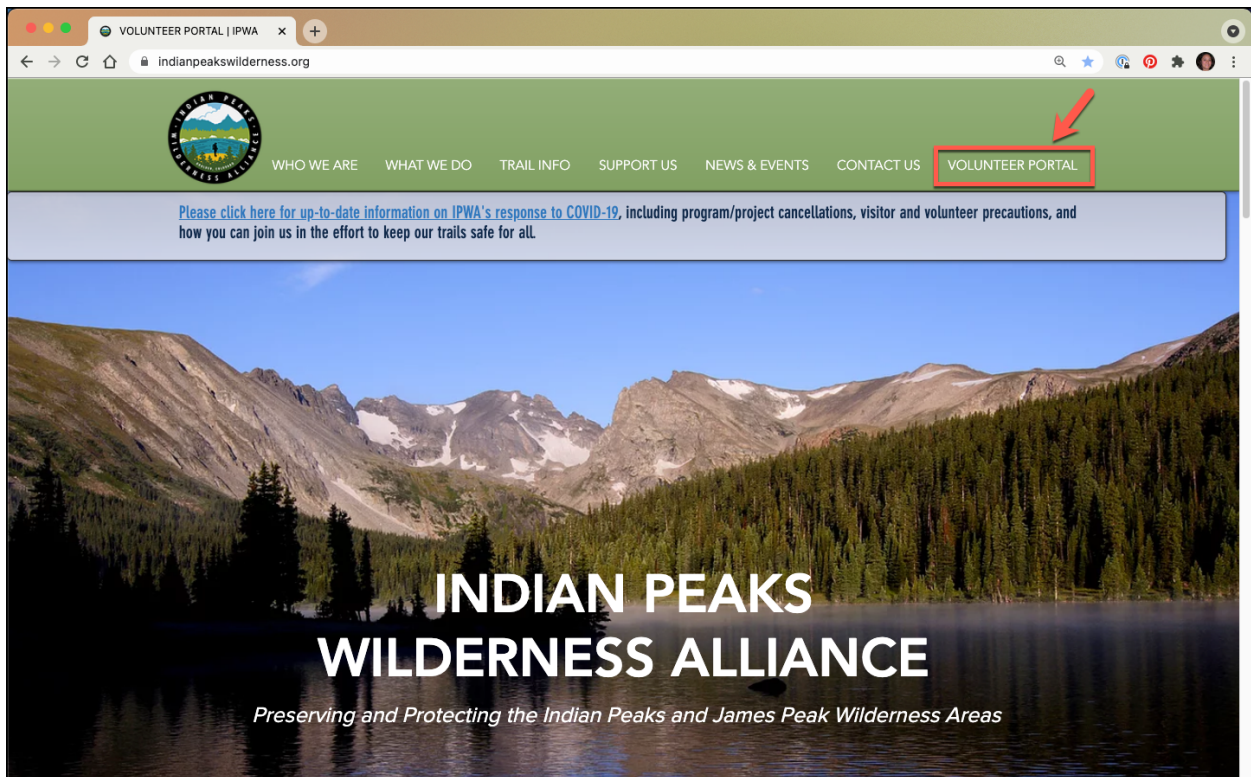
The website has a “Volunteer Portal” section that is restricted to current active volunteers via a login page. Note: If you are applying to be a new volunteer, you will not receive login access until you’ve been accepted into the program.

The Volunteer Portal section has buttons to “View Schedule”, “Schedule Patrol”, and “View All Reports”. Note that only active volunteers for the current season (summer or winter) will have full access to the scheduling form (seasonally inactive volunteers will have “view only” access to the other portal pages until the season starts).

