SERVE OHIO
Ohio Commission on Service and Volunteerism

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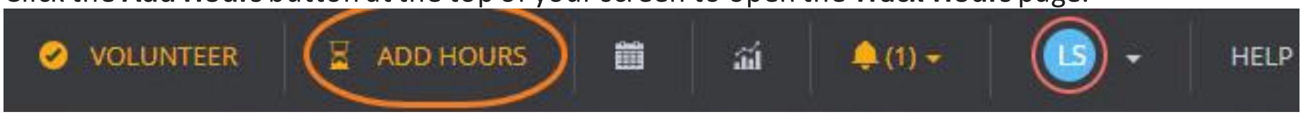
@ServeOhio

Logging Volunteer Hours as a Volunteer

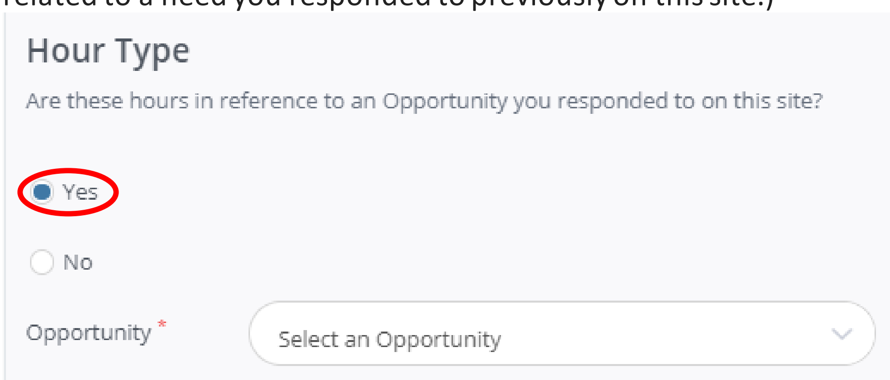
Logging Hours for a Posted Need

1. Log into Get Connected.
2. Click the **Add Hours** button at the top of your screen to open the **Track Hours** page.

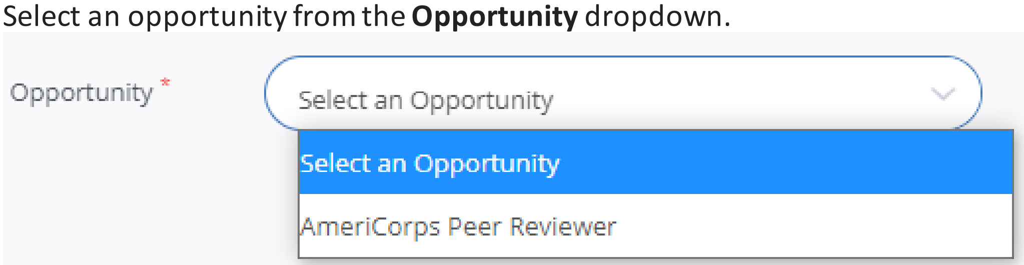


Note: Alternatively, you can click on your profile dropdown (located where the blue circle is in the image above) and select **Track Hours**, and then click **Add Hours**, located under the **Volunteer Hours** heading.

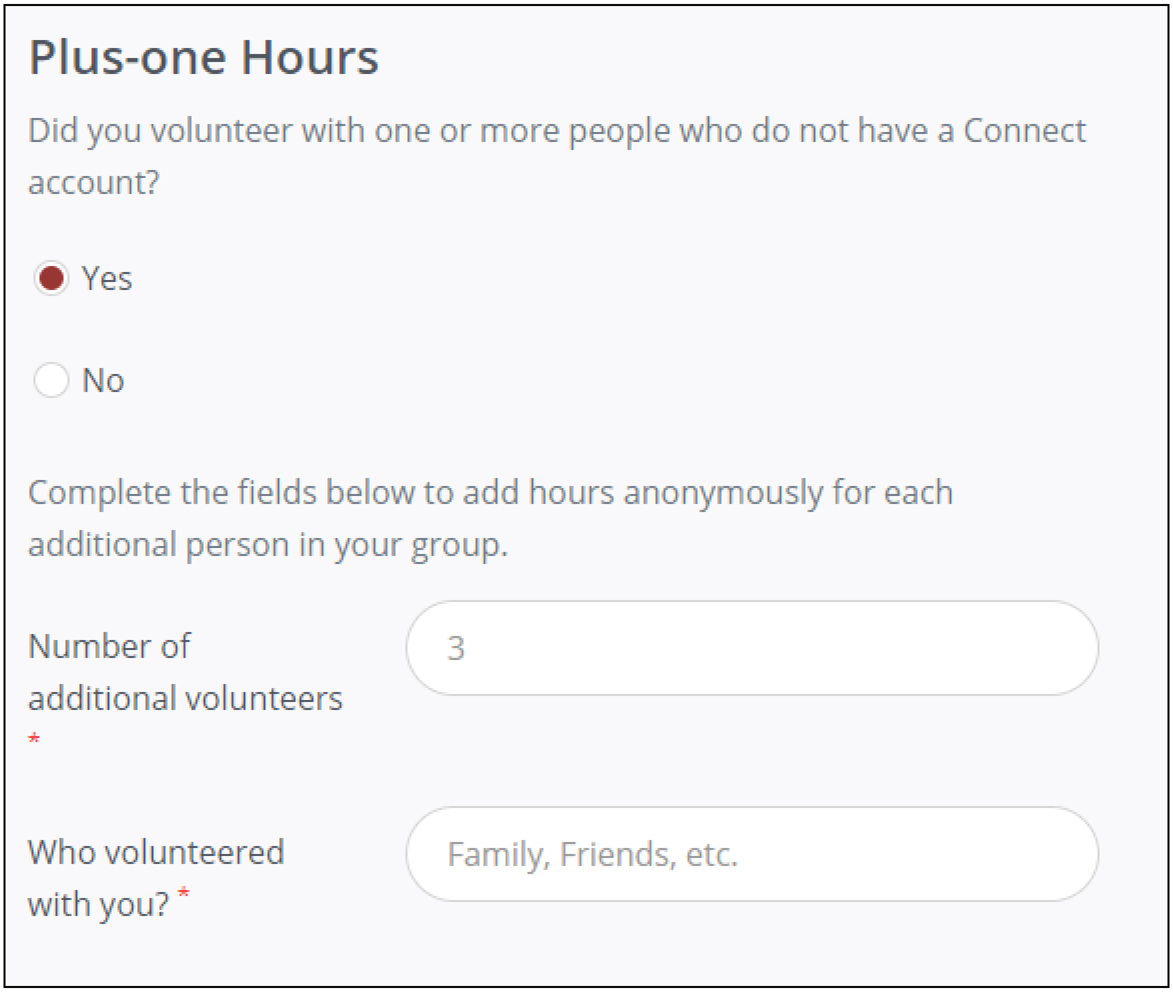
3. Click **Yes** under the **Hour Type** heading. (By clicking **Yes**, you indicate that the hours you're posting are related to a need you responded to previously on this site.)



