

## Volunteer Guide:

### Using the Volunteer Portal--NeonCRM

Welcome to the Denver Audubon Flock! We're thankful for all the time and effort you've dedicated to supporting our mission. We couldn't do this without you!

We've been using [NeonCRM](#) for public programs including bird banding, field trips, and public events. Starting October 2025, we will also be using Neon to manage volunteer information, post volunteer opportunities, share events, and manage public event registrations. This guide will walk you through everything you need to get started.

This guide includes instructions for using Neon on desktop computers and on your mobile devices.

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- [How to Log Your Volunteer Hours](#)
- [How to Register for Events](#)
- [How to View Upcoming Events](#)

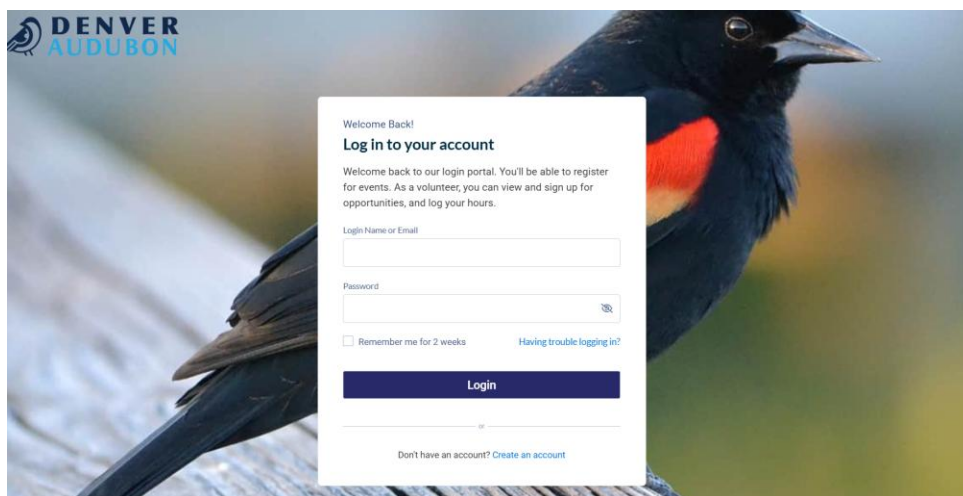
#### How to Login

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- [The Constituent Portal](#) is the volunteer login page. This is a good time to **bookmark this page** in your web browser, so you can find it easily in the future!
- The login page can also be found on the [Volunteer Hub](#) on our website
- If you've signed up for Denver Audubon events before, you may already have an account. You'll use the **same account** in the portal as a volunteer.

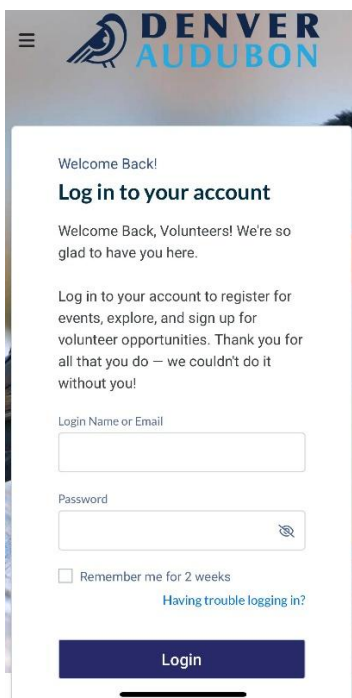
On Desktop,

- Login Name or Email: enter your email address
- Password: Set via the email invitation you received.
- If you didn't get a password, check your spam or contact [Jane Lee](#).



On Mobile,

- Login Name or Email: enter your email address
- Password: Set via the email invitation you received.
- If you didn't get a password, check your spam or contact [Jane Lee](#).



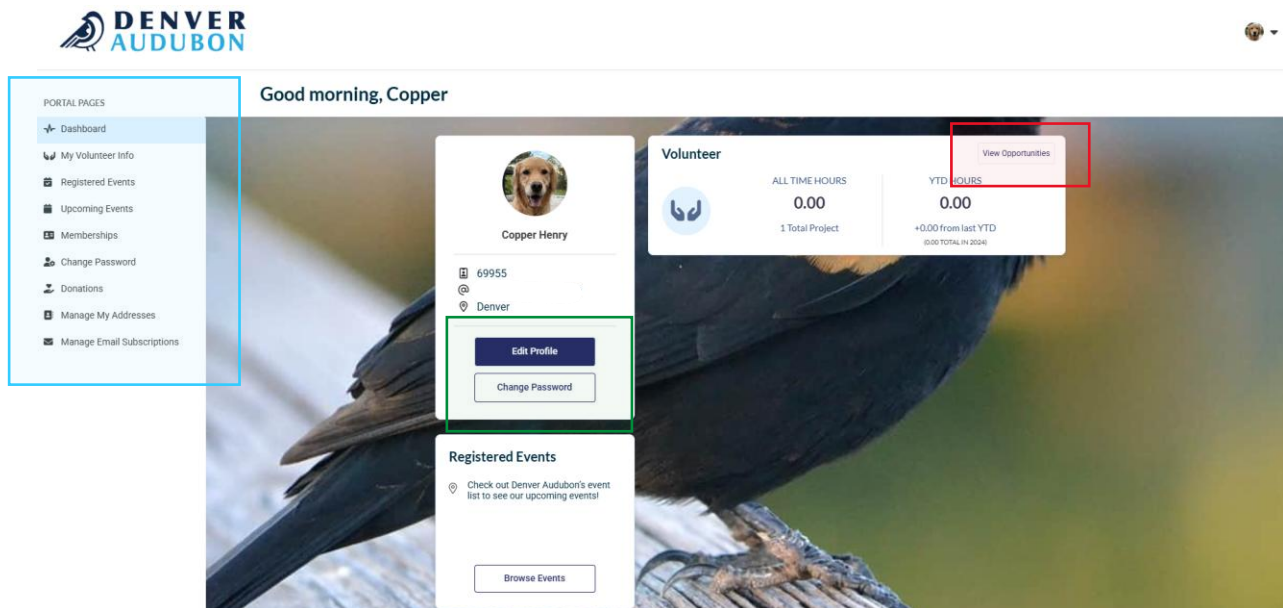
## How to View Your Dashboard

Once you've logged in, you'll see a dashboard.

On Desktop,

To the top left, there are different **portal pages** that allow you to:

- Edit your volunteer info
- See what events you've registered for
- What upcoming events are available
- You may enroll to become a [Friend of Denver Audubon](#)
- Change your password
- Donate
- Manage your mailing address
- Manage your email subscriptions
- In the middle of the screen, you can **edit your profile** and **change your password**.
  - When you edit your profile, you may update your address, phone number, emergency contact, and add your profile picture
- To the top right, you can view opportunities that you've signed up for by clicking the white button **"View Opportunities"**.