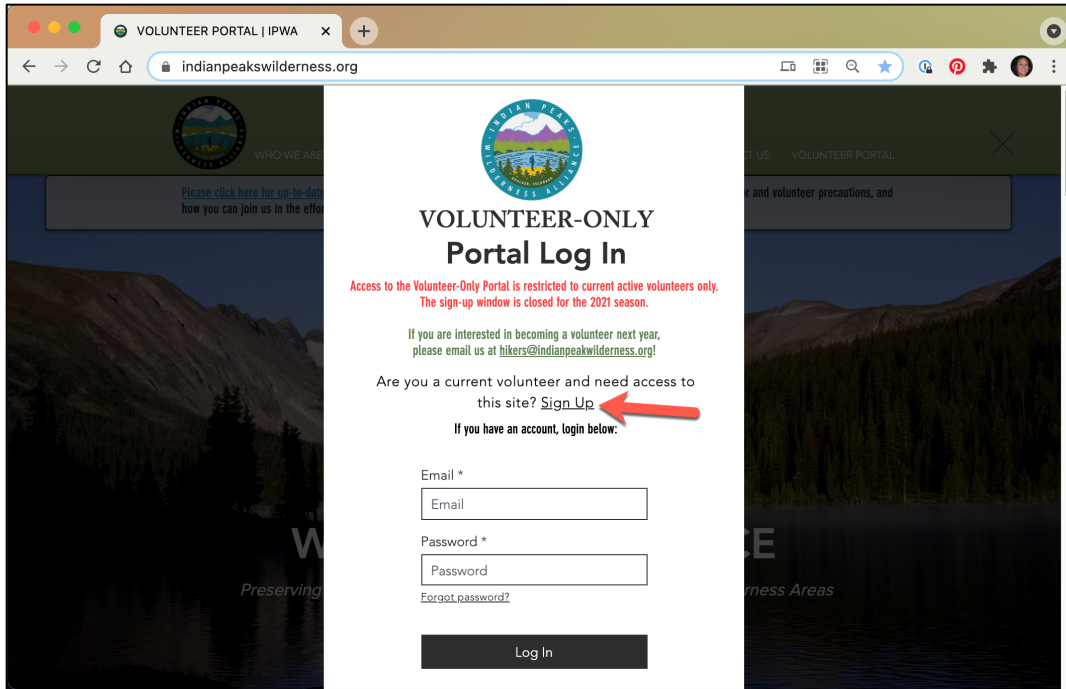
Troubleshooting Tip: If you are having trouble accessing our website or the tables are not loading, please **update your browser**, see instructions here: <https://browser-update.org/update-browser.html>, then close all open tabs/windows and **clear your browser's history/cache and cookies**, see instructions here: <https://clear-my-cache.com/>.

Volunteer Portal Sign-Up and Login Instructions

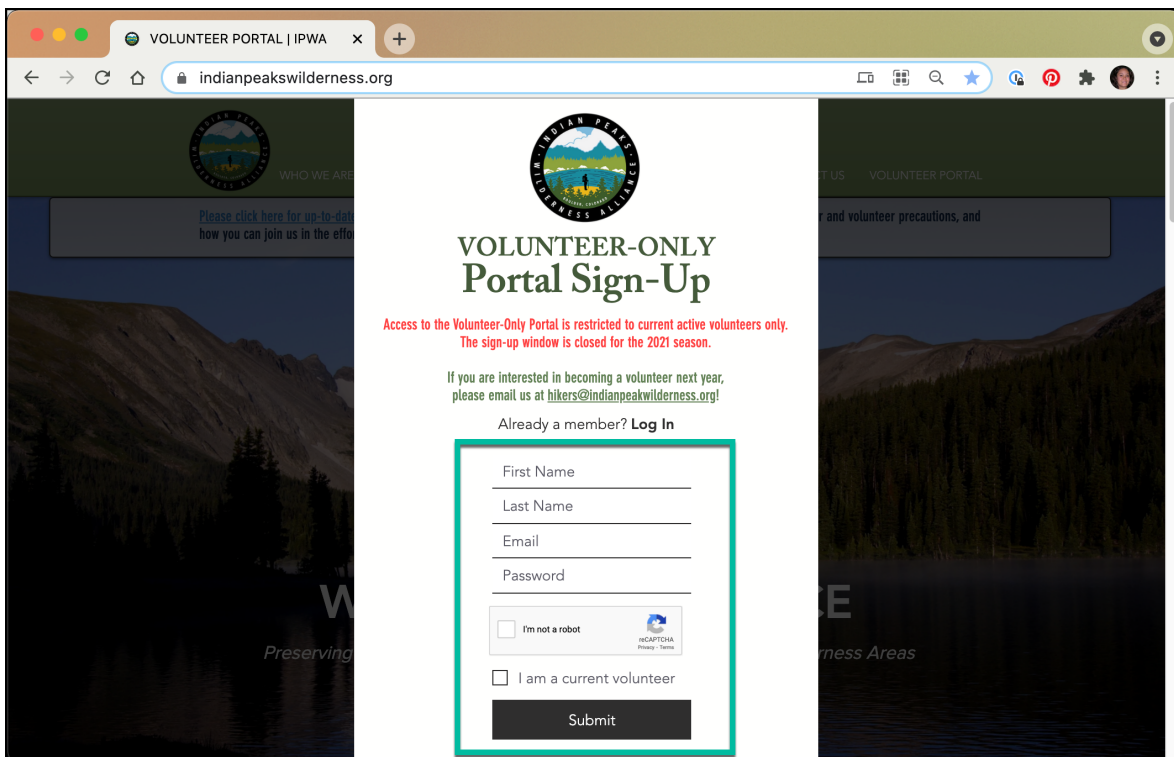
1. Go to the IPWA Website (<https://www.indianpeakswilderness.org>) and select the ‘**Volunteer Portal**’ link in the upper right.



