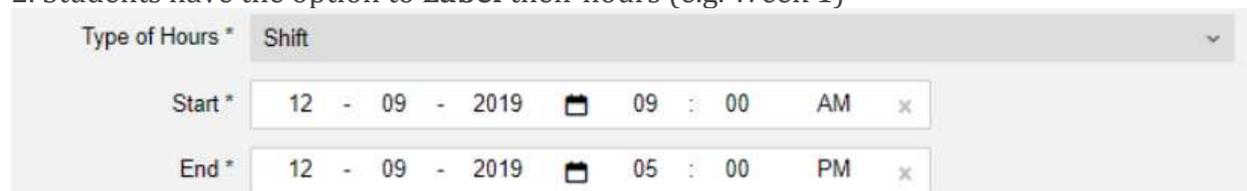


How do students add Volunteer and Other hours?

Students can start to add hours by selecting the  icon on the left toolbar

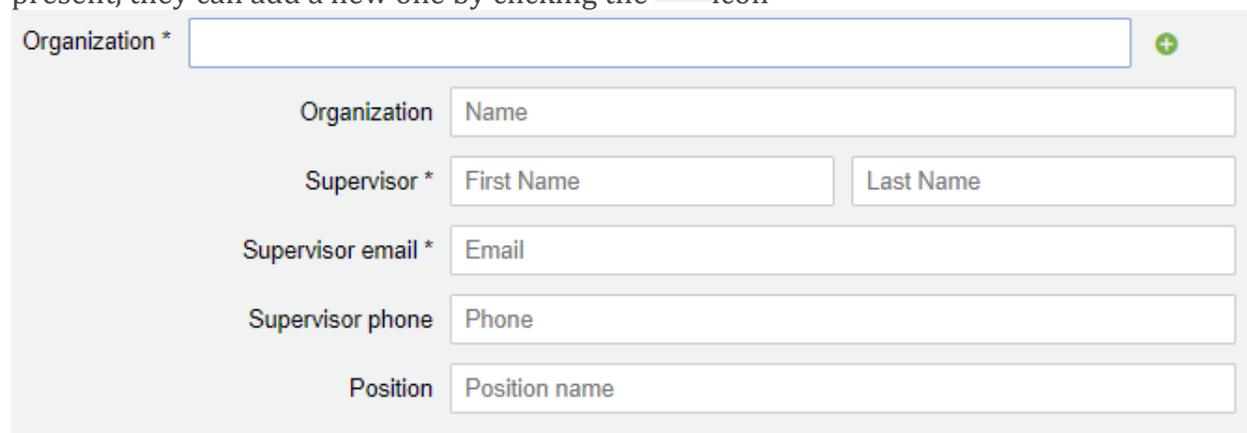
1. To begin, they will select the  button in the top right corner of the page

2. Students have the option to **Label** their hours (e.g. Week 1)



3. Under **Category**, they can choose from Volunteer, Placement / Co-op, Extracurricular, Peer Tutor, Training and/or Faith-Based hours (options vary by school)

4. Next, they will need to search for an **Organization/Employer**. If the employer is not present, they can add a new one by clicking the  icon



5. Please have the students fill out the Organization Name, Supervisor Name, Email, Phone Number, and their Position (e.g. Cashier)

6. Students can add a **Description** of what they did during their work hours

7. For the **Type of Hours** field, students can either add hours as a Block (e.g. weekly, monthly etc..)

OR Shift, where they can add the specific date and time (i.e. September 9th, 9:00am-5:00pm).

Save

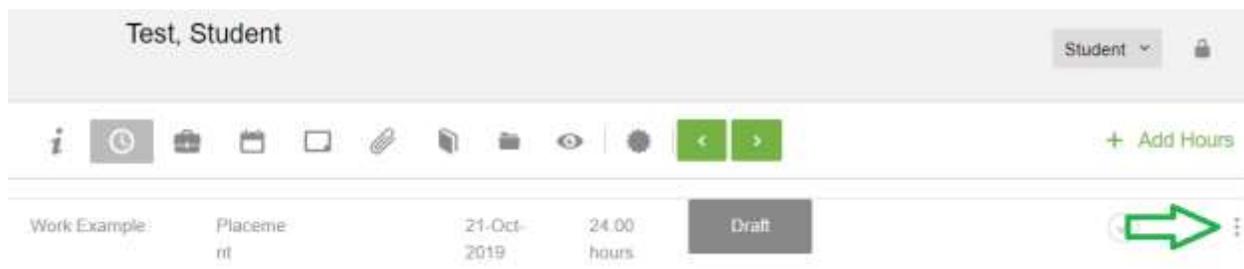
Save and Submit

Added and reviewed their hours, they can either select

button to save the hours as a draft, or submit to their Employer.

How do students copy a log?

Students can create a copy of their hours by clicking  at the right side of the desired hours:



This will allow students to select **Copy** which creates an identical **Draft** of the hours.

If students have consistent hours each week (e.g. 9:00am to 12:00pm), then they can add hours and save those hours as a template. They can leave the template in Draft status and copy that template each week.