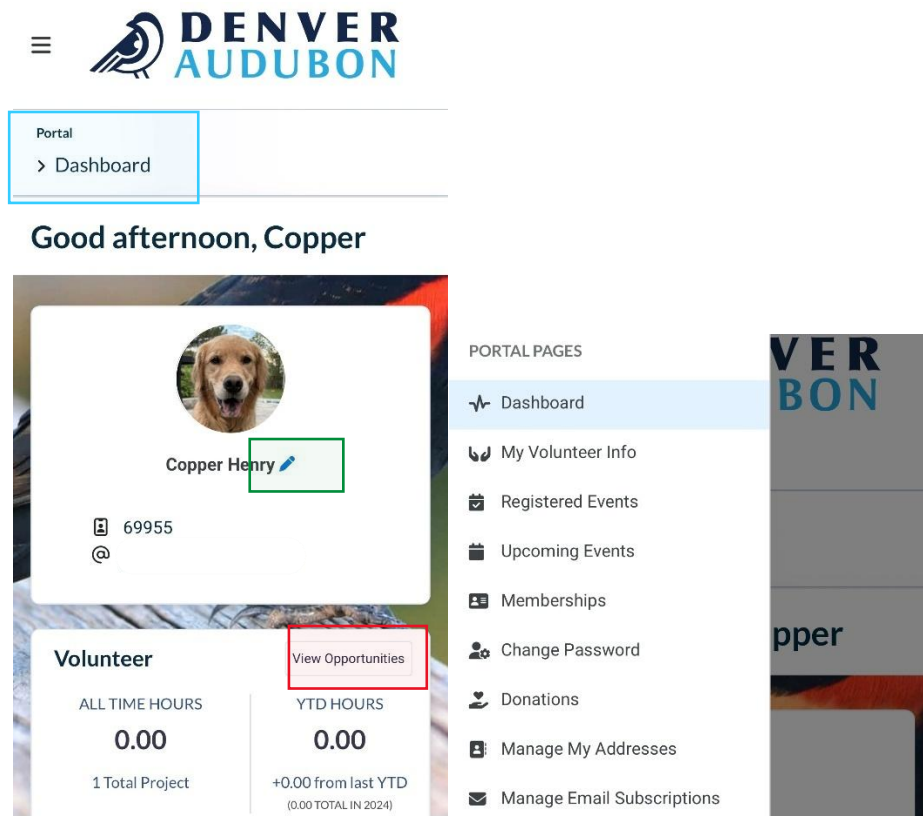


## How to View Your Dashboard

On Mobile,

At the top left, clicking **“Dashboard”** will populate a dropdown menu which will allow you to navigate to different **portal pages**, which then allows you to:

- Edit your volunteer info
- See what events you’ve registered for
- What upcoming events are available
- You may enroll to become a [Friend of Denver Audubon](#)
- Change your password
- Donate
- Manage your mailing address
- Manage your email subscriptions



- In your dashboard, you can **edit your profile** and **change your password (click the blue pen next to your name)**
  - When you edit your profile, you can update your address, phone number, emergency contact, and add your profile picture
- To the bottom right of your screen, you can view opportunities that you’ve signed up for by clicking **“View Opportunities”**.

## How to View My Volunteer Info

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On Desktop,

The **“My Volunteer Info”** portal page allows you to see all the opportunities that you’ve signed up for. It includes the opportunity, date and time.

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*Training is required for almost all programs before volunteers are tagged with specific roles. If you are interested in training for specific opportunities, please email [Jane Lee](#), volunteer coordinator.*

*Current volunteer roles are:*

- Field Trip Leader*
  - Kingery Nature Center Host*
  - Public Programs-Bird Banding Hosts*
  - Native Gardens (training or experience not needed)*
  - School Programs—Bird Banding Stations*
  - Community Outreach*
  - Birders on Bikes*
  - Presentation Steward*
  - Outreach Presenter*
- 

Plus, you can view:

- **“Roles”** refers to all the volunteer opportunities that you’ve received training for.
  - For example, in the screenshot below, this volunteer has received training for Birders on Bikes, Community Outreach, Field Trip Leader, and the KNC Host Program
- **“More Opportunities”** click this to find available volunteer opportunities
- **“Update Profile”** allows you to upload your profile picture. You can also update your: name, mailing address, and email

#### PORTAL PAGES

- Dashboard
- My Volunteer Info
- Registered Events
- Upcoming Events
- Memberships
- Change Password
- Donations
- Manage My Addresses
- Manage Email Subscriptions



### MY VOLUNTEER INFO

[View More Opportunities](#)
[My Time Sheets](#)
[Update Profile](#)

[Roles](#)
[Birders on Bikes](#)
[Community Outreach](#)
[Field Trip Leader](#)
[KNC Host](#)

#### Opportunity Applications



Category: All
Status: All

 <b>Neon: In-person Training</b> Sep 25	0.00 Hours	— Expenses	— Mileage	ASSIGNED Add Time Sheet
 <b>TEST: Native Gardens Ambassador</b> Sep 19 8:30 AM - 11:30 AM MT	3.00 Hours	— Expenses	0.00 Mileage	ASSIGNED View Time Sheet


- In the screenshot below, you can also view the opportunities that you've signed up for under **"opportunity applications"**.
- If you want to find specific opportunities that you've signed up for, you can filter by **"category"** or **"status"**

### Opportunity Applications

Category: All
Status: All

 <b>Native Gardens Ambassador</b> Sep 19 8:30 AM - 11:30 AM MT	3.00 Hours	— Expenses	0.00 Mileage	ASSIGNED View Time Sheet
 <b>Kingery Nature Center Host Program</b> 8-12 - Jul 26 8:00 AM - 12:00 PM MT	0.00 Hours	— Expenses	0.00 Mileage	ASSIGNED Add Time Sheet

If you click the drop-down menu on the right, more details about the shift will pop-down


**Kingery Nature Center Host Program**  
8-12 - Jul 26 8:00 AM - 12:00 PM MT

0.00  
Hours
—  
Expenses
0.00  
Mileage

ASSIGNED
Add Time Sheet

...

**Date**  
Jul 26 - Jul 26

**Category**  
Community Outreach

**Location**  
Denver Audubon Kingery Nature Center  
11280 Waterton Rd  
Littleton, CO 80125  
Douglas  
County

**Description**  
**Be a Denver Audubon ambassador while spending time outside**

This program is a great way for volunteers to interact with the public and share Denver Audubon's mission and upcoming events, as well as providing valuable information about the trails and nature at the KNC!

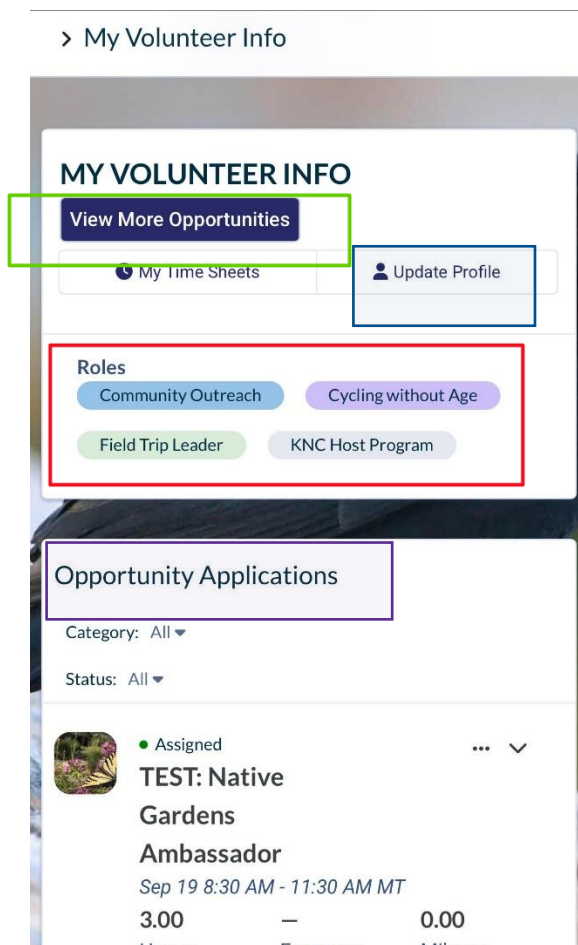
6

On Mobile,

- The **“My Volunteer Info”** portal page allows you to see all the opportunities that you’ve signed up for under **“opportunity applications”**. It includes the opportunity, date and time.

Plus, you can view:

- **“Roles”** refers to all the volunteer opportunities that you’ve received training for.
  - For example, in the screenshot below, this volunteer has received training for Community Outreach, Field Trip Leader, KNC Host Program, and Cycling without Age (aka Birders on Bikes Program).
- **“View More Opportunities”** click this to find available volunteer opportunities
- **“Update Profile”** allows you to upload your profile picture. You can also update your: name, mailing address, and email





- In the screenshot to the left, if you want to find specific opportunities that you've signed up for, you can filter by **"category"** or **"status"**.
- On the right screenshot, if you click the drop-down menu on the right, more details about the shift will pop-down

### MY VOLUNTEER INFO

[View More Opportunities](#)

[My Time Sheets](#)
[Update Profile](#)

**Roles**


[Birders on Bikes](#)
[Community Outreach](#)

[Field Trip Leader](#)
[KNC Host](#)

### Opportunity Applications

Category: All ▼

Status: All ▼



Assigned

**Neon: In-person Training**


Sep 25

**0.00**

HoursExpensesMileage

[Add Time Sheet](#)

...




