How to Guide Series:

Recording Time for Volunteer Activities

Presented by
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Objective:



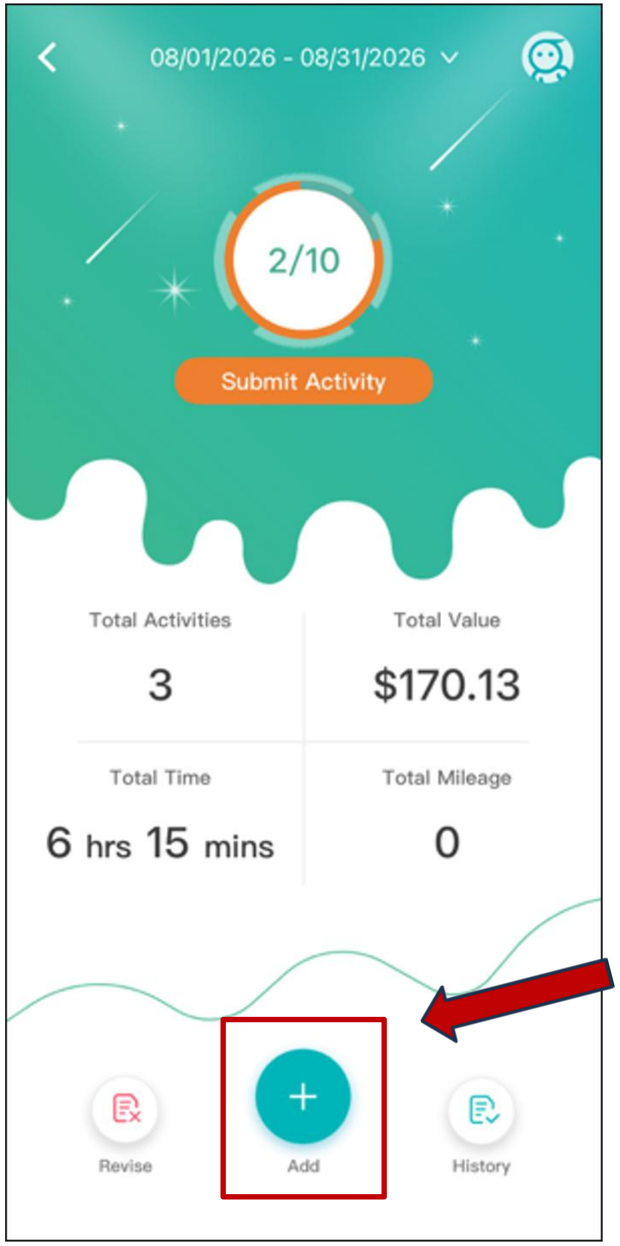
Know how to:

a.Record your Volunteer Time

Step 1:

