How to Guide Series:

Recording Time for Assigned Activities

Presented by
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Objective:

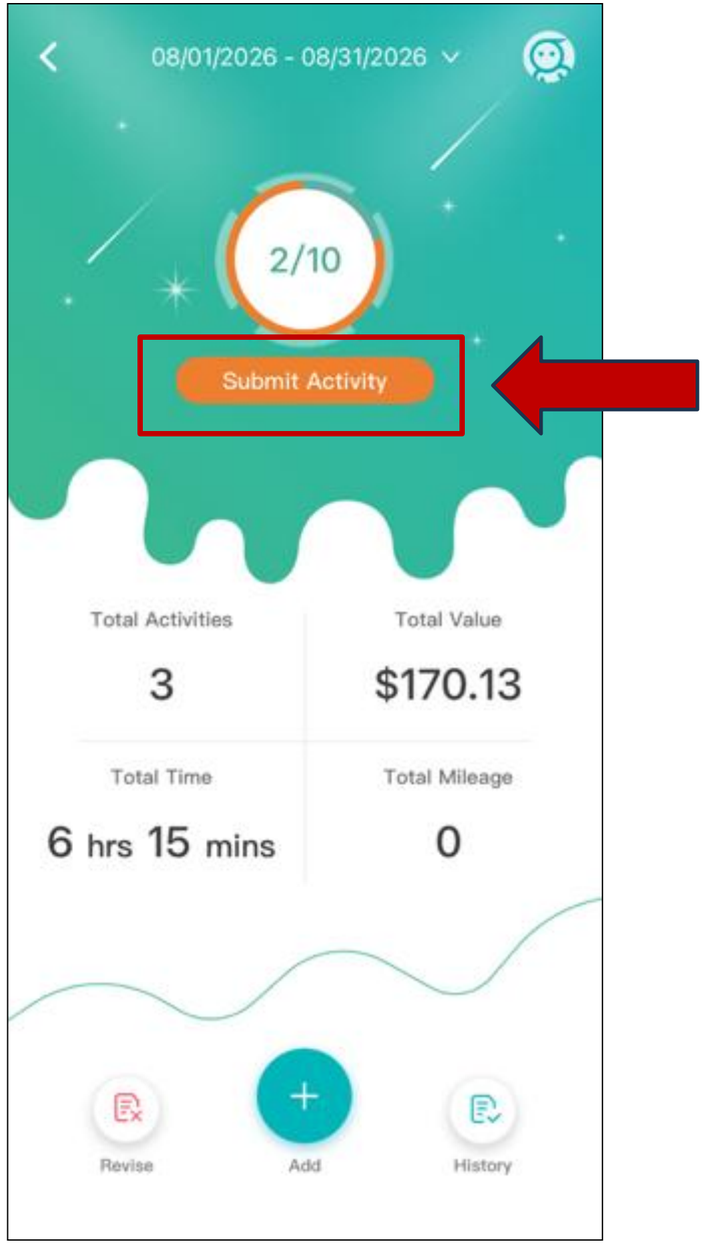


Know how to:

a) Record your weekly Home Connection Activities

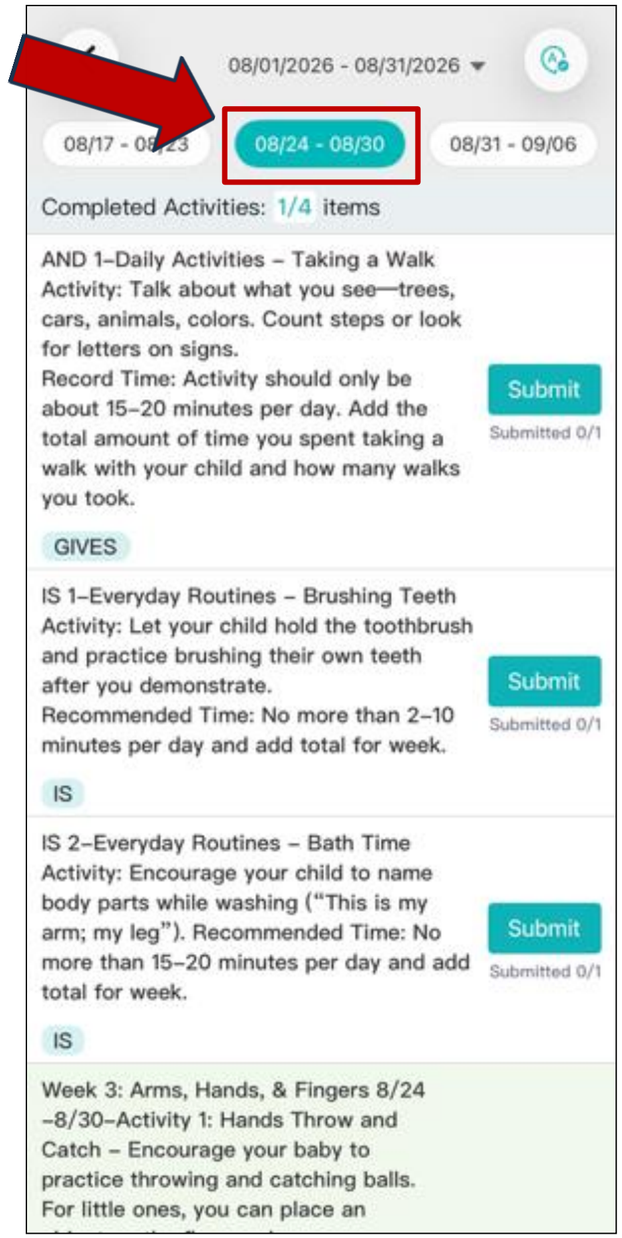
Step 1:

