

MERT

Marion County Emergency Radio Team



Marion County Sheriff's Office
Div. of Emergency Management

MERTrak

A quick and easy way tracking and reporting your Volunteer Hours.

Reporting your MERT Volunteer Hours *is very important!*

On an annual basis volunteers assigned to the Marion County Sheriff's Office (MCSO) contribute thousands of hours-of-service worth between \$1,500,00 to \$2,000,000 in saved taxpayers' dollars. During a declared local state of emergency, the volunteer hours and resources by **MERT** and other organizations may also help save taxpayer money by offsetting local costs under FEMA's public Assistance Program. Thank you for reporting every minute of time volunteered!

MERT's Volunteer time reporting app. MERTrak front page.

What do I report in MERTrak*?

When reporting your "MERT Hours" please include the following:

- Drive time to and from the EOC for all meetings you attend (2 hours maximum total).
- Time at the meetings and events (no limits).
- Time at all training events, exercises and HAM shows learning about amateur radio systems, hardware and resources.
- All time listening and talking on your radio as an FCC licensed radio operator practicing your skills (no limits).
- Time setting up, participating in ALL NET's and then shutting down your system.
- Time reading MERT Newsletters and other materials about Amateur Radio.
- Time spent on programming, adjusting and repairing your radios (base, mobile and HT's).
- Time participating preparing, sending and receiving WINLINK messages.
- Time on the telephone or sending/receiving emails about MERT or any other amateur radio activity.

*Special Acknowledgement: MERT sincerely thanks **Kraig Pritts (KA2LHO) Administration Mgr.** for his significant time and skillful expertise creating **MERTrak**. *Thank you, Kraig!*

Accessing **MERTrak**

The first step to access **MERTrak** on your PC, laptop, iPad, Android phone or iPhone is to open your web browser (The most common being Safari {only on Apple}, Edge or Chrome on PCs and Apple products) and type “mertrak.com” in the address bar.

Depending on your device, after a few seconds a screen or page will open with instructions on how to add the **MERTrak** icon on your device. Read and follow those instructions.

NOTE: These instructions are built into the device operating system and may differ among brands or types.

Using **MERTrak**

Important Note: Any field title that has a **red asterisk** is a required field.

- Enter your email address.*
- Enter your first and last name.*
- Confirm the date of your MERT activity.*
NOTE: You can select another date by a click/tap on the calendar icon even when you may have forgotten entering time yesterday or few days ago.
- It is important to log your time at least weekly.
- From the drop-down tab, select the Notes section and type a summary on the activity you completed. It is ok to describe the activity with as much detail as you prefer.
- You may also combine activities on a single report (i.e. “At the Monthly Meeting”, Travel to/from, “Building your own radio presentation”, “Go Kit” so type in... “Enjoyed Radio Go kit talk”
- Enter the **START** and **END** times (**must be in 24-hour format**). Even if auto-filled, these fields can be edited.
- The **Total Hours** field will auto calculate based upon the start and end times.
- Then press **SUBMIT**.

Thank you for using **MERTrak**!

On the front page of **MERTrak**, scroll to the bottom of the screen to find these important links:

- Alert Marion
 - KG4NXO Website
 - Local ARES
 - WeatherSTEM at the EOC
- And also:
- About MERTrak
 - New in this Version along with the version number you are using.