

REGISTER AS AN ODFW VOLUNTEER USER GUIDE



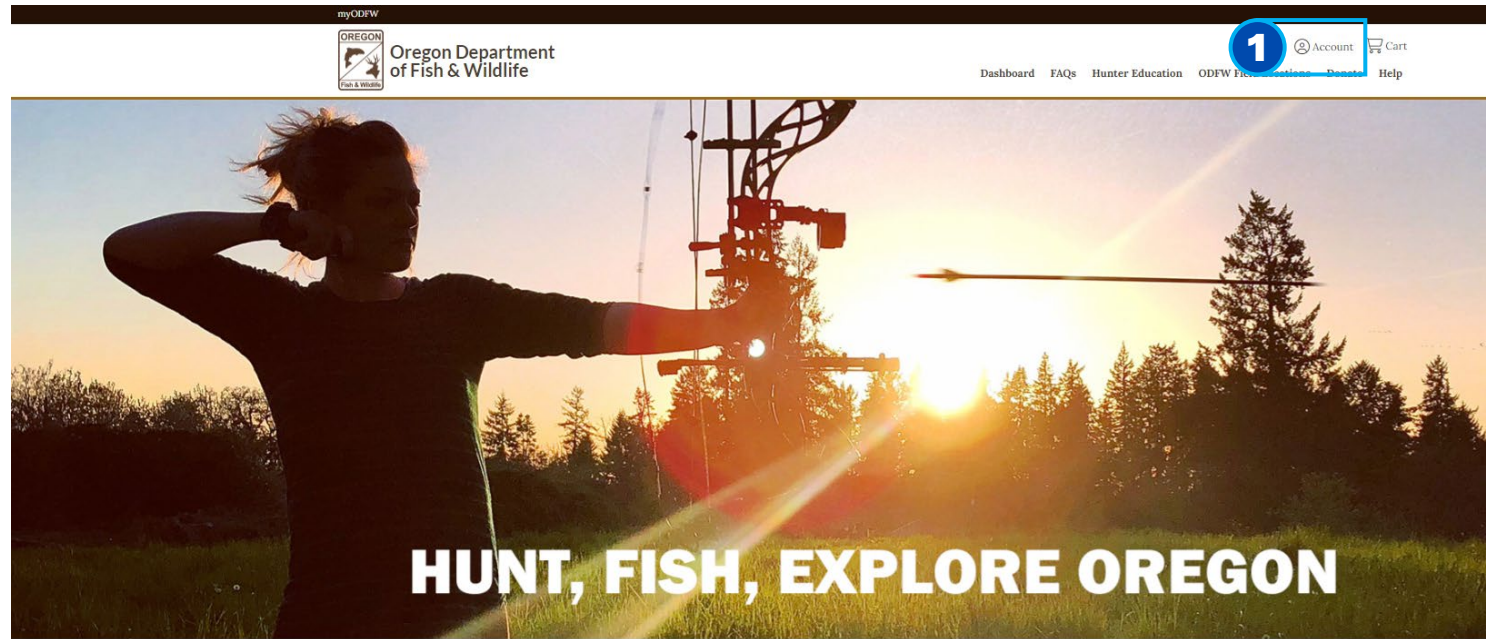
v 7.2024

VSD REGISTRATION

- 1 Login to your account
- 2 On the homepage, under **Select an Activity**, click on **Volunteer** to see open opportunities.
- 3 Find the opportunity of interest and click on the card to review full details and to register.

did you know?

Opportunities on the homepage are displayed in carousels organized by category. Each carousel displays all open opportunities for that category making it easier for users to locate the opportunity they are interested in.



SELECT AN ACTIVITY

WORKSHOPS & EVENTS VOLUNTEER 2 Select one or more..

INTERESTS Select one or more..

CLASSIFICATIONS Select one or more..

DATE RANGE All Dates

LOCATION Select One... City or Zip Code

KEYWORD SEARCH Search

3 Teach

Hunter Education Junior Instructor
🔗 (1) Opportunities

Shooting Sports Instructor
🔗 (1) Opportunities

Hunter Education Instructor Apprentice
🔗 (1) Opportunities

Angler Edu
🔗 (1) Opport

VSD REGISTRATION (CONTINUED)

- 4** To register, click **Register for this volunteer position**.
- This starts your application. It will remain in progress until all registration requirements are complete and you have checked out.