- Go to the In-Kind Section
- Tap on ‘Submit Activity’



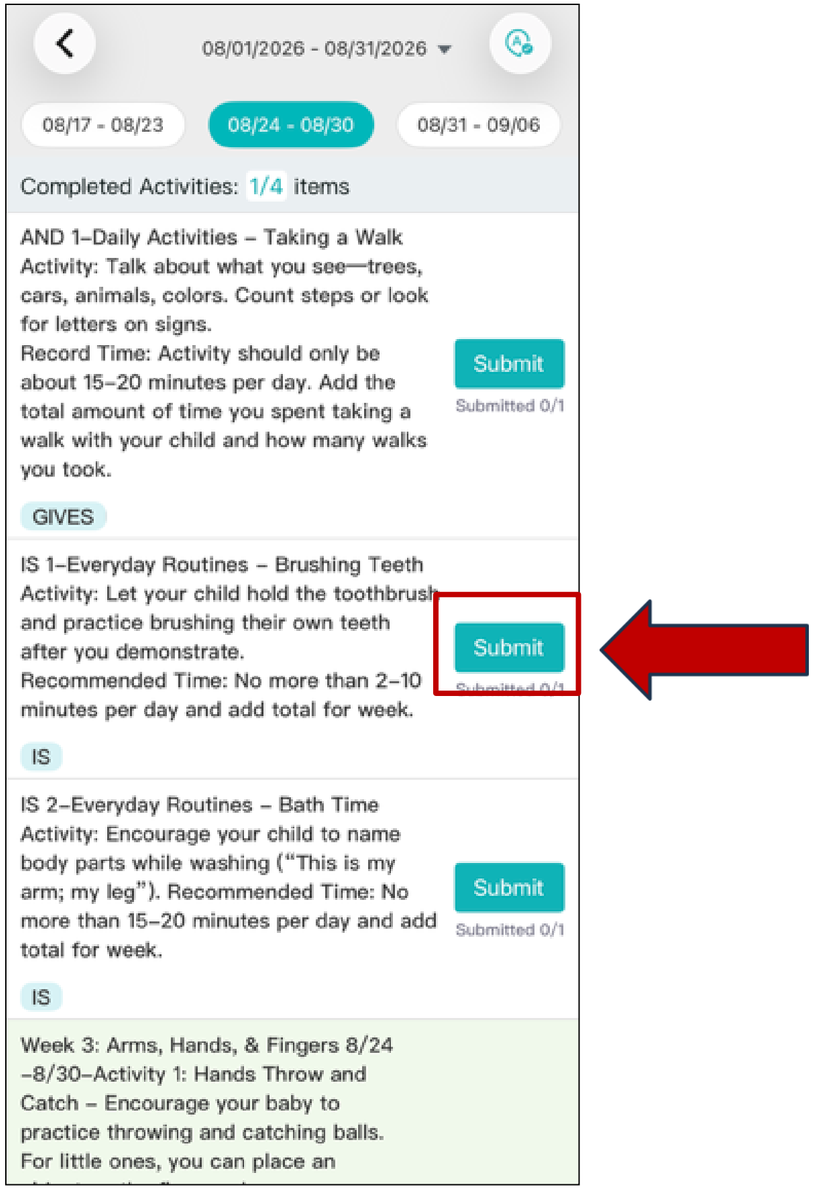
Step 2:

- Tap on the correct weekly assignment.