Assigned

**TEST: Native Gardens Ambassador**

Sep 19 8:30 AM - 11:30 AM MT

...



Assigned

**TEST: Native Gardens Ambassador**

Sep 19 8:30 AM - 11:30 AM MT

**3.00** — **0.00**

HoursExpensesMileage

[View Time Sheet](#)

...

**Date**

Sep 19 - Sep 19

**Category**

Native Gardens

**Location**

Denver Audubon Kingery Nature Center

**Description**

**No experience or training needed—just come as you are and join the fun!**

Join us in caring for Denver Audubon's beautiful native plant gardens. Lend a hand with watering, planting, and weeding while learning about the incredible bird-friendly plants that support our local wildlife.

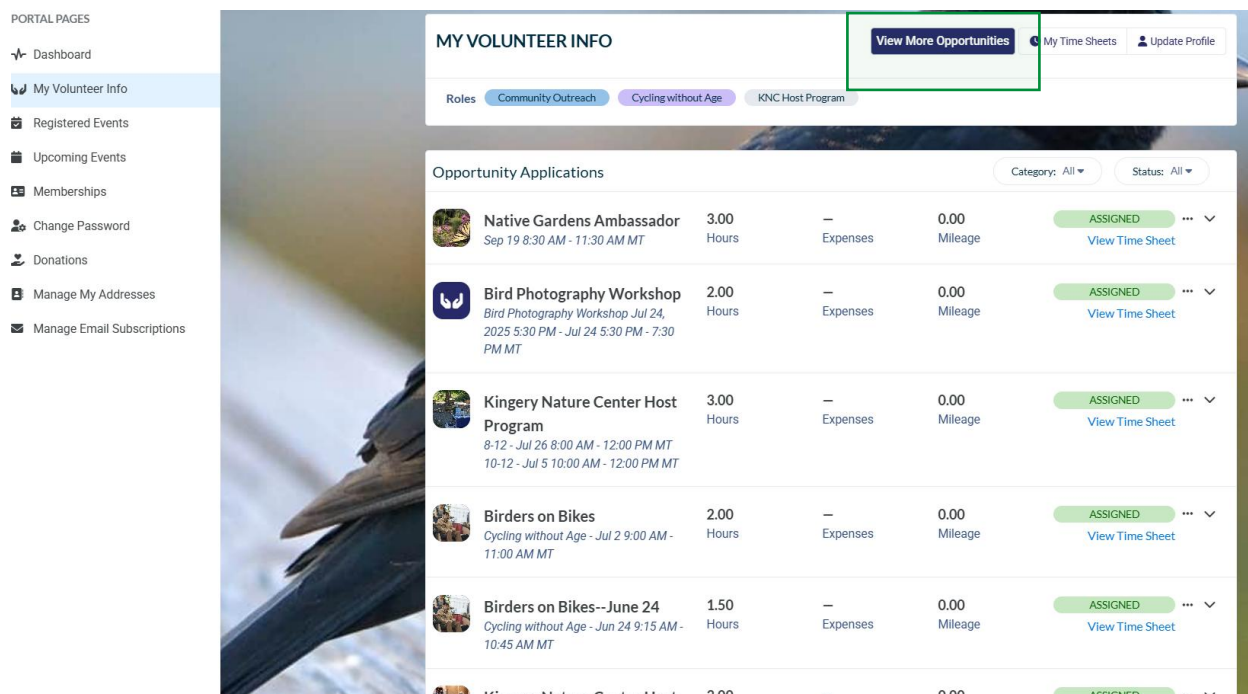
This is a great way to meet other volunteers, spend time outdoors, connect with nature, and make a visible impact in our community.



## How to View and Sign Up for Volunteer Opportunities:

On Desktop,

from the “My Volunteer Info” page, click “View More Opportunities”, this will bring to a new page



**MY VOLUNTEER INFO**

Roles: [Community Outreach](#) [Cycling without Age](#) [KNC Host Program](#)

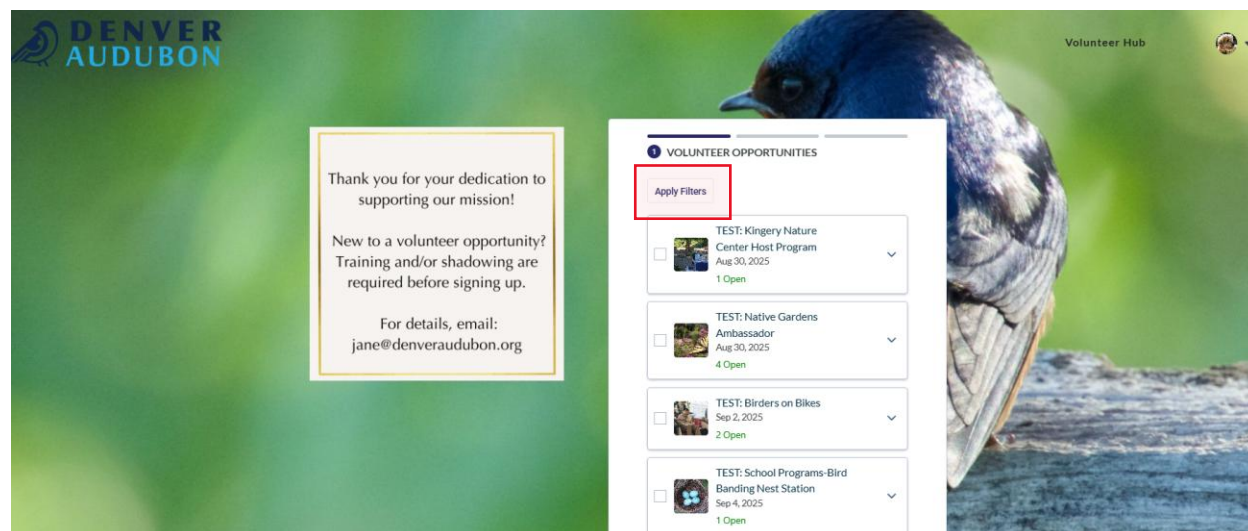
[View More Opportunities](#) [My Time Sheets](#) [Update Profile](#)

**Opportunity Applications** Category: All Status: All

Opportunity	Hours	Expenses	Mileage	Status
<b>Native Gardens Ambassador</b> Sep 19 8:30 AM - 11:30 AM MT	3.00	—	0.00	ASSIGNED
<b>Bird Photography Workshop</b> Bird Photography Workshop Jul 24, 2025 5:30 PM - Jul 24 5:30 PM - 7:30 PM MT	2.00	—	0.00	ASSIGNED
<b>Kingery Nature Center Host Program</b> 8-12 - Jul 26 8:00 AM - 12:00 PM MT 10-12 - Jul 5 10:00 AM - 12:00 PM MT	3.00	—	0.00	ASSIGNED
<b>Birders on Bikes</b> Cycling without Age - Jul 2 9:00 AM - 11:00 AM MT	2.00	—	0.00	ASSIGNED
<b>Birders on Bikes--June 24</b> Cycling without Age - Jun 24 9:15 AM - 10:45 AM MT	1.50	—	0.00	ASSIGNED

### 1. Volunteer Opportunities Page

This page displays all the available volunteer opportunities including date and the number of shifts available (in green).



**DENVER AUDUBON**

Volunteer Hub

Thank you for your dedication to supporting our mission!

New to a volunteer opportunity? Training and/or shadowing are required before signing up.

