

# TIF Logging Hours

## Logging Hours

1. SIGN IN
2. From Dashboard, select Log Hours.



3. Left side of the Log Hours screen is the area to use when entering new volunteer hours. Complete steps A through G.
- A. Prefill From an Event - If these hours are a result of an event you signed up for, select “prefill from an event”. A new drop down menu will appear. All events you have signed up for will appear in the drop down list. Select the event this is tied to. Note: be sure you know what activity name to use for this entry.
  - B. Select Hour - Select a predefined duration listed in half hour increments.
  - C. Date Volunteered - Select the appropriate date for this activity. If “prefill from an event” has been selected at the beginning, this date will autofill.
  - D. Activity - Select the activity from the drop down list. Note this will not autofill if “prefill from an event” was selected. If unsure about appropriate activity, please go back to the activity chairperson for clarification.
  - E. GIK - Gifts in Kind is an optional field. Enter only the numeric value, not the \$\$ sign. Example: 12.00.
  - F. Notes - Enter a description of the Gifts in Kind if applicable or any further description of this entry. Please note, if “prefill from an event” was selected, information associated with your particular volunteer effort will be autofilled.
  - G. Submit Time - select this button to finalize your entry. Note that all entries must be reviewed and approved by the activity chairman and will appear as a “pending” entry until approved. An email has been sent to the assigned approver as soon as this button is selected.

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Village Improvement Association

Log Hours   Charts   Event Sign-ups   Account

Log Hours   Timesheet

A → Hours (pull from an event)

B → 2.5

C → Date Volunteered: Apr 3, 2016

D → Activity: International Outreach - Waterloo Volunteer

E → Bike: Bike And Bikes only

F → Notes: 3 pairs of shoes covered

G → Submit Time

Date	Activity	Hours
04/03/16	Conservation Committee Volunteer	2.5 pending
03/06/16	Home Life Committee	2.5
03/06/16	Membership Committee Chairman	3
03/04/16	Fundraising - Chocolate Festival Volunteer	4.0
03/03/16	Home Life Committee	2
03/03/16	NG Assisted Living Volunteer	2
03/03/16	Membership Committee Chairman	2
03/03/16	Membership - Buddies Volunteer	0.5

4. Right side of the Log Hours screen shows all entries made this year to date. Any entries awaiting approval will be noted as “pending” and will not appear on any exported file until approved. Each entry will show more detail when selected.

5. **SIGN OUT** when finished with your session. Note that the Sign Out button can only be selected from the DashBoard screen. To navigate to this screen, select “Account” in the upper right corner of any non-DashBoard screen.