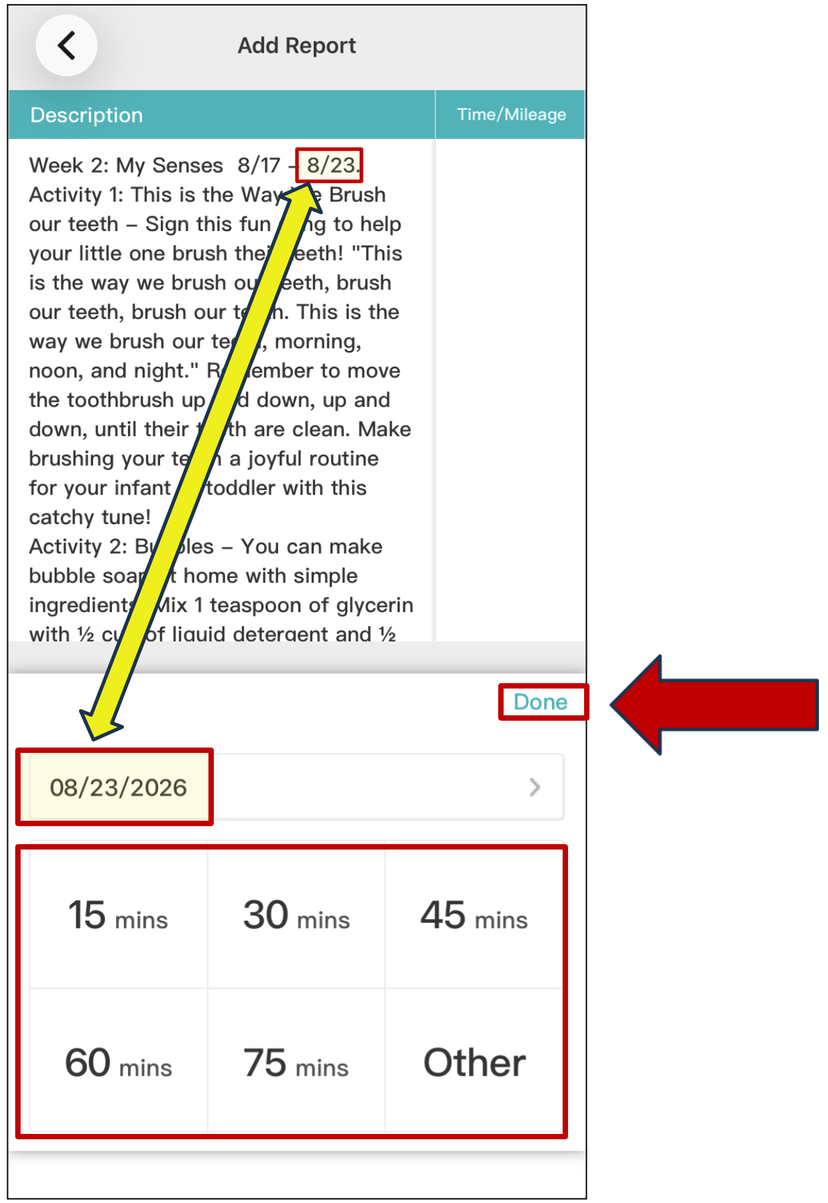
Step 3:

- Scroll down and tap on Submit.