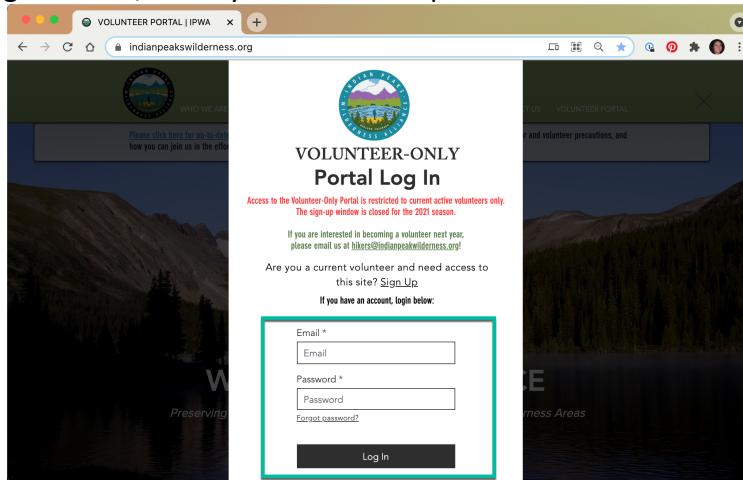
2. The Log In page opens. If you do not have a login, select the 'Sign Up' link.



3. Fill out the sign-up form by entering your first and last name, your primary email address, and password. Then check the "I'm not a robot" box and check "I am a current volunteer" before clicking "Submit".



- Your account will need to be approved by an administrator before you can login. Check your email for a confirmation message.
- From the login screen, enter your email and password and click the 'Log In' button.



- The Volunteer Portal home page opens. On this page you will see buttons to 'View Schedule', 'Schedule Winter/Summer Patrol', and 'View All Reports'. On this page, you'll also see the current season dates, important announcements, 'Know Before You Go' tips and upcoming events.

Note: Only winter patrollers will have access to the "Schedule Winter Patrol" button. When the summer season starts, the button will change to "Schedule a Summer Patrol" and all summer patrollers will have access.

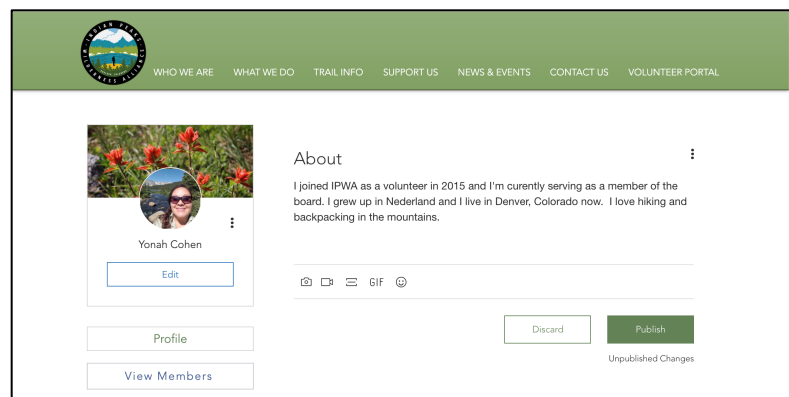


Edit Your Profile and View Members

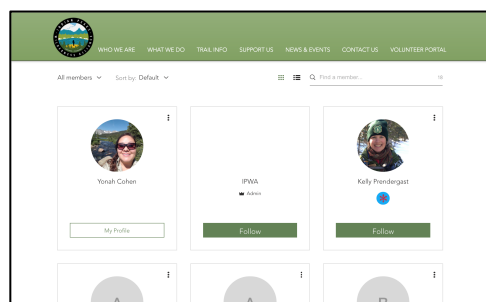
1. From the Volunteer Portal home page, click on the grey bar with your name to view a menu with options to go to your profile or log out. To view/edit your profile or see other members, click "Profile".



