


HOW TO COMPLETE VHP LOG – USING NEW VHP LOG TEMPLATE

- 1) First begin by Creating a Folder in your **(C:) Drive/My Documents** or on your **Desktop**
 - a. Example: **VHP Logs 2012** (Make a new folder for each year)
- 2) Go to www.cthorsecouncil.org
- 3) Select **VHP Form Template link** located in **VHP page** on web site
- 4) Open VHP Log Template - **Save copy** to your new folder
 - a. Note: Save template to make it easy to locate;
Save As: **VHP Log Template** in the folder you created in the beginning of these instructions or on your **Desktop**, whatever makes it easier for you to remember where it is
- 5) Open Template to begin:
 - a. Type your Name in **Riders Name** section
 - b. Select each Pull Down Menu to pick appropriate areas
 - c. Select **Quarter, Park or Forest, Land Trust Other Land Management, DEEP Area Supervisor List and Area & VHP Coordinator**
- 6) Pull each menu down, scroll through to located area you rode
 - a. **This may take a little time to get comfortable with, please be patient until you get to know each menu**
- 7) Using Page Arrows in top Ribbon  lets go to **Page Two** –
 - a. Begin by selecting **Calendar** pull down menu, select **Date**
- 8) To get to next cell use **Tab Key** – enter **Time** example: 3:30 or 2:00 etc...
- 9) Tab to next cell – enter **Patrol Hours**, example: number 4
- 10) Tab to next cell – enter **Maintenance** hours, example 1.5
- 11) Continue to **each stats cell** – enter hours or 0 (zero's) in each category listed
- 12) Enter as many dates and stats for same Park or Forest on one form
 - a. Remember Use **Only One Form per Park or Forest**
- 13) Now let's save your stats even though we're not done yet. It's good practice to save documents while you're working on them.
Your logs should be named and saved with **no** spaces in between. Use a dash (-) between words, leaving no spaces in-between.

Start with the quarter, followed by the year, park, forest or other land management area, and then your full name. For example:


1st-Qtr-12-(Name of Park, forest or Land management area)-Full Name

Examples: 1st-Qtr-12-Larkin-Bridle-Trail-Jane-Smith

1st-Qtr-12-Natchaug-SF-Jane-Smith


2nd-Qtr-12-Chatfield-Hollow-SP-Jane-Smith

2nd-Qtr-12-Pomfret-Private-Lands-Jane-Smith

14) Using Page Arrows in top Ribbon  let's move to **page 3** to enter **date, time and comments** of each ride by date you entered stats on page 2

15) **In Comments;** type – **example:** Trail start Riggs St, 4 Equus & riders, 3 VHP, Judy B, Meg S, Daisy G took stats, 1 guest. Provided general info to 2 walkers. Several tree limbs were trimmed and move to side of trail, etc.....

a. Continue to add date, time and comments, matching stats included on page 2

16) **Almost done,** if done with comments, Using Page Arrows in Top Ribbon  go to **Page 4,** type your **Full Name,** Select **Date** according to end of that quarter

a. **example:** if 1st Quarter, then Select March 31, 2012, do this for each end of quarter

17) If you haven't saved your log yet, as recommended earlier, **lets save it now** to your new VHP Logs 2012 folder - **Save AS:** example: **2012_1stQtr_JSmith_ParkorForestName**

18) At end of quarter; we can now send to **Area Coordinators and VHP Supervisor(s)**

a. Open **your email account**

b. Select **Compose New Email** – should look like this 

c. Select **recipients email address** you'll be sending your logs to

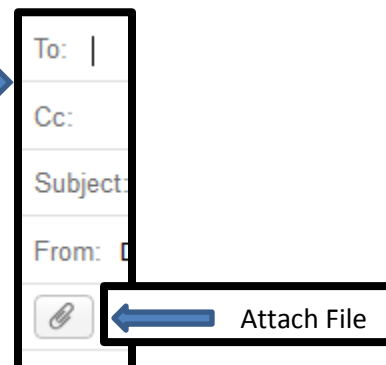
d. Select **Attach** button, **Browse your computer for VHP Logs** folder

e. Select **each log** you wish to send by holding down the **"Shift" or "Ctrl" Keys** and selecting each file

f. Select **Insert** – your files will now be attached to email

g. Add **Subject** Line Description

h. In **Email Body,** add a message describing the attachments



i. Select **Send**

19) **Viola – you're done, your VHP log(s) should arrive to each recipient within a few minutes**

20) New innovative changes are sometimes difficult at first, once you get comfortable with using the form, it will become easier to complete. Give a some time to get familiar with form, but remember; I'm available to answer any questions and help make things easier for you.

21) I can be reached at dagmit09@comast.net any time!

Happy Trails, be safe, be happy, ride long and have fun! Daisy Gmitter

TIPS AND TRICKS ON REMEMBERING STATS!

1) Keep your cell phones in front pocket of jackets or pouch such as fanny pack on your person at all times.

2) Provide your riding mates cell phone numbers of close family in case of emergency

3) Carry Aspirin, Water, 1st Aid Kit, Trimming Clippers, Snack Bars, Lead line etc...

4) Use your Smart Phone to:

a. Dictate Text or Voice Memo features called Apps

b. Save text or voice memo to review later and complete your logs

i. Most new smart phones have standard Apps that can be easily used to accomplish this goal

ii. Or you can go to your iTunes account to download Free Apps from a large collection

c. More Tips and Tricks to come.

d. Send me your ideas so I can publish for everyone to see