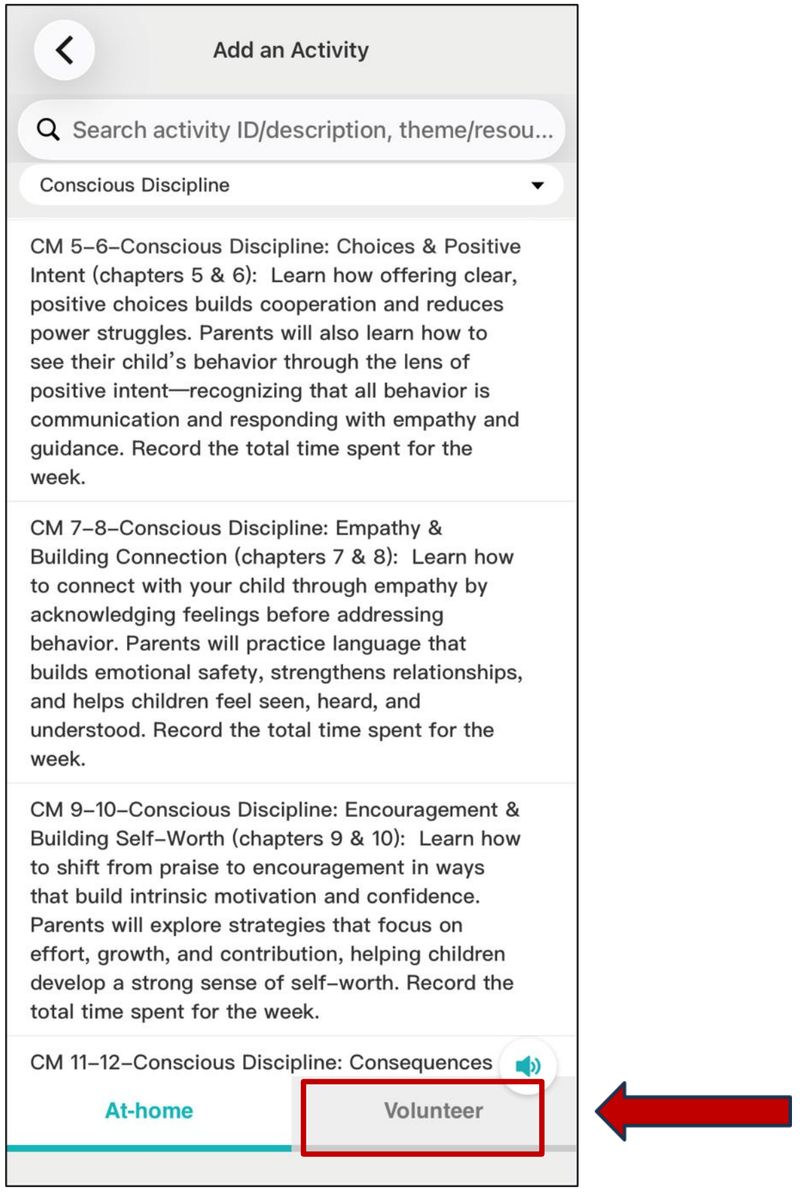
- Go to the In-Kind section
- Tap on the (+) Icon

Add



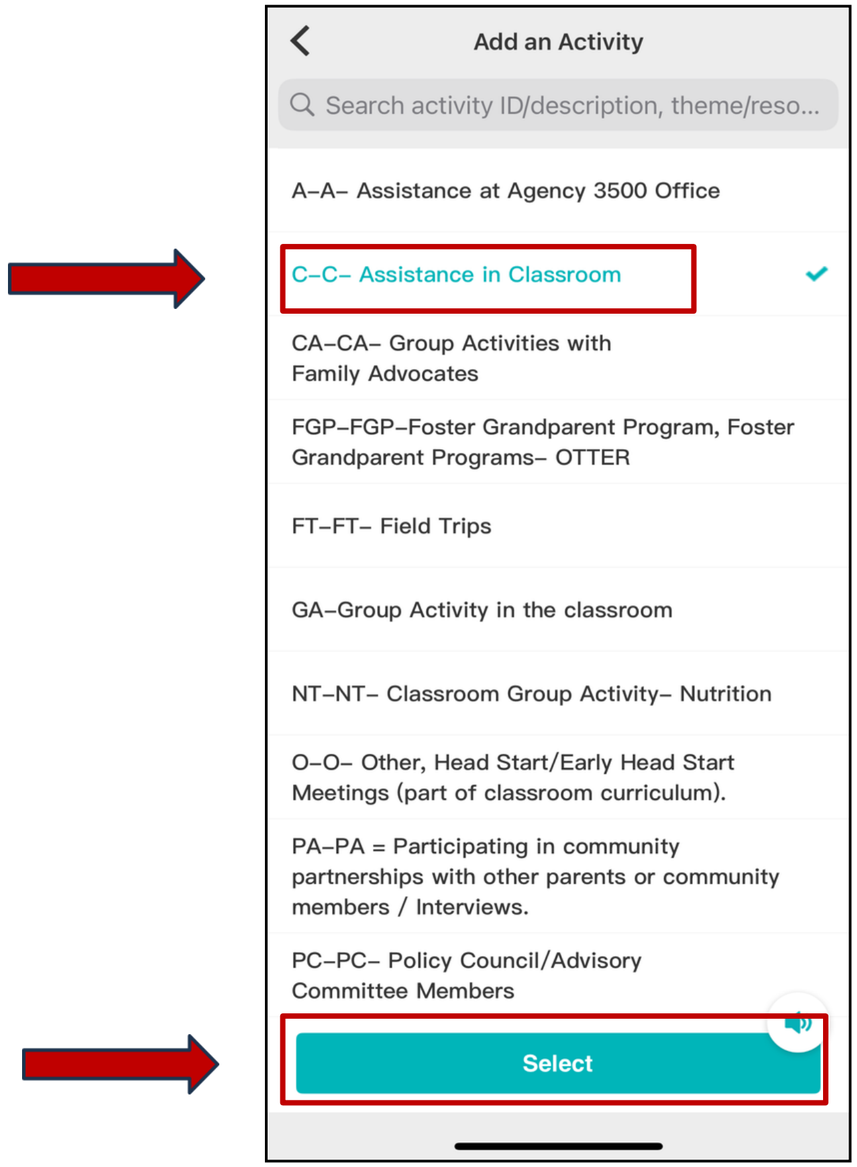
Step 2:

- Tap on the Volunteer Option



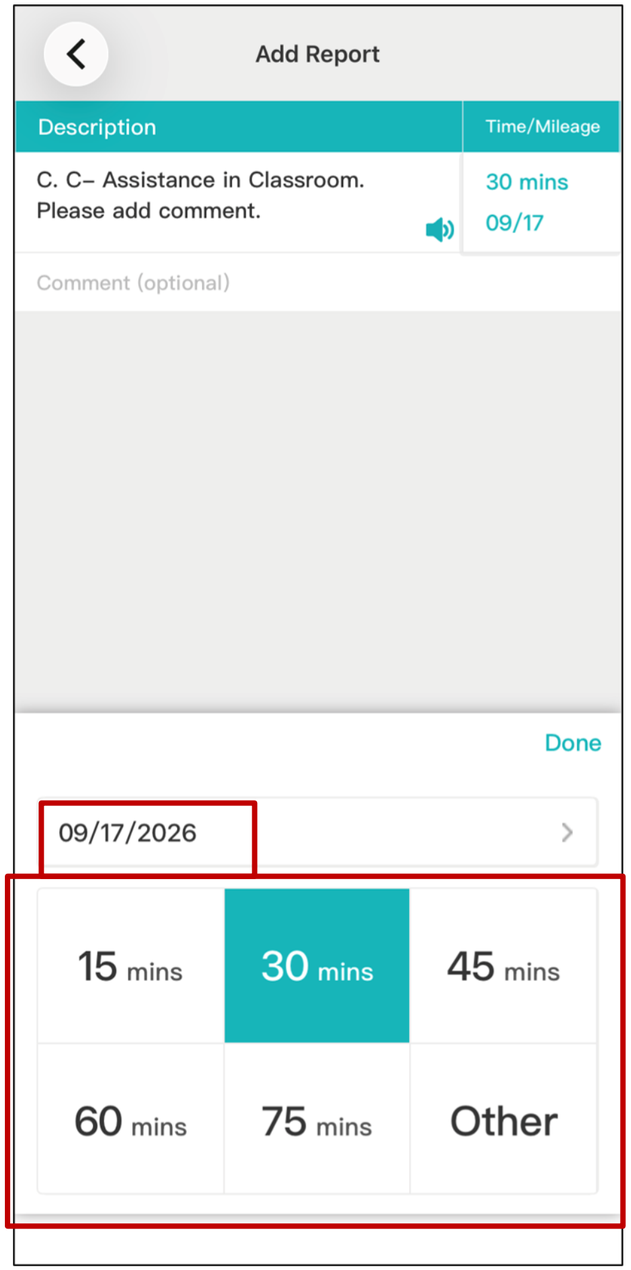
Step 3:

- Select the type of Volunteer Code / Description that best describes the activity
- Then tap select



