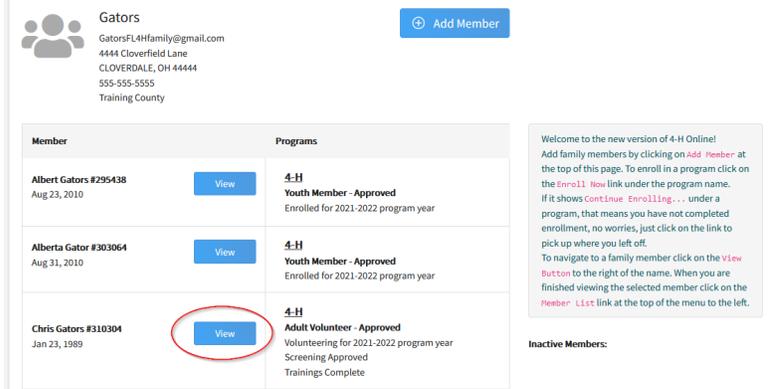
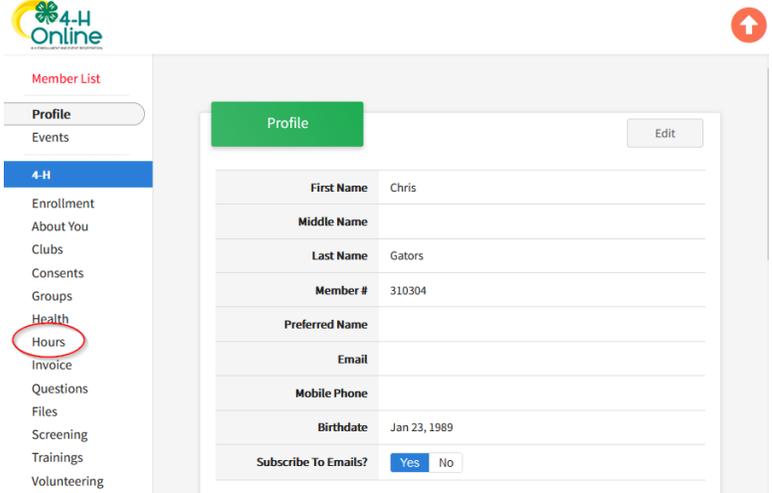
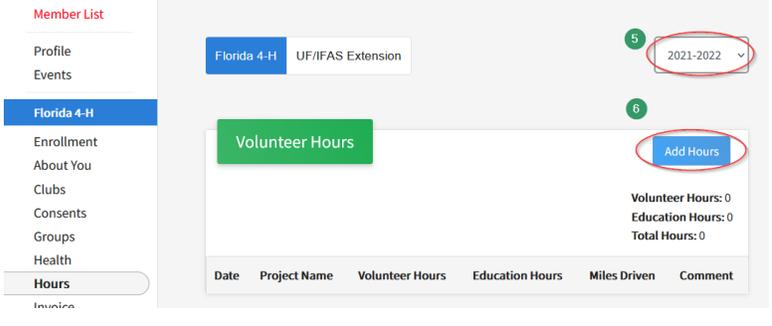


Logging Volunteer Hours Instructions

Before You Start

To log volunteer hours, you must have an approved volunteer enrollment for the current 4-H year.

Steps	Screenshots																				
<p>1) Login to 4-H Online with your family's email and password.</p> <p>2) Locate your name in the list of members in your family.</p> <p>3) Click the View button next to your name.</p>	 <p>The screenshot shows a user profile for 'Gators' with contact information. Below is a table of members:</p> <table border="1"> <thead> <tr> <th>Member</th> <th>Programs</th> </tr> </thead> <tbody> <tr> <td>Albert Gators #295438 Aug 23, 2010</td> <td>4-H Youth Member - Approved Enrolled for 2021-2022 program year</td> </tr> <tr> <td>Alberta Gator #303064 Aug 31, 2010</td> <td>4-H Youth Member - Approved Enrolled for 2021-2022 program year</td> </tr> <tr> <td>Chris Gators #310304 Jan 23, 1989</td> <td>4-H Adult Volunteer - Approved Volunteering for 2021-2022 program year Screening Approved Trainings Complete</td> </tr> </tbody> </table> <p>A 'View' button is circled in red next to Chris Gators. A welcome message and 'Inactive Members' section are also visible.</p>	Member	Programs	Albert Gators #295438 Aug 23, 2010	4-H Youth Member - Approved Enrolled for 2021-2022 program year	Alberta Gator #303064 Aug 31, 2010	4-H Youth Member - Approved Enrolled for 2021-2022 program year	Chris Gators #310304 Jan 23, 1989	4-H Adult Volunteer - Approved Volunteering for 2021-2022 program year Screening Approved Trainings Complete												
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<p>4) Click on Hours in the navigation pane on the left side of the screen.</p> <p>NOTE: if you are using a mobile device this menu will be hidden. To access it, click the three horizontal bars in the top left corner of the screen to access it.</p>	 <p>The screenshot shows the mobile navigation menu with 'Hours' circled in red. The main content area displays the profile for Chris Gators:</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>First Name</td> <td>Chris</td> </tr> <tr> <td>Middle Name</td> <td></td> </tr> <tr> <td>Last Name</td> <td>Gators</td> </tr> <tr> <td>Member #</td> <td>310304</td> </tr> <tr> <td>Preferred Name</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> <tr> <td>Mobile Phone</td> <td></td> </tr> <tr> <td>Birthdate</td> <td>Jan 23, 1989</td> </tr> <tr> <td>Subscribe To Emails?</td> <td><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> </tbody> </table> <p>Below the profile is a 'Mobile Device:' section showing a browser view of the website with the 'Hours' menu item circled in red.</p>	Field	Value	First Name	Chris	Middle Name		Last Name	Gators	Member #	310304	Preferred Name		Email		Mobile Phone		Birthdate	Jan 23, 1989	Subscribe To Emails?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Field	Value																				
First Name	Chris																				
Middle Name																					
Last Name	Gators																				
Member #	310304																				
Preferred Name																					
Email																					
Mobile Phone																					
Birthdate	Jan 23, 1989																				
Subscribe To Emails?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																				

<p>5) Make sure the program year is set to the Current Program year. 6) Click Add Hours.</p>	
<p>7) Enter the required information.</p> <ul style="list-style-type: none"> • <i>Volunteer Date</i> • <i>Project</i> • Volunteer Hours • Continuing Education Hours • Miles Driven • Travel Time (Minutes, Total) • Comment <p>8) Click Add.</p> <p><i>Items listed in italics are required fields.</i></p> <p>Once you click add, the hours will be listed on your Hours section of your enrollment.</p>	