2. Your profile page is only visible to other volunteers.
 - Optional: Update your name and add a photo by clicking 'Edit' in the box in the upper left.
 - Optional: Update the 'About' section to introduce yourself.
 - Note: Badges are small icons on your online profile page that display digital credentials and awards.



3. To view other members, select 'View Members' in the profile box on the left.
4. The members page opens, displaying all of the volunteer profiles. Note: The 'Follow' button does not do much (this is a feature for websites that have multiple blog writers that members would like to follow).
 - To view a specific volunteer's profile, click on the circle with their first initial or photo.



- Note the "join date" is the date you signed up for the new portal (not your volunteer start date).

View All Scheduled Patrols

1. From the Volunteer Portal home page, select the 'View Schedule' button to see all scheduled patrols entered by volunteers.

TIP: Review the schedule below before you schedule your own hike. Please help us maximize trail coverage by picking a unique date/start time/route that does not have someone else already patrolling (for example if another volunteer is starting at 7am on the Mitchell Lake Trail, you could pick a different route or choose a different start time).



2. The 'View Schedule' page opens displaying all scheduled patrols in the table (each line is a separate patrol).
 - a. You can scroll to the right to see more information or click the "View Larger" button to open another tab with a larger view.
 - b. Click on a line in the list and select the blue 'View' button that pops up to see more details about a particular scheduled patrol.
 - c. You can search the list, use the filter option or the calendar option to narrow down the list.

IPWA Volunteer Portal -View Scheduled Patrols

Review the schedule below before you schedule a patrol hike. Please help us maximize trail coverage by picking a unique date/start time/route that does not have someone else already patrolling (for example if another volunteer is starting at 7am on the Waldrop Trail from the Brainard Winter Gate, you could pick a different route or choose a different start time).

Current Season: Winter Patrol Season (November 20th 2021 - June 3rd 2022) [PORTAL HOME >](#)

TIP: To see the full schedule, click "View Larger" and hover over any field to see more. You can also hover over the date for a particular scheduled hike (each line is a separate hike), then click "View" to see a pop-up window with all of the details.
If the form below does not load, click here: <https://www.jotform.com/tables/213066399081156>

Winter 2021-2022 IPWA Patrol Schedule [View Larger](#)

Search Filter

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date	Start Time	Trailhead	Destination	Name		Re
1	May 3, 2022	9:00 AM	Camp Dick (Middle St. Vra...	Middle St Vrain Bridge	Bob Lindsay		May 3
2	May 1, 2022	10:30 AM	Winter Gateway TH	Brainard Lake	Lincoln Gup		May 1,
3	Apr 29, 2022	9:30 AM	Winter Gateway TH	Mitchell Lake	Danny Dawidowski		Apr 25

Schedule a Patrol Hike

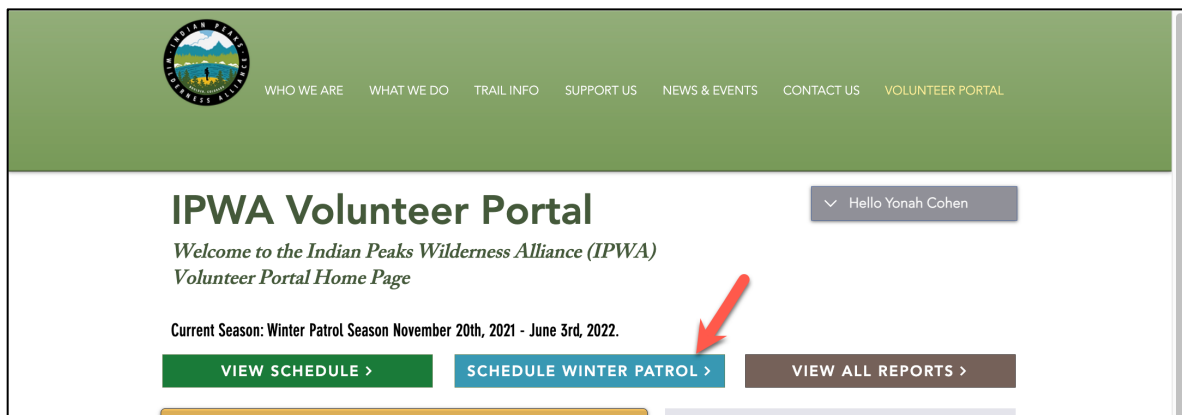
Scheduling Tips:

- Please review the schedule prior to scheduling a patrol to ensure maximum coverage.
- New volunteers: you must complete two mentored hikes before going out on your own or with others who are not your mentor.
- If multiple IPWA volunteers are patrolling together, only one person should schedule the patrol and enter the report. The person who scheduled the patrol will also need to complete the report. All members will be credited with the patrol.
- Volunteers must patrol the official USFS trailheads and destinations for the IPW/JPW (listed on the patrol scheduling and reporting forms). Note that guidebooks and apps like AllTrails may list other locations as trails or climbs, but they should not be a part of a patrol hike.
- Volunteer may opt to do day hike patrols or overnight/multi-night backpacking patrols (keep in mind that patrolling duties are restricted to daylight hours only, so after hours you'll be 'off the clock').
- The volunteer who schedules the patrol will receive a copy via email with a link to edit the scheduled patrol. Note that volunteers cannot delete their own scheduled patrols, so if you need an admin to delete the patrol, please send an email to hikers@indianpeakswilderness.org.
- The volunteer who schedules the patrol will receive an email with a link to fill out the patrol report on the return date entered while scheduling the patrol.

Patrol Area (select a starting trailhead and the furthest destination):

The schedule form has a box to enter a different returning trailhead and additional route information/destinations.

1. From the Volunteer Portal home page, select the 'Schedule Patrol' button. Note: This button will change to display 'Schedule Winter Patrol' or 'Schedule Summer Patrol' depending on the current season. Only active volunteers for the current season will have access to the form.



2. The form opens in another tab of your browser. Fill out the form:

Step 1: Date and Time

- Date of Patrol Hike and Return Date
- Start and End Time

Step 2: Trail Location

- Wilderness Area
- Starting Trailhead (and trailhead for return if different)
- Furthest Destination
- Optional: additional route information

Step 3: Who is Hiking

- Full Name
- Email Address
- Who is hiking with you (solo, non-IPWA friend/family, other IPWA volunteers, looking for hiking partner?)
- If looking for hiking partner, provide contact info and partner preferences

Step 4: Car Info

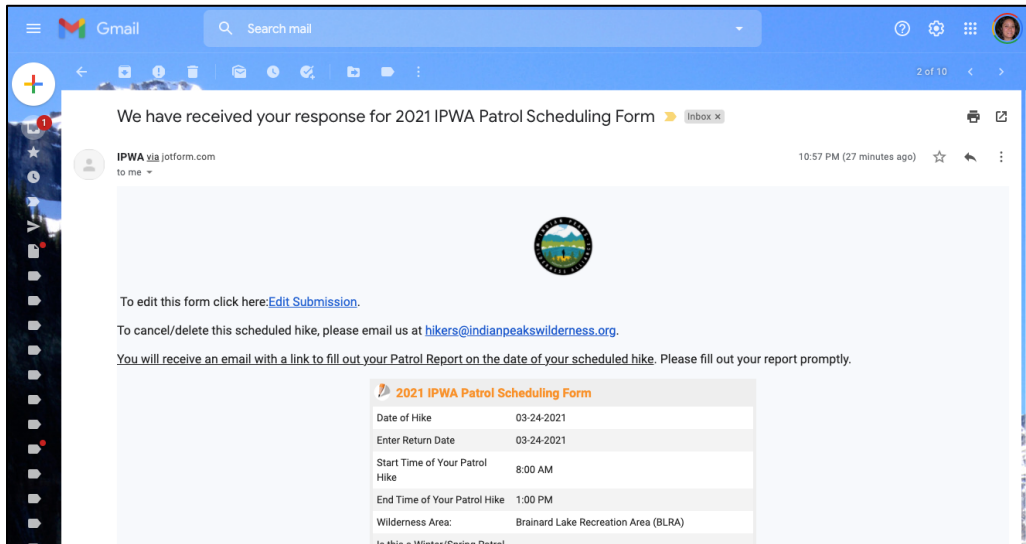
- Transportation Method (driving to trailhead parking, driving to Hessie Shuttle, Not driving (bus, Uber, drop off/pick up)
- If driving: License Plate Number, Car Make & Model, Car Color