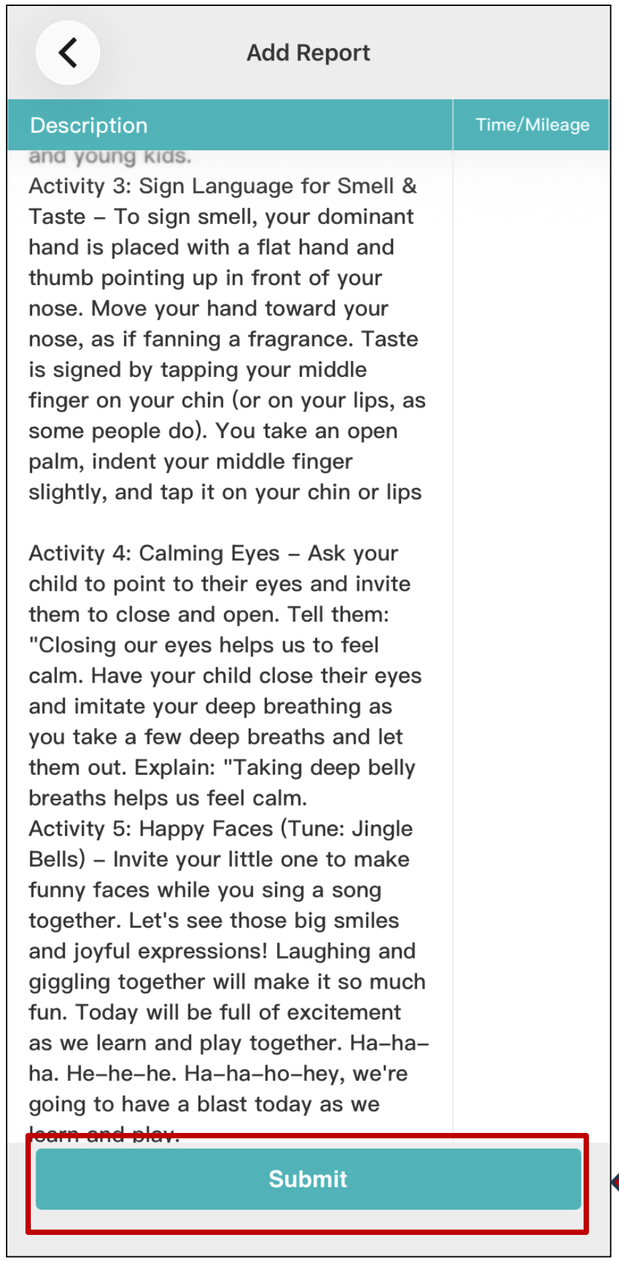
Step 4:

- Select the amount of time spent on the activity.
- The submission date needs to reflect the last day of the weekly assignment.
- Tap done



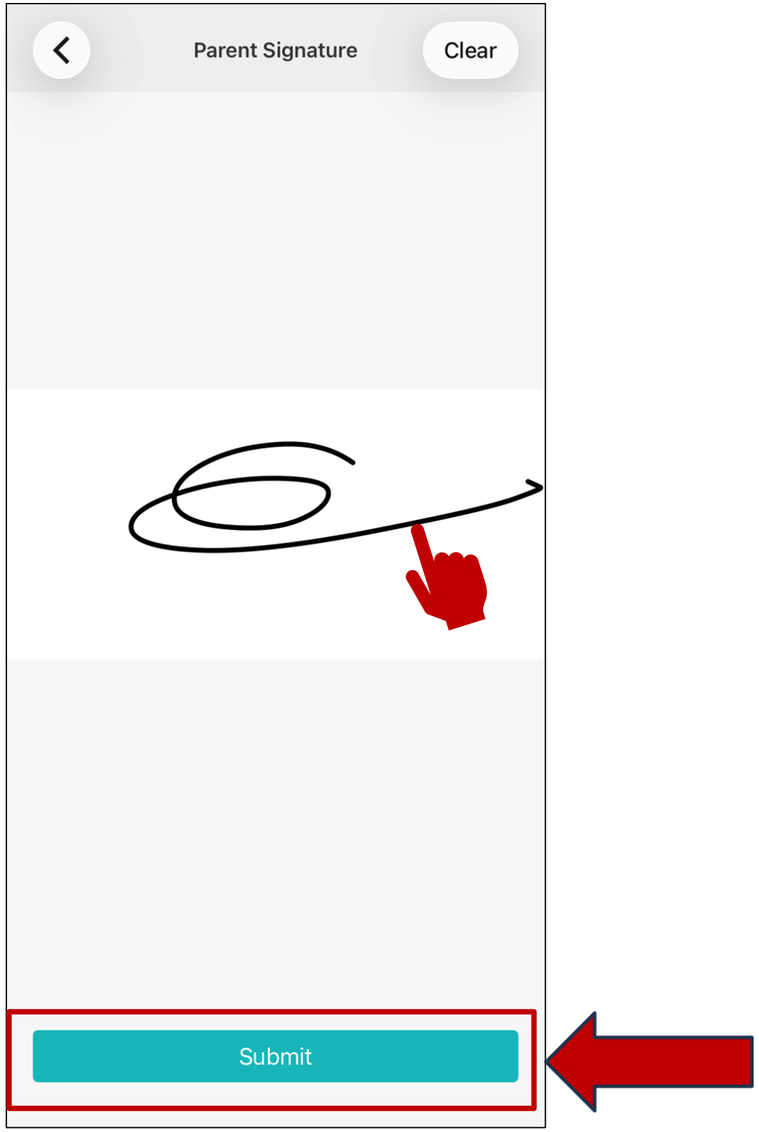
Step 5:

- Tap Submit

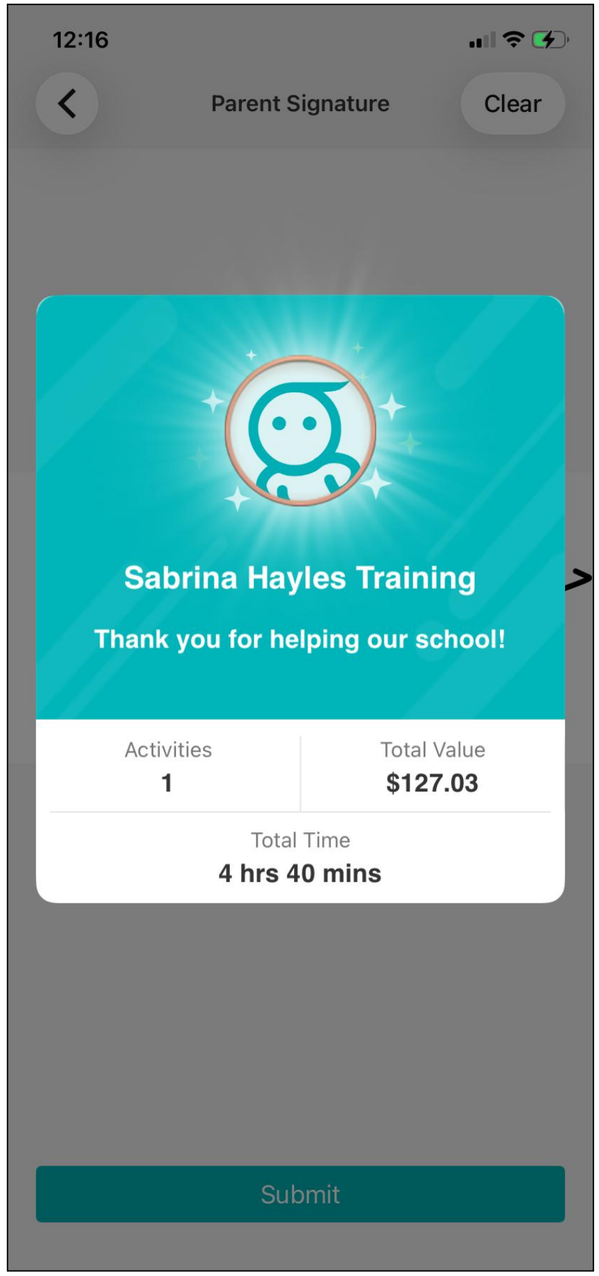


Step 6:

- Sign your name using your finger
- Tap submit

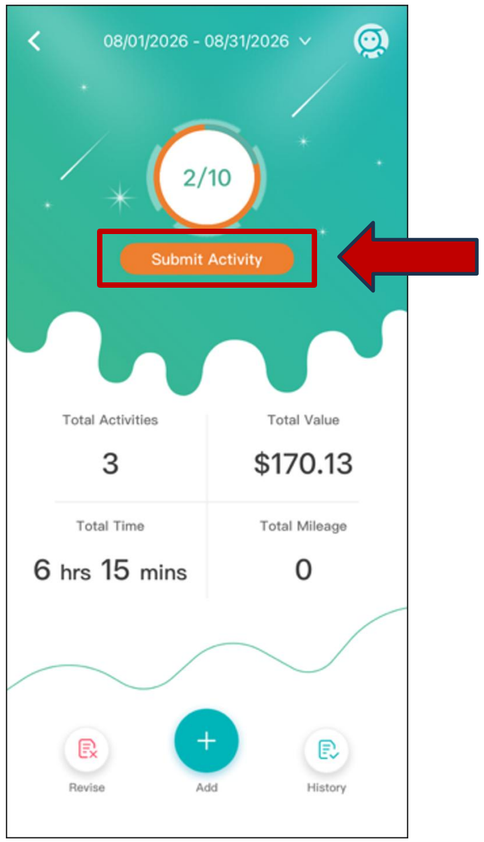


- Recorded Time for an Assigned Activity.



What did we learn

How to Record Time for an Assigned Activity



Thank you for joining us!

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