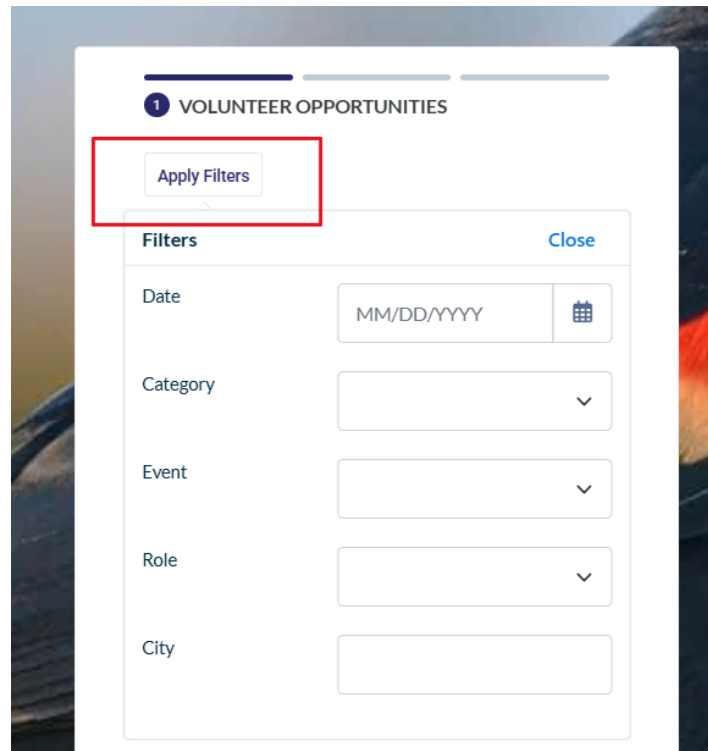
For details, email: [jane@denveraudubon.org](mailto:jane@denveraudubon.org)

**VOLUNTEER OPPORTUNITIES**

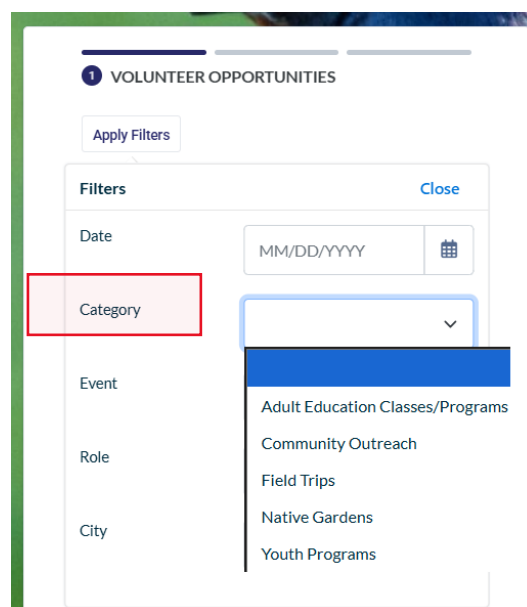
[Apply Filters](#)

- ☐ TEST: Kingery Nature Center Host Program Aug 30, 2025 1 Open
- ☐ TEST: Native Gardens Ambassador Aug 30, 2025 4 Open
- ☐ TEST: Birders on Bikes Sep 2, 2025 2 Open
- ☐ TEST: School Programs-Bird Banding Nest Station Sep 4, 2025 1 Open

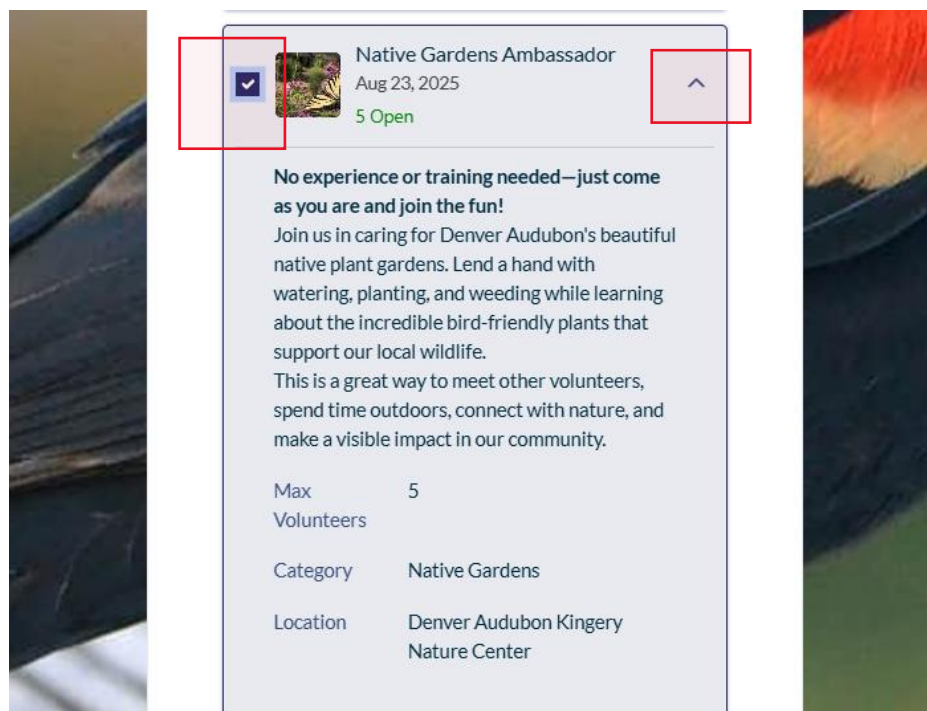
\*\*At this moment, Neon doesn't allow a calendar view of the volunteer opportunities. We've suggested changing this function in Neon for better user experience.



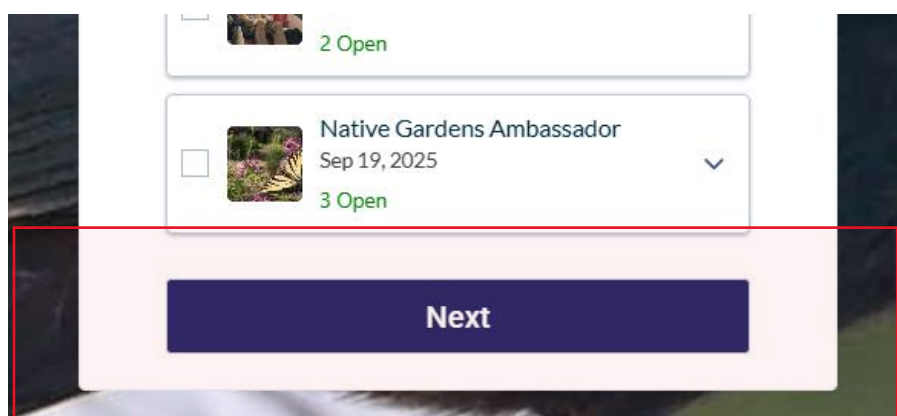
- You can “**Apply Filters**” to find opportunities specific to your needs. You can filter by date, category, event, volunteer role, or by city.
  - Here is an example of filtering opportunities by “category”, five different categories are shown:



- If you click **the checkbox** or the **drop-down arrow** for each opportunity, it will show more information. You cannot see shift times until you go to the next page.