The screenshot shows a web form titled "Schedule a Patrol Hike" for the "SUMMER 2022 SEASON (June 5 - September 30)". The form is set against a light blue background with the Indian Peaks Wilderness Alliance logo at the top center. The instructions state: "Complete this form to schedule a patrol hike as a U.S. Forest Service Volunteer for the Indian Peaks Wilderness Alliance. Please review the [schedule](#) beforehand and help us maximize trail coverage by picking a unique date/start time/route that does not have someone else already patrolling (for example if another volunteer is starting at 7am on the Mitchell Lake Trail, you could pick a different route or choose a different start time). If you are planning on going to the Brainard Lake Recreation Area (BLRA), please review the schedule to ensure that one of the 3 parking spots for volunteers is available. If multiple IPWA volunteers are hiking together, the person who schedules the patrol hike will need to complete the report. All members will be credited with the patrol. **NOTE: The volunteer that schedules a patrol hike is also responsible for completing the corresponding patrol report.**"

The "Step 1: Date and Time" section is visible, featuring a label "Date of Patrol Hike *" and a date input field with the placeholder "MM-DD-YYYY" and a calendar icon. Below the input field, the word "Date" is written in small text.

3. Click "Submit" at the bottom.

- After submitting your scheduled patrol, it will display on the “Schedule” list. You will receive an email with a copy and a link to edit the scheduled patrol, if needed. Volunteers cannot delete their own scheduled patrols, so if you need an admin to delete the patrol, please send an email to hikers@indianpeakswilderness.org.



Complete Your Patrol Report

Reporting Tips:

- If multiple IPWA volunteers are patrolling together, only one person should schedule the patrol and enter the report. The person who scheduled the patrol will also need to complete the report. All members will be credited with the patrol.
 - The volunteer who schedules the patrol will receive an email with a link to fill out the patrol report on the return date entered while scheduling the patrol. If you do not receive the report via email, please contact us at hikers@indianpeakswilderness.org.
 - Please submit your report on the day you return from your patrol!
- You will receive an email with a link to complete your patrol report on the return date for the hike that you entered on the scheduling form. Please complete your trip report on the same day that you return from your patrol! Click on the link to “Fill out Patrol Report”.



- The report opens with some information copied from your scheduling form. Fill out the report (see the handbook for information on the information in the report).



Volunteer Patrol Report

Complete this form to report on your patrol hike. NOTE: Please submit your report on the day of your hike.

Winter/Spring Patrols Only: If a report is not submitted on the day of your hike (or return day for an overnight trip), emergency protocols will be started that evening.

If multiple IPWA volunteers are hiking together, the person who scheduled the hike will need to complete the report. All members will be credited with the hike.

Step 1: Critical Patrol Information for USFS

Report Importance (pick one) *

All Okay

- After clicking “submit” at the bottom of the form, the public trail conditions report will open. Select “submit” at the bottom.

PART 2: Review Public Trail Conditions Report

This form auto-populates from the Volunteer Patrol Report.
Please review the information below, then click “Submit”.

Date of Hike *

Date

Trailhead *

Destination(s) *

Trail Condition *
 Dry
 Mostly dry
 Wet and muddy
 Snow packed with bare patches/rocks exposed
 Fully snow covered and deep in places - traction device (snowshoes, skis, microspikes) recommended

Additional Trail Info

- You will receive an email with a copy and a link to edit the report, if needed. If you accidentally enter a duplicate report, please contact hikers@indianpeakswilderness.org.

View All Reports

1. From the Volunteer Portal home page, select the 'View All Reports' button to see all reports entered by volunteers during the current season.



2. The 'View All Reports' page opens displaying all reports in the table (each line is a separate report).
 - a. You can scroll to the right to see more information or click "View Larger" to open another tab with a larger view.
 - b. Click on a line in the list and select the blue 'View' button that pops up to see more details about a particular report.
 - c. You can search the list, use the filter option or the calendar option to narrow down the list.

