

## **Instructions for scheduling and reporting Trail Agent rides on the Canyon Lakes Ranger District USFS Volunteer Groups site**

<https://clrdvol.org/>

**To look at Trail Agent Rides that are already scheduled**, click on the following sequence of tabs:

Patrol/List Scheduled Patrols

To join one of the scheduled rides, email the Trail Agent scheduling the ride and ask to join.

On the Scheduled Patrols screen you can click on “Comments” to see the ride details. Click on the “Scheduler Name” link to autofill an email message with the subject line. Fill out your message and click Send.

Messaging – to send an email message to other trail Agents (If you want to join a scheduled patrol listed in the Patrols Requesting Partners, you can email the patrol scheduler)

Member Information/ Show All Members – generates a listing of all Trail Agents and contact information.

Click on the checkbox for all members you want to email, then click on Send Email.

Fill out your email subject and message, then click Send.

### **Scheduling and reporting Trail Agent rides**

First you have to schedule the ride, you can do this before or after your actual outing. Once scheduled, a ride can then be reported.

To schedule a ride, click on the following sequence of tabs:

Patrols/Schedule a Patrol

Type/Trail Maintenance

Trail/Select a Trail

Date/Select the date of the ride

Method/Select method (all methods are available, “Bike Day” is common for trail agents)

Training/None (unless you are involved in a training activity during the ride)

Number of Guests (if friends or family are riding with you and will participate in trail agent activities you can include them as guest)

Member (your name should be filled in if you logged in with your account. You can add other trail agents attending this ride if applicable)

I Need a Partner (check the box if you would like other trail agents to join your ride)

Comment (not needed unless you want, you can add a brief description of your ride plan, like "routine trail maintenance ride" or "plan to focus on cleaning drains")

Save!

The scheduled patrol will show on your Home page under Unreported Patrols (or under Patrols Requesting Partners if you checked the partner box). You can file a report for the patrol by clicking on the "File Report" link under the Schedule header.

There are seven tabs available on the top menu bar for patrol information. Trail Agents just need to fill out three of these: the top section of the "Patrol Info" tab and any work done under the "Trail Clearing" and "Trail Maintenance" tabs.

To fill out these tab sections, click on the following sequence of tabs:

Patrol Info/Fill out Start Time, End Time, Start Mile (usually 0 if starting from trailhead), End Mile and Trail Segments Patrolled (this can be a quick description of your route, like "trailhead to crossing 11". Most of the other fields are auto-filled from the scheduled patrol information.

Trail Agents do not need to fill out the Parking Lot section or the Trail Conditions or Weather section. General Comments section is optional.

Trail Clearing/Trail Clearing Summary/

Trees cleared: Fill in the number of downed trees cleared off the trail by the appropriate trunk diameter at the cut/

Limbing (feet): fill in the linear feet of trail for which you took limbs out of the trail corridor/

Brushing (feet): fill in the linear feet of trail for which you trimmed or removed shrubs from the trail corridor.

If there are trees across the trail that you cannot remove or do not feel comfortable dealing with, you can fill out the "Trees Needing to be Cleared" section, and notify the supervising trail agent.

Trail Maintenance/Trail Work Done

Type/Select type – Drains, Waterbars and Trail Tread (feet) are most common basic maintenance items.

Material/ Optional field, used only if constructing a structure out of a specific material.

Constructed or Repaired/ Enter the number of the Type of trail maintenance constructed or repaired. Cleaning drains or waterbars is considered a repair.

Comments/ Optional field

Trail Segment Maintained to Standard/Enter the start and finish mileage on the trail of the segment that has been maintained to forest service standards. In general, “maintained to standard” means that the trail is SAFE, OPEN (no trees down and no brush or limbs intruding into the trail corridor), AND DRAINED (no standing or running water). If you do not know the specific standards for this trail, leave these fields blank.

If there are other trail maintenance issues that you cannot address or do not feel comfortable dealing with (like major new erosion, water running down the trail or safety issues), you can fill out the “Trail Maintenance Needs” section, and notify the supervising trail agent.