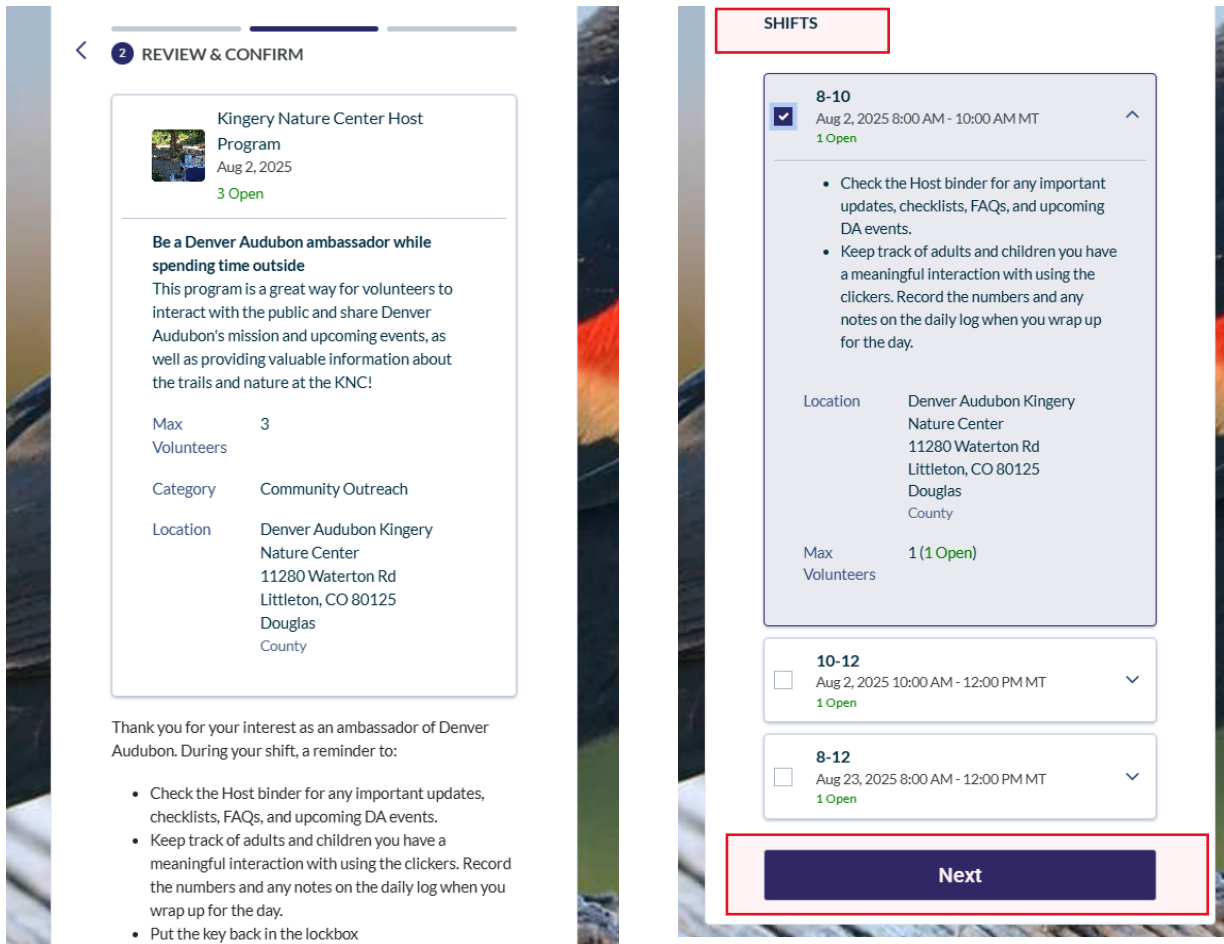


- Select all the opportunities that you're interested in signing up for by checking the boxes for each individual opportunity.
- Clicking the **"next"** button at the bottom will bring you to the next page



## 2. “Review and Confirm” Page

- You can view specific details for each opportunity on this page.



**2 REVIEW & CONFIRM**

**Kingery Nature Center Host Program**  
Aug 2, 2025  
3 Open

**Be a Denver Audubon ambassador while spending time outside**  
This program is a great way for volunteers to interact with the public and share Denver Audubon's mission and upcoming events, as well as providing valuable information about the trails and nature at the KNC!

Max Volunteers: 3

Category: Community Outreach

Location: Denver Audubon Kingery Nature Center  
11280 Waterton Rd  
Littleton, CO 80125  
Douglas County

Thank you for your interest as an ambassador of Denver Audubon. During your shift, a reminder to:

- Check the Host binder for any important updates, checklists, FAQs, and upcoming DA events.
- Keep track of adults and children you have a meaningful interaction with using the clickers. Record the numbers and any notes on the daily log when you wrap up for the day.
- Put the key back in the lockbox

**SHIFTS**

☒ **8-10**  
Aug 2, 2025 8:00 AM - 10:00 AM MT  
1 Open

- Check the Host binder for any important updates, checklists, FAQs, and upcoming DA events.
- Keep track of adults and children you have a meaningful interaction with using the clickers. Record the numbers and any notes on the daily log when you wrap up for the day.

Location: Denver Audubon Kingery Nature Center  
11280 Waterton Rd  
Littleton, CO 80125  
Douglas County

Max Volunteers: 1 (1 Open)

☐ **10-12**  
Aug 2, 2025 10:00 AM - 12:00 PM MT  
1 Open

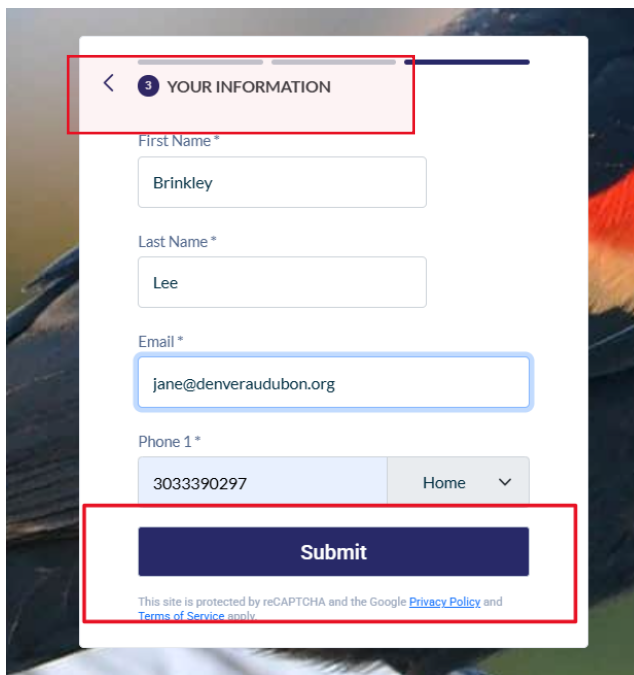
☐ **8-12**  
Aug 23, 2025 8:00 AM - 12:00 PM MT  
1 Open

**Next**

- Scroll down and under **“Shifts”**, you can view specific shift times and available shifts per time slot.
- Clicking each box will provide additional information for each shift.
- Select the shifts that you want to sign up for.
- You will need to review and confirm each shift and opportunity that you have selected, then click **“Next”** at the bottom of the page

### 3. “Your Information”

- On the last page, fill out your first and last name, email and phone number to complete your registration, then click the “**submit**” button below

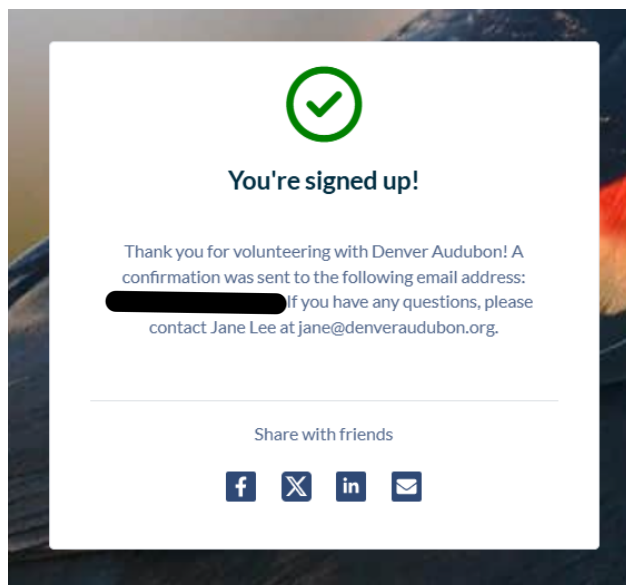


The registration form is titled "YOUR INFORMATION" and includes the following fields:

- First Name \*: Brinkley
- Last Name \*: Lee
- Email \*: jane@denveraudubon.org
- Phone 1 \*: 3033390297

A "Home" button with a dropdown arrow is located next to the phone number field. A large blue "Submit" button is at the bottom. Below the button, a small disclaimer states: "This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply."

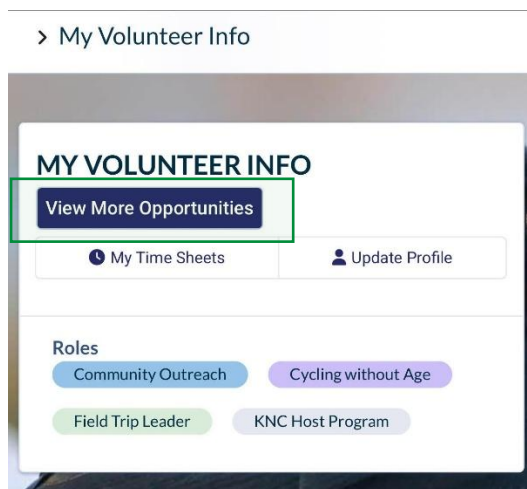
- Afterwards, you should receive an automated email confirming your registration:



## Viewing and Signing Up for Volunteer Opportunities:

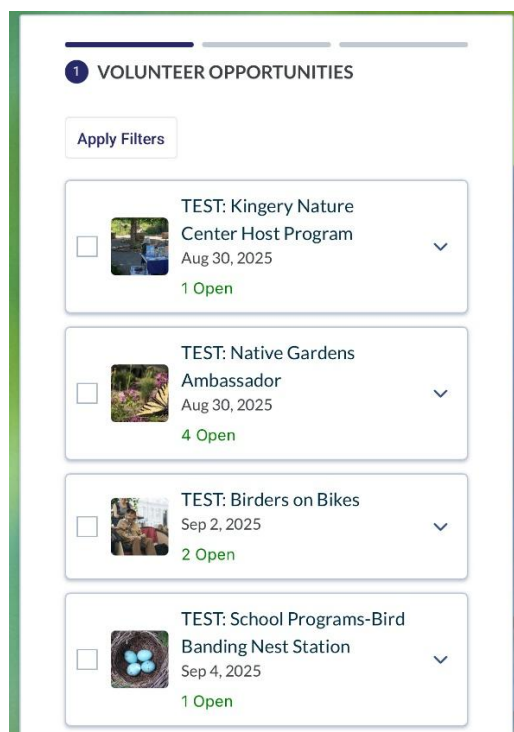
On Mobile,

from the **My Volunteer Info** page, click **“View More Opportunities”**, this will bring to a new page



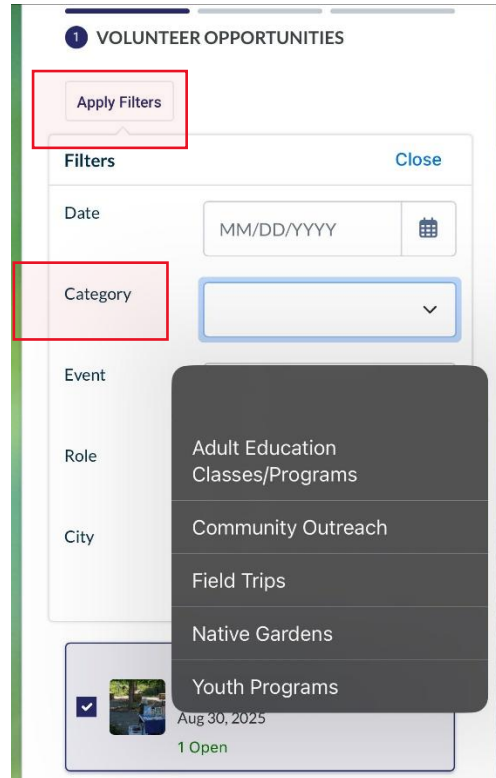
### 1. Volunteer Opportunities Page

This page displays all the available volunteer opportunities including date and the number of shifts available (in green).



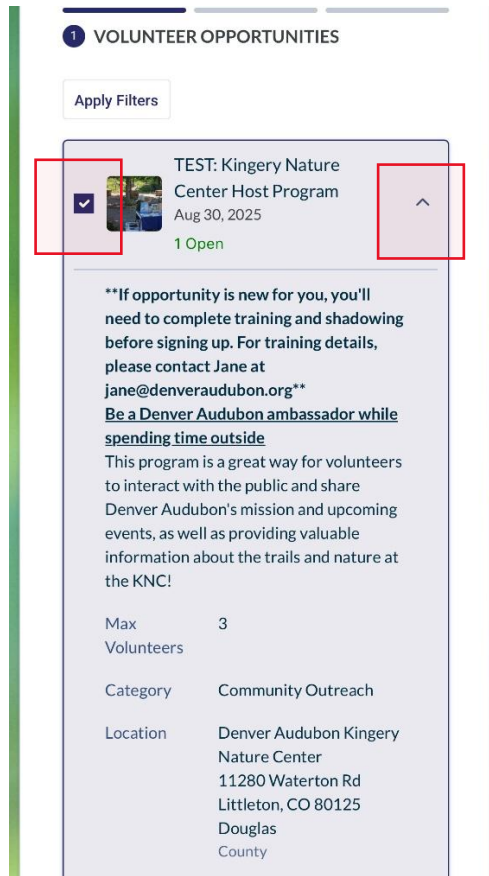
\*\*At this moment, Neon doesn't allow a calendar view of the volunteer opportunities. We've suggested changing this function in Neon for better user experience.

- You can “**Apply Filters**” to find opportunities specific to your needs. You can filter by date, category, event, volunteer role, or by city.
  - Here is an example of filtering opportunities by “category”, five different categories are shown:






- If you click **the checkbox** or the **drop-down arrow** for each opportunity, it will show more information.



**1 VOLUNTEER OPPORTUNITIES**

Apply Filters

☒  TEST: Kingery Nature Center Host Program  
Aug 30, 2025  
1 Open

**\*\*If opportunity is new for you, you'll need to complete training and shadowing before signing up. For training details, please contact Jane at [jane@denveraudubon.org](mailto:jane@denveraudubon.org)\*\***  
**Be a Denver Audubon ambassador while spending time outside**  
This program is a great way for volunteers to interact with the public and share Denver Audubon's mission and upcoming events, as well as providing valuable information about the trails and nature at the KNC!

Max 3 Volunteers

Category Community Outreach

Location Denver Audubon Kingery Nature Center  
11280 Waterton Rd  
Littleton, CO 80125  
Douglas County

- Select all the opportunities that you're interested in signing up for by checking the boxes for each individual opportunity.

- Clicking the “**next**” button at the bottom will bring you to the next page

SHIFTS

☒

8-10

Aug 2, 2025 8:00 AM - 10:00 AM MT

1 Open

- Check the Host binder for any important updates, checklists, FAQs, and upcoming DA events.
- Keep track of adults and children you have a meaningful interaction with using the clickers. Record the numbers and any notes on the daily log when you wrap up for the day.

Location Denver Audubon Kingery Nature Center  
11280 Waterton Rd  
Littleton, CO 80125  
Douglas County

Max 1 (1 Open)  
Volunteers

☐

10-12

Aug 2, 2025 10:00 AM - 12:00 PM MT

1 Open

☐

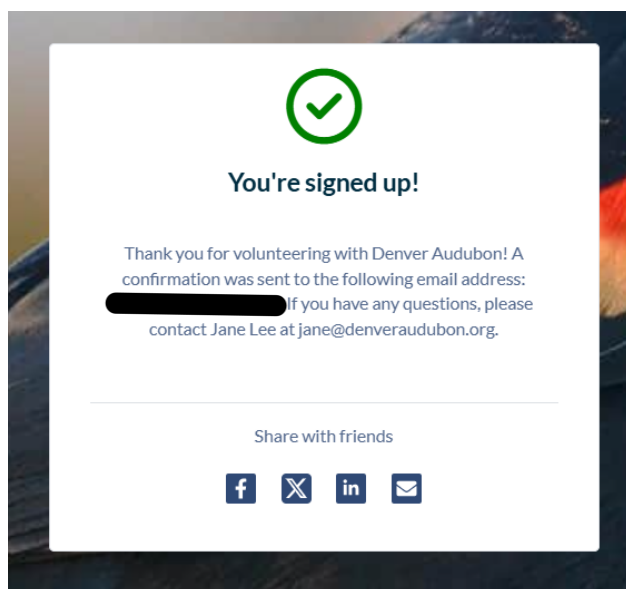
8-12

Aug 23, 2025 8:00 AM - 12:00 PM MT

1 Open

Next

- Afterwards, you should receive an automated email confirming your registration:

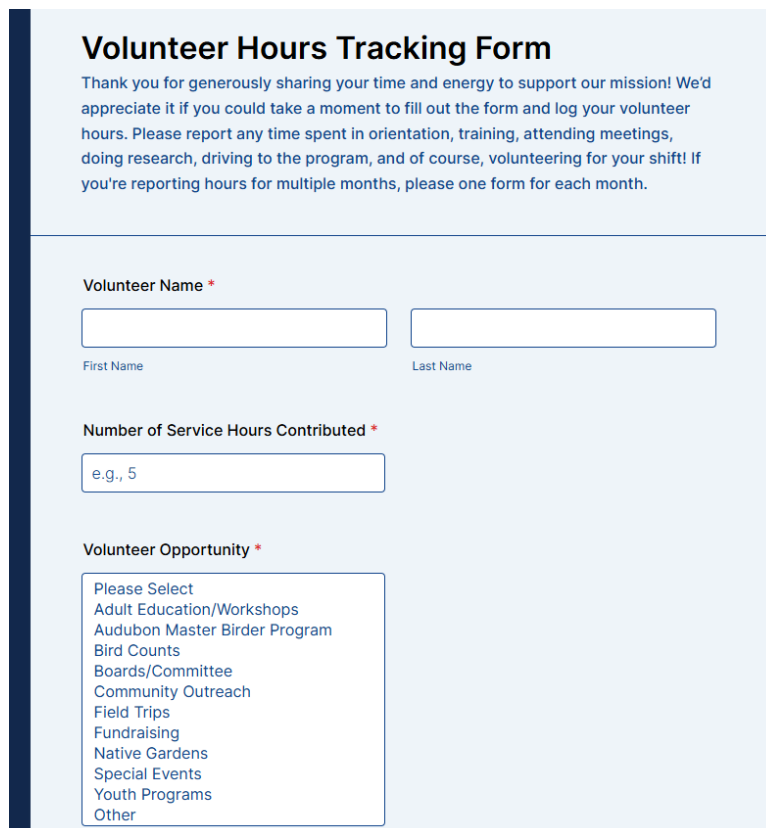


## Logging Your Volunteer Hours

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- A reminder to please log your service hours after your shift! Keeping track of your time is important, it helps us with reporting, evaluations, grant funding, and most importantly, recognizing all the amazing work you do.
- Don't forget, your volunteer hours include everything: training, orientation, shift times, research, meetings, driving to the program, every bit counts!
- Your dashboard will show each opportunity that you've signed up for. There is a link that allows you to "add time sheet", please disregard this. We will not be using this function in Neon at this time.
- Please complete [this form](#) to record your volunteer hours. The simple form allows you to log your hours by month, you may fill out another form if you have additional months to report.
- If you volunteered for different programs that fall in different categories, you have to submit a separate form.
- The form can also be found on the [Volunteer Hub](#) of the [Denver Audubon website](#).

*Here's a screenshot of the Volunteer Hours Tracking Form:*



**Volunteer Hours Tracking Form**

Thank you for generously sharing your time and energy to support our mission! We'd appreciate it if you could take a moment to fill out the form and log your volunteer hours. Please report any time spent in orientation, training, attending meetings, doing research, driving to the program, and of course, volunteering for your shift! If you're reporting hours for multiple months, please one form for each month.

**Volunteer Name \***

First Name Last Name

**Number of Service Hours Contributed \***

e.g., 5

**Volunteer Opportunity \***

Please Select  
Adult Education/Workshops  
Audubon Master Birder Program  
Bird Counts  
Boards/Committee  
Community Outreach  
Field Trips  
Fundraising  
Native Gardens  
Special Events  
Youth Programs  
Other

If you chose "Other", please describe what you volunteered for:

Month Volunteered \*

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

This form collects cumulative data, so it's fine if you've already submitted hours earlier this month.

How many miles in total did you travel to volunteer? \*

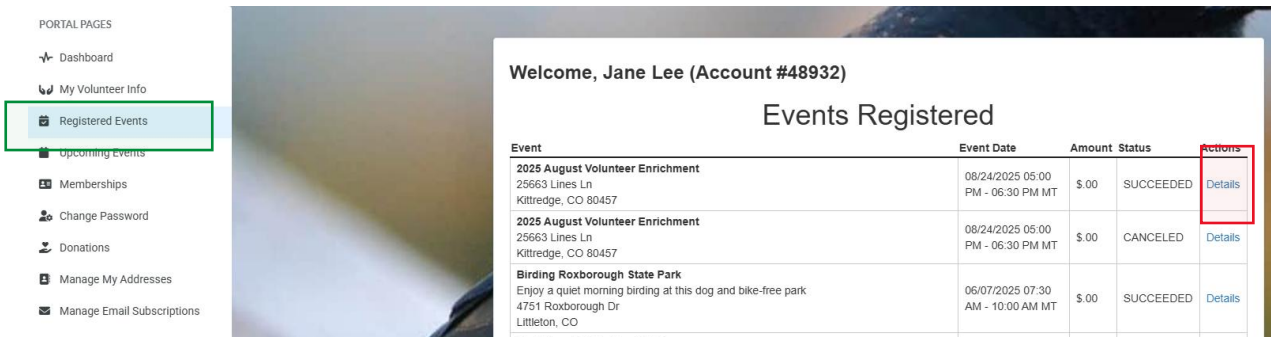
If you didn't have to travel to volunteer, please enter 0

Submit

## How to Register for Events

On desktop,

- Click the portal page for **“Registered Events”**. You can view all the public events that you’ve registered for on this page.
- Please note, these are for events in which you will be a participant, not a volunteer.
  - To view opportunities that you have signed up to volunteer, click “My Volunteer Info” on the far left
- Clicking **details** on the far right will bring you to the public event page



PORTAL PAGES

- Dashboard
- My Volunteer Info
- Registered Events**
- Upcoming Events
- Memberships
- Change Password
- Donations
- Manage My Addresses
- Manage Email Subscriptions

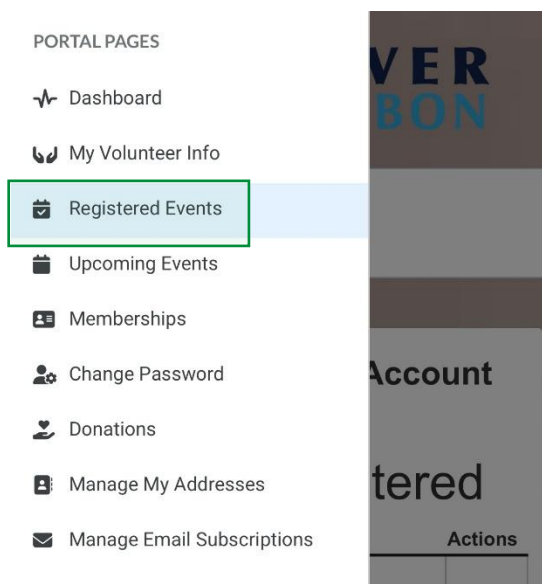
Welcome, Jane Lee (Account #48932)

### Events Registered

Event	Event Date	Amount	Status	Actions
2025 August Volunteer Enrichment 25663 Lines Ln Kittredge, CO 80457	08/24/2025 05:00 PM - 06:30 PM MT	\$ .00	SUCCEEDED	<a href="#">Details</a>
2025 August Volunteer Enrichment 25663 Lines Ln Kittredge, CO 80457	08/24/2025 05:00 PM - 06:30 PM MT	\$ .00	CANCELED	<a href="#">Details</a>
Birding Roxborough State Park Enjoy a quiet morning birding at this dog and bike-free park 4751 Roxborough Dr Littleton, CO	06/07/2025 07:30 AM - 10:00 AM MT	\$ .00	SUCCEEDED	<a href="#">Details</a>

On mobile,

- Click the portal page for **“Registered Events”**. You can view all the public events that you’ve registered for on this page.
- Please note, these are for events in which you will be a participant, not a volunteer.
  - To view opportunities that you have signed up to volunteer, click “My Volunteer Info” from the portal page menu



PORTAL PAGES

- Dashboard
- My Volunteer Info
- Registered Events**
- Upcoming Events
- Memberships
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DENVER AUDUBON

Account

Registered

Actions

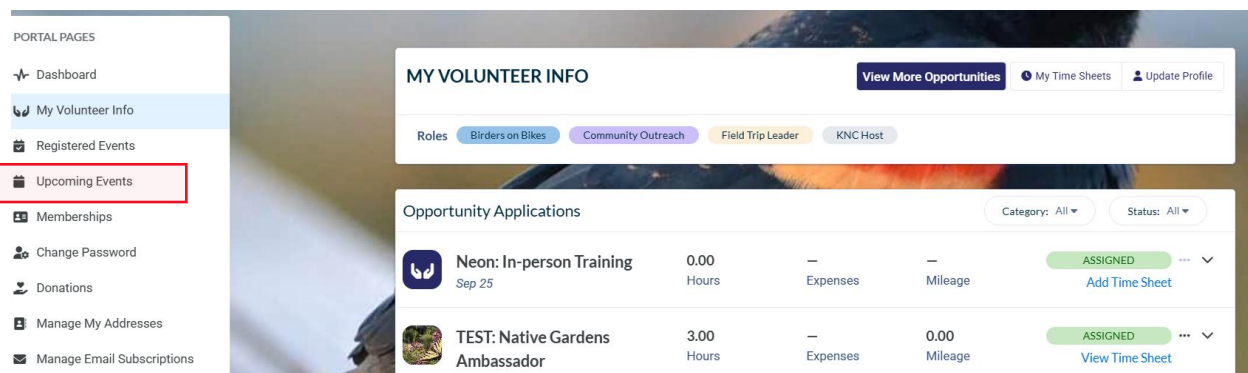
Clicking **details** on the far right will bring you to the event page

Events Registered				
	Event Date	Amount	Status	Actions
st t ; Ln O	08/24/2025 05:00 PM - 06:30 PM MT	\$ .00	SUCCEDED	<a href="#">Details</a>
st t ; Ln O	08/24/2025 05:00 PM - 06:30 PM MT	\$ .00	CANCELED	<a href="#">Details</a>
h st jing at l bike- rough	06/07/2025 07:30 AM - 10:00 AM MT	\$ .00	SUCCEDED	<a href="#">Details</a>

## How to View Upcoming Events

On desktop,

Click to the portal page for **“Upcoming Events”**, you can view and sign up for all future events on this page.



PORTAL PAGES

- Dashboard
- My Volunteer Info
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MY VOLUNTEER INFO

[View More Opportunities](#) [My Time Sheets](#) [Update Profile](#)

Roles: [Birders on Bikes](#) [Community Outreach](#) [Field Trip Leader](#) [KNCHost](#)

Opportunity Applications

Category: All Status: All

Event	Hours	Expenses	Mileage	Status	Action
Neon: In-person Training Sep 25	0.00	—	—	ASSIGNED	<a href="#">Add Time Sheet</a>
TEST: Native Gardens Ambassador	3.00	—	0.00	ASSIGNED	<a href="#">View Time Sheet</a>

- You may search for an event in the search box and filter by location.

## Events

Event Name:

Location:

Search

- Clicking the **event link** will bring you to the event page.
- If you want to sign up for the event, click the **register** button

09/14/2025 10:00 AM - 12:00 PM MT

[Plein Air Poetry Workshop with Maggie Dewane](#)

- Free - Featherlight
- \$15.00 - Flock Together
- \$30.00 - Benevolent Bird

Denver Audubon Kingery Nature Center  
11280 Waterton Rd.  
Littleton, CO 80125

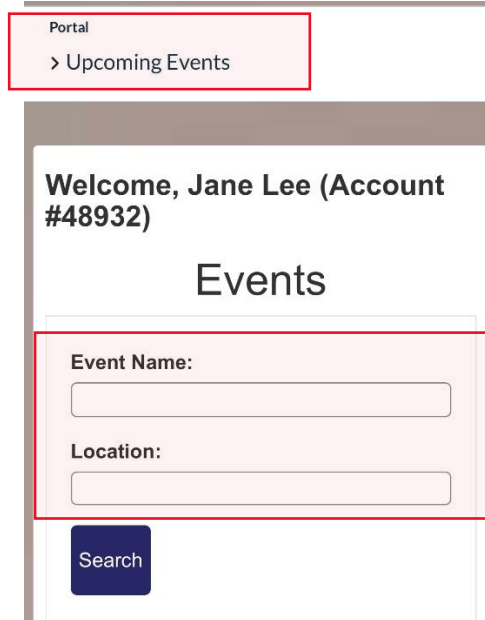
Register



On mobile,

Click to the portal page for **“Upcoming Events”**, you can view and sign up for all future events on this page.

- You may search for an event in the first search box and filter by location.



Portal

> Upcoming Events

Welcome, Jane Lee (Account #48932)

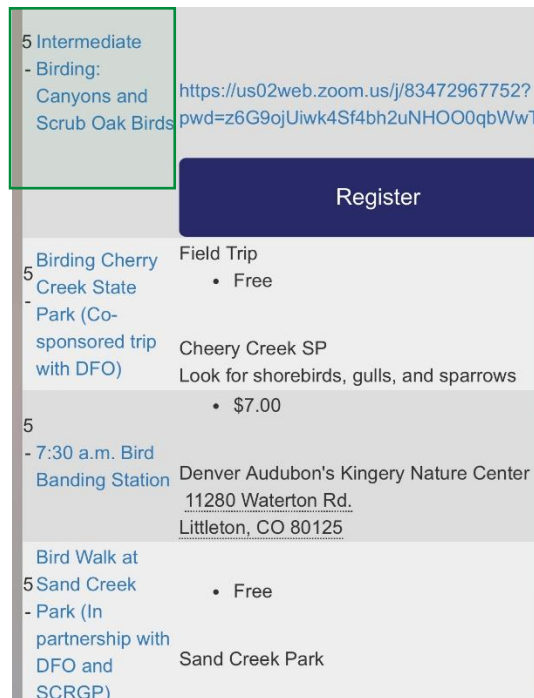
## Events

Event Name:

Location:

Search

- Clicking the **event link** on the right will bring you to the event page.
- If you want to sign up for the event, click the **register** button



5 Intermediate  
- Birding:  
Canyons and  
Scrub Oak Birds

<https://us02web.zoom.us/j/83472967752?pwd=z6G9ojUiwk4Sf4bh2uNHOO0qbWwT>

Register

5 Birding Cherry Creek State Park (Co-sponsored trip with DFO)

Field Trip

- Free

Cheery Creek SP

Look for shorebirds, gulls, and sparrows

- \$7.00

5 - 7:30 a.m. Bird Banding Station

Denver Audubon's Kingery Nature Center  
11280 Waterton Rd.  
Littleton, CO 80125

5 Bird Walk at Sand Creek Park (In partnership with DFO and SCRGP)

- Free

Sand Creek Park



*\*\*If you find inconsistencies in this guide or while browsing through Neon, please email [Jane](#) and let her know. Thank you!\*\**