Volunteer Registration

← Back to Volunteer Opportunities Print

Hunter Education Instructor Apprentice Registration

As a Hunter Education Instructor Apprentice, you will assist in promoting a culture of safety, responsibility, and ethical hunting behavior among hunters in Oregon, all while gaining valuable experience and training in Hunter Education instruction. In this role, you will work with other Hunter Education Instructors, learning the intricacies of the program and honing your educational skills. Assist in conducting Hunter Education classes, field days, and practical exercises under the guidance of instructors, learn to administer and grade student exams to assess their understanding of safety protocols and hunting ethics, assist with event logistics such as registration, attendee check-in, equipment setup, and teardown, and shadow experienced instructors to observe teaching techniques, classroom management strategies, and effective communication with students. Your dedication to Hunter Education will play a vital role in preserving our natural heritage and ensuring the sustainability of hunting traditions for future generations.

- Throughout the apprenticeship, you will have the opportunity to complete additional training modules and workshops to enhance your knowledge and teaching skills. This includes learning about firearm safety, wildlife conservation, hunting regulations, and ethical hunting practices.
- Event Support: help manage registration and check in and conduct event set up and tear down of materials and equipment.
- Driving: Pick up and transport equipment when needed.

4 + Register for this volunteer position

NOTE: User's login session will time out after 30 minutes of no activity. The user will need to log back in, navigate to their **Dashboard** and click **Manage Applications** to resume.

- 5** Complete all required tasks.
To complete a task, click **Action** and follow the prompts for that task.

R3 - Shooting Sports

Shooting Sports Instructor - Registration in Progress

Volunteer Opportunity Actions Instructions

5 Action(s) Required
Check actions below to fix

▼ Registration Requirements - Action(s) Required

Action Required
Form A -Volunteers Who Drive
Form A -Volunteers Who Drive

Action Required
Volunteer Code of Conduct
Volunteer Code of Conduct

Form A -Volunteers Who Drive - Action Required

Form A -Volunteers Who Drive

Click a Link ⊘

Description
Form A -Volunteers who Drive

Attestation ⊘

Description
I have read & understood the Conditions of Volunteer Service & understand how it applies to my volunteer activities for ODFW.

Close

VSD REGISTRATION (CONTINUED)

- 6 When all Requirements are complete, click **Submit Registration**
- 7 Complete the **Checkout**
- 8 View and agree to the **Terms and Conditions**
- 9 Click **Complete Transaction**



did you know?

At any time, you can view the status of your volunteer application in your **Dashboard**.

Learn More

[VSD APPLICATION STATUS DEFINITIONS](#)

The screenshot displays the registration process for a Hunter Education Instructor Apprentice. It is divided into three main sections: Registration Progress, Checkout, and Terms and Conditions.

- Registration Progress:** Shows the user's name (Sara Graham), DOB (01/01/2000), and the opportunity name. A status message indicates "All requirements completed for this opportunity Ready to be submitted". A "Submit Registration" button is highlighted with a blue circle and the number 6.
- Checkout:** Shows the user's profile information and a "Grand Total" of 0.00. A "Checkout" button is highlighted with a blue circle and the number 7.
- Terms and Conditions:** Shows a checkbox for "I agree to the terms and conditions" which is checked. A "Complete Transaction" button is highlighted with a blue circle and the number 9.

Other visible elements include a "Withdraw from this Volunteer Opportunity" button, a "Continue Shopping" link, and a "Keep Shopping" button.

VSD REGISTRATION

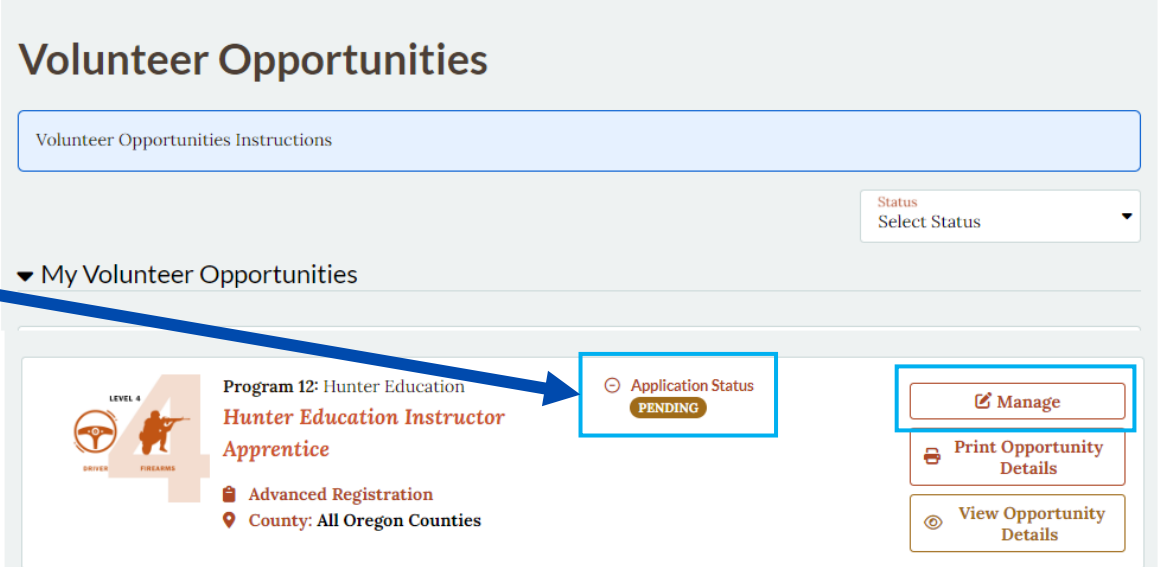
(CONTINUED)

