

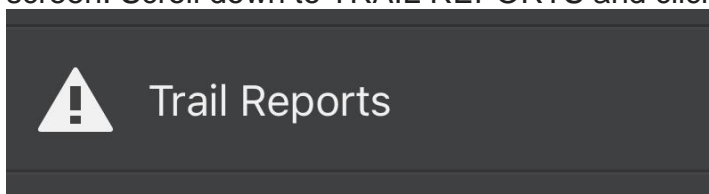


## Log Your Trail Work using the Trailforks app

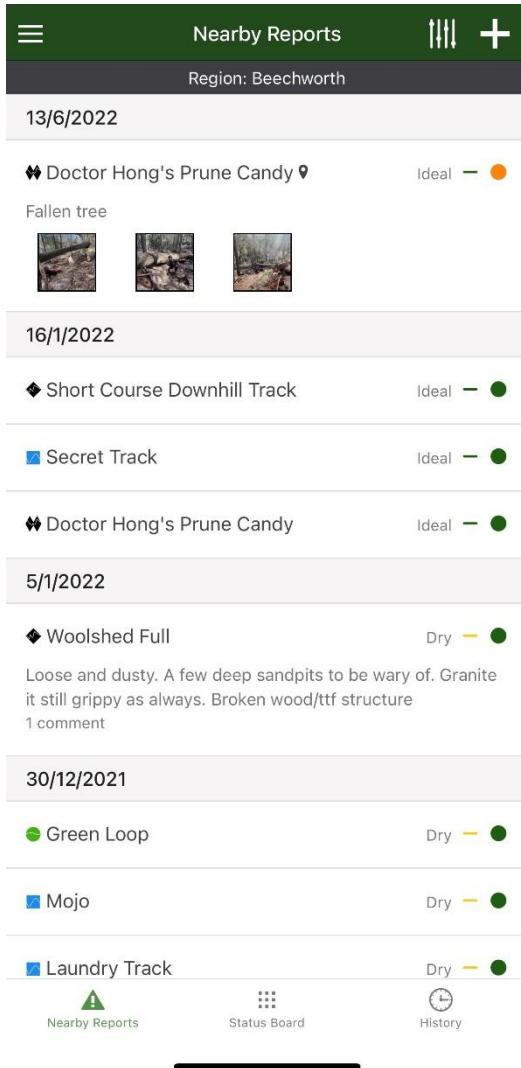
1. Open or download the TRAILFORKS app from the app store on your device



2. Create a TRAILFORKS account if you haven't already. Click on the 3 horizontal lines at the top left of the screen and scroll down to ACCOUNT to set up a TRAILFORKS account. Log into your account.
3. Once logged in, click on the 3 horizontal bars again at the top left of the screen. Scroll down to TRAIL REPORTS and click on this.



4. The screen should now look something like this...



5. Click on the plus + symbol at the top right corner of the screen. You should now see a form like this...

Write Report Submit

Trail >

Status ● All Clear >

Condition — Dry >

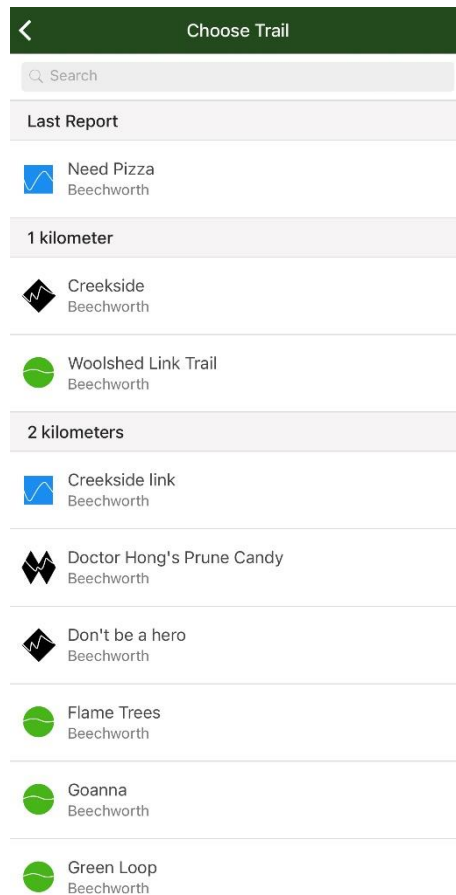
Description >

Work Report No >

Save Current GPS Location

[Clear Form](#)

- 
6. Now click on the TRAIL option at the top of screen. You should now have a CHOOSE TRAIL option. Use the SEARCH bar to find the name of the trail that you wish to submit trail work on or it may be visible below. Select the name of the Trail to submit hours.



- Complete each section of your Trail Report including **Trail** (name...submit a report for every individual trail worked on), **Status** (ie- All Clear, Minor Issue, Significant Issue, Closed or Major Issue), **Condition** (ie- Unknown, Wet or Very Dry for example), **Description** (please describe the work that was done and any other issues or work that still needs to be completed. If you can, estimate tools and man hours for recommended work), **Work Report** (be sure to include Volunteer Hours AND the number of Volunteers), **Photo/s** (click on the camera symbol to *Take Photo* or *Choose Photo* from your device/phone of before and after work done if possible), **Save Current GPS Location** (tick this green when submitting the Trail Report from the actual physical location where the work has been carried out).

8. Once this is complete don't forget to click **SUBMIT** which is at the top right of the screen.

Write Report Submit

Trail Need Pizza

Status All Clear

Condition Dry

Description

Work Report 1 hour, 2 people

Save Current GPS Location

Last Report

● — Ideal on January 31, 2021, 10:53 AM

## Tips for logging your hours:

**Trail** – Find trails by searching by trail name in the Search box in the top right corner of the site, ie “Need Pizza”.

**Status** – Choose the Status that best describes the trail when your trail work is done.

- Clear / Green = No issues. Trail needs no maintenance and is in solid rideable condition (e.g., no mud, doesn't need trimmed, no erosion damage, etc.)
- Minor Issue / Yellow = Minor mud spots, drain needs cleared, minor erosion damage, tree down and not rideable /doesn't flow well or presents a hazard.
- Significant Issue / Amber = See yellow but more significant and clearly presents a safety hazard or lack of attention may cause further damage to the trail.
- Closed / Red = Reasons for closings include road or trail construction/maintenance.

**Condition** – Select the Condition that best describes the trail when your trail work is done.

**Description** – Please describe the work that was done and any other issues or work that still needs to be completed. If you can, estimate tools and man hours for recommended work.

**Work Report** – When entering the number of hours working, include time leaving from the BCG shed, going to the workplace, completing the work and returning to the shed. You do NOT have to multiply the hours by number of volunteers, the system will automatically do that.

**Attendance** – If there were 2 people involved type in 2 in the Volunteer Attendance box.

**Photos** – Adding photos is always encouraged and can only be done using the app or Trailforks website.