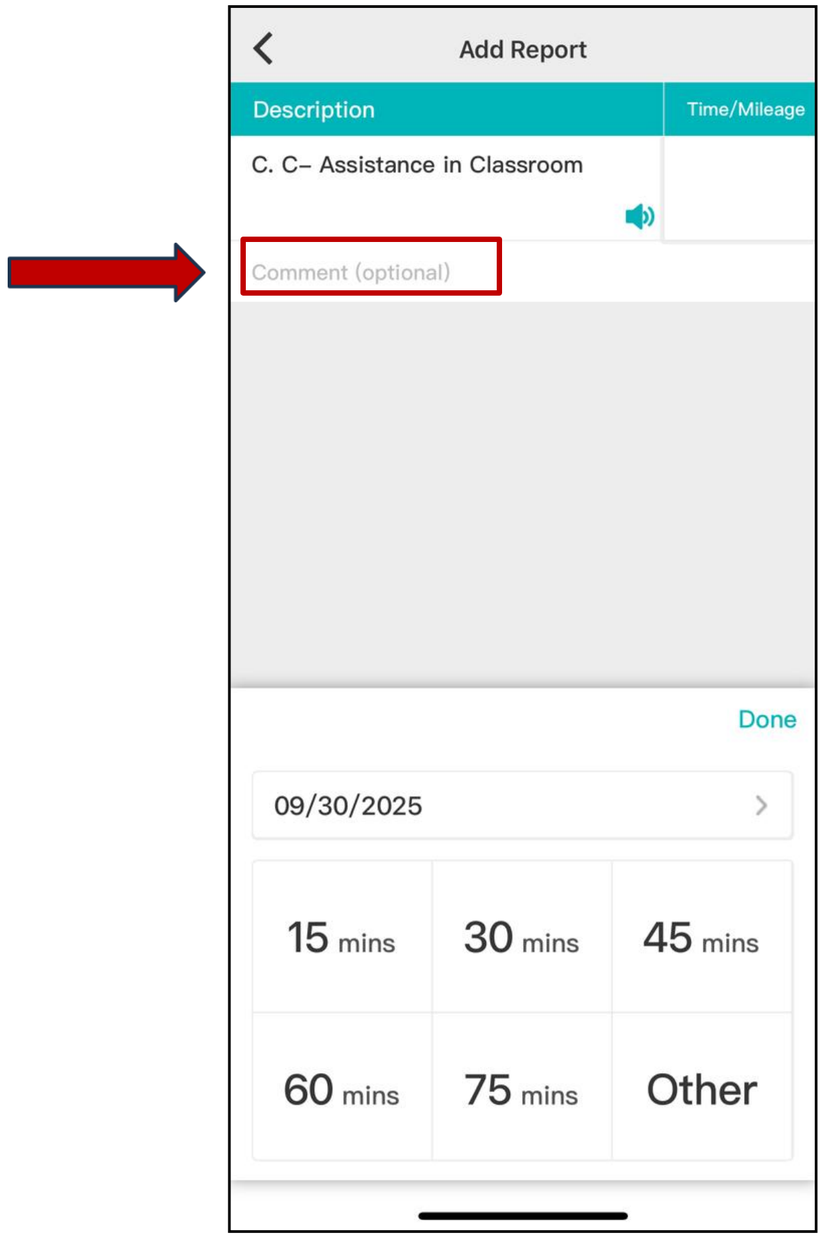
Step 4:

- Select the date and the time



Step 5:

- Tap on the Comment Section



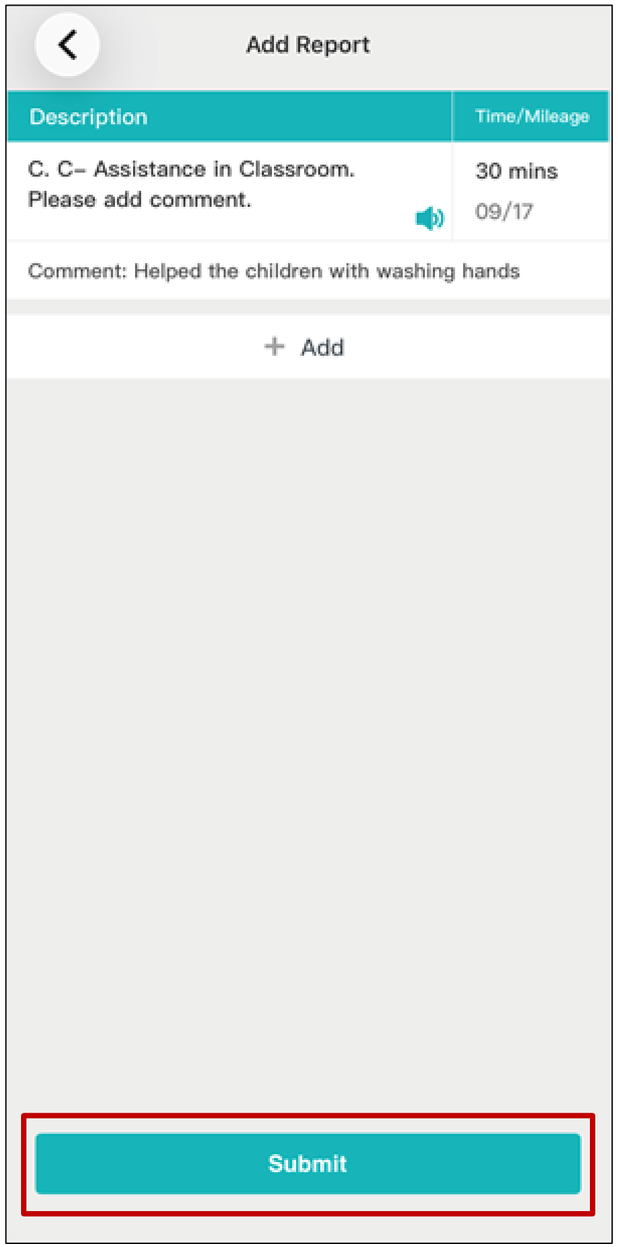
Step 6:

- Type a short description in the comment section.
- Tap on the check sign.



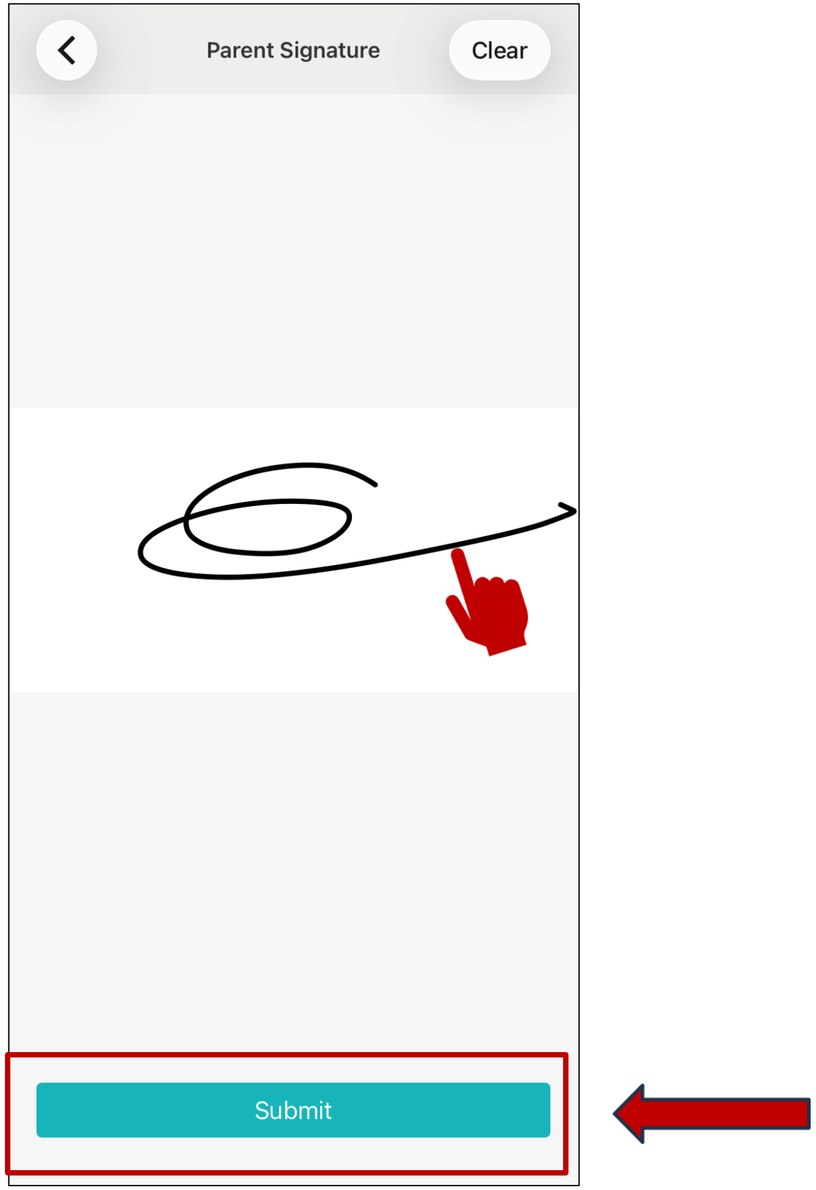
Step 7:

- Review the entry.
- Tap on Submit

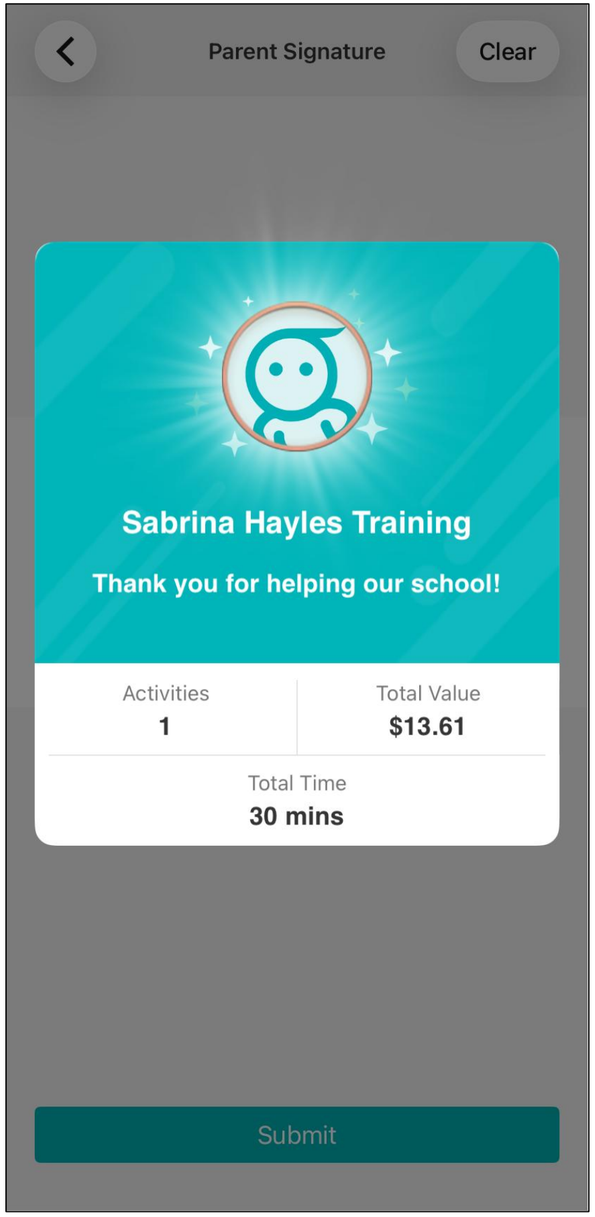


Step 8:

- Sign your name using your finger
- Tap “Submit”

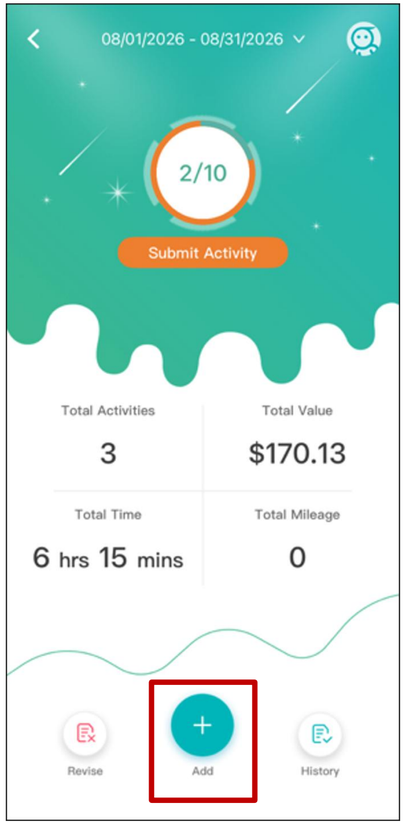


- Recorded time for a volunteer activity



What did we learn?

How to Record Time for a Volunteer Activity



Thank you for joining us!

Need more help?

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