Manage and view your VSD application in the **Volunteer Applications** page.

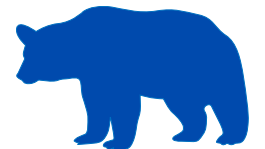
A **Preliminary** status indicates that your application is awaiting SVP review, and you can now create and submit events for the selected Volunteer Program.

A **Pending** status indicates there is one or more outstanding Screening Requirements for you to complete.

The SVP will begin screening once all related forms are submitted. (CHC and Drivers Certification).



The screenshot displays the 'Volunteer Opportunities' interface. At the top, there is a header 'Volunteer Opportunities' and a search bar containing 'Volunteer Opportunities Instructions'. A 'Status' dropdown menu is set to 'Select Status'. Below this is a section titled 'My Volunteer Opportunities'. A blue arrow points from the text 'A Pending status indicates...' to a specific application card. The card features a 'LEVEL 4' icon with 'DRIVER' and 'FIREARMS' sub-headers. The application title is 'Program 12: Hunter Education Hunter Education Instructor Apprentice'. It includes a status indicator 'Application Status PENDING' and a 'Manage' button. Other buttons for 'Print Opportunity Details' and 'View Opportunity Details' are also visible. The application details list 'Advanced Registration' and 'County: All Oregon Counties'.



Volunteer Service Description (VSD) APPLICATION STATUS DEFINITIONS



Registration in Progress

- Your volunteer application has been started. Verify that you have completed all [registration requirements](#) and [checked out](#) to complete registration.

Pending

- One or more screening requirements are still needed. Review and ensure all paperwork (Criminal History Check Form or Drivers Certification) has been sent to ODFW. Screening will begin once the paperwork is received.

Preliminary

- For opportunities requiring an FBI fingerprint-based background check. Initial registration is completed. ODFW is awaiting the results of onboarding requirements and background checks. During this phase, you may register for events.

Active

- All onboarding requirements are completed. You are now an active volunteer and may register to volunteer for events.

Active - Action Required

- One or more renewal or post-registration requirements need completion within the grace period (typically 90 days). You may still register to volunteer for events during this time.

Inactive

- You are unable to volunteer for this VSD and cannot register to volunteer for events in this VSD. Any existing volunteer event registrations will be removed.

Inactive - Action Required

- One or more post-registration or renewal requirements have exceeded the grace period and are now overdue. You are unable to register for volunteer events until these requirements are completed. Existing volunteer event registrations are not impacted.

Why don't I see my volunteer application?


- If you have requested to be withdrawn from your VSD or held an Inactive status for 12 months, your application will no longer appear under 'Volunteer Applications' within in VEM. You may re-register for the VSD if it is open.

ACCOUNT-RELATED USER GUIDES

CREATE A VEM SYSTEM ACCOUNT

Statewide
Create a VEM System account
June 21, 2024

ODFW's Volunteer and Event Management (VEM) System makes it easier to find and register for volunteer and educational opportunities.



You'll want a VEM Account to take online Hunter and Bowhunter Education course and to become an ODFW Volunteer. Later this year, you'll be able to use your VEM account to register and pay for ODFW's workshops and events.

- + [Create an account, 12 and younger](#)
- + [Create an account, 13 and older](#)
- + [Become an Account Leader and manage relationships](#)
- + [Create a Member Account, 12 and younger](#)
- + [Create a Member Account, 13 and older](#)

See our [FAQs](#) for troubleshooting, help desk support and answers to common questions.

ACCESS YOUR MIGRATED ACCOUNT

USER GUIDE
ACCESS YOUR MIGRATED ACCOUNT

 v5.2024

Customer Support

VEM System Support

Monday – Friday

7am – 6pm PST

(except Federal holidays)

855-686-1055

odfw-help@payitgov.com

Customer Support Services are offered in English and Spanish



Volunteer Application Support

ODFW Volunteer Service Program

ODFW.VolunteerProgram@odfw.oregon.gov