Please log your RSG efforts in the program’s Achievement Management System (AMS) at www.wildlandfireRSG.org. AMS allows us to capture the hard work and effort that you have invested throughout the year in creating a fire-adapted community. We are able to highlight your efforts as well as share lessons learned with program members to help ensure proper program sustainment. The system is easy to use!

**Step #1**
Sign into the site at www.wildlandfireRSG.org

**User Name:** Your username is the email you used to create your account.

**Password:** Your password was created during the sign-up process. If you do not remember this password you can reset it on the Ready, Set, Go! Program login page by clicking ‘Don’t remember your credentials?’ (Blue arrow)

**Note:** You must be part of an organization in order to access the AMS page.
**Step #2**
Once logged into the site, hover on ‘MY RSG’ and then click on ‘Dashboard.’ (Blue Arrow)

**Step #3**
On the Dashboard, click ‘Record my RSG hours in AMS.” (Blue Arrow)
Step #4
To add hours worked on the RSG! Program click, “Add Hours” located in the upper left hand corner of the screen. (Red arrow)
Note: If you are a member of multiple organizations, click the drop down on the right side of the screen to select the appropriate organization to which you’ll add AMS hours. (Blue arrow)

Step #5
Complete this screen by selecting the appropriate items from the drop down menus, adding the number of hours worked, number of personnel who worked those hours and checking off all of the resources used to support your outreach effort. The “Outcomes” line is where you can share information not captured elsewhere. Each “outreach/presentation activity” warrants its own entry. Once all information is filled out, click the “Add” button. (Blue arrow)
**Step #6**

Please continue steps 4 and 5 as many times as you have done “outreach/presentation activity.” After each time adding hours, you will be sent back to the home page where you will see the running list of recently added outreach efforts.

*You will see “(pending approval)” until the administrator has formally accepted your hour’s request. In some cases, a RSG staff member may contact you to discuss the event if they have questions. As always, please feel free to contact RSG staff at 703.273.0911 or at RSG@iafc.org.*