

Logging Volunteer Hours

Always remember when entering information or updating information, you must click **SAVE** or the information will not be retained.

At the main profile page, select the 4th Tab from the left – Hours Log.

The screenshot shows the website interface for Therapy Animals of San Antonio. At the top is a navigation menu with tabs: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, ? HELP, and MY PROFILE. Below the menu is the page title "Home - Therapy Animals of San Antonio".

On the left side, there is a "News" section with a dark header. The news content includes a red headline "The 2015 Pooch Parade was a Success!!" and blue text: "Thank you ALL who helped in any way make our annual Pooch Parade a success. Go to our Website and look at all the wonderful pictures taken during such a fun day!".

On the right side, there is a user profile for Beverly Oakes, Treasurer. It includes a profile picture, a "Welcome" message, and an "Edit" link. Below the profile is a "VOLUNTEER HOURS" section with a table:

This Week	This Month	This Year
0.0	0.0	492.6

Below the hours section is a "Get Social" section with "Share this" and icons for Facebook, Twitter, and a plus sign. At the bottom right is a "Files" section with a link "Using myVolunteerPage" and a "See All Files" button.

You will see a screen like this. To the right of the word 'Activity' is a box with a drop