4. Select an opportunity from the **Opportunity** dropdown.



5. Enter the hour details, including the date and number of hours.
6. Complete all other **Hour Details** fields that apply.
7. If other people who are not registered volunteers joined you for the volunteer opportunity, you can add plus-one hours to account for their time. If you select the **Yes** radio button, you will see additional questions.

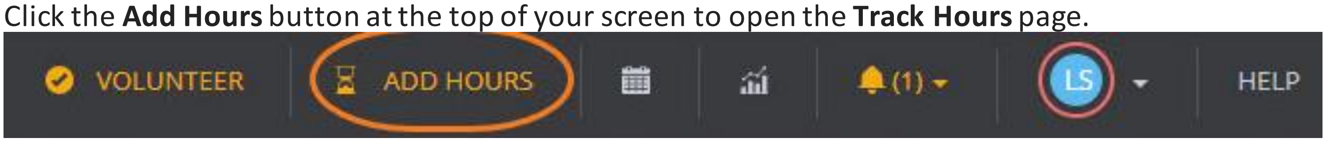


8. Click **Submit Hour Entry**.

Logging Individual Volunteer Hours

"Individual hours" are hours that are not associated with a need response in Get Connected. Some Get Connected sites require that volunteer hours be related to a need response, but some sites allow posting of "individual hours." If your site allows this, follow the instructions below to log your hours.

1. Log into your Connect site.
2. Click the **Add Hours** button at the top of your screen to open the **Track Hours** page.



Note: Alternatively, you can click on your profile dropdown (located where the blue circle is in the image above) and select **Track Hours**, and then click **Add Hours**, located under the **Volunteer Hours** heading.

3. Click **No** under the **Hour Type** heading to indicate that the hours are *not* related to a previous opportunity response on your Connect site. You will be required to provide the email address of someone who can verify your individual hours.
4. Complete all applicable fields under the **Individual Details**, **Hour Details**, and **Description** headings.
5. Click **Submit Hour Entry**.

A record of these hours is displayed on both your volunteer hours record and your volunteer résumé. In addition, your volunteer résumé will display the location/organization you entered, the date, the number of hours, and other data (if provided).

Viewing Hour Details

To view all of the details of your hours (including any custom questions) select the needs and click the **Export Hours** button. This will generate a spreadsheet with all of your hours information.

Editing Your Hours

You can edit your volunteer hours as long as they have not yet been approved. Both traditional and individual hours can be edited by the volunteer who submitted them.

To edit your hours:

1. Log into and click on your profile dropdown in the top right-hand corner of your site.
2. Select **Track Hours** to open the **Track Hours** page.

Note: Alternatively, you can click the **Volunteer Hours** area of your dashboard, located just below the **Welcome** message.

3. The **Track Hours** page displays your previously submitted hours.

	DATE	DETAILS	HOURS	MILES	TYPE	STATUS
	Jun 22, 2017	Food Sorters Needed Higher Ground	2.00	2	GC	
	Jun 19, 2017	Greeter Needed on Monday Afternoons Grasty Community Center	3.00	0	GC	
	Jun 3, 2017	Rocky Ridge Trail Individual	4.00	14	GC	

4. Click the pencil icon to edit hours. Note that the approved hours do not have a pencil icon and cannot be edited.
5. Make your changes.
6. Click **Update Hour Entry**.

To edit hours after they have been approved, you should contact the organization.