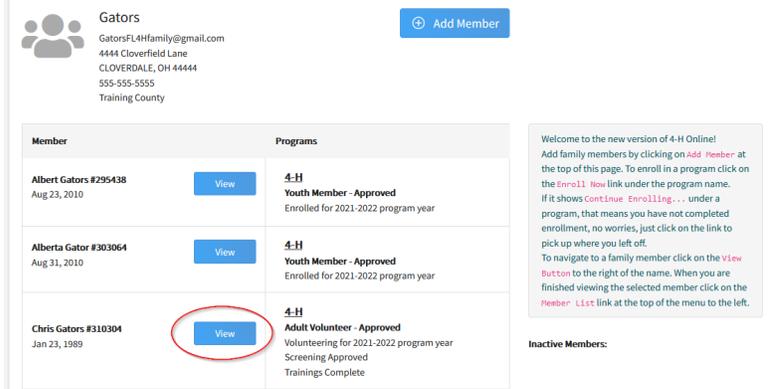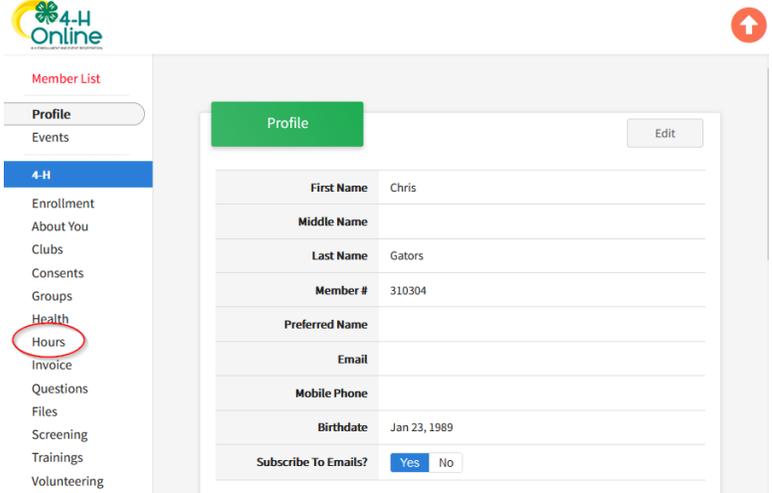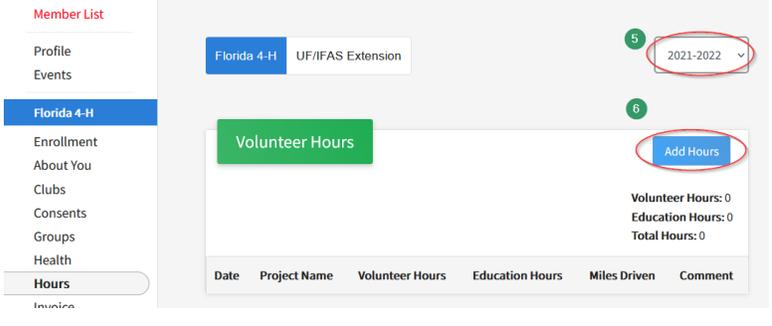# Logging Volunteer Hours Instructions

Before You Start

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

Steps	Screenshots
1) Login to 4-H Online with your family's email and password. 2) Locate your name in the list of members in your family. 3) Click the **View** button next to your name.	
4) Click on **Hours** in the navigation pane on the left side of the screen. 　　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.	

For questions related to 4-H online, contact Matthew Olson, Florida 4-H Information Coordinator. m.olson@ufl.edu
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5) Make sure the program year is set to the Current Program year. 6) Click **Add Hours.**	

7) Enter the required information.
    • *Volunteer Date*
    • *Project*
    • Volunteer Hours
    • Continuing Education Hours
    • Miles Driven
    • Travel Time (Minutes, Total)
    • Comment
8) Click **Add.**
 	
Items listed in italics are required fields.
 	
Once you click add, the hours will be listed on your **Hours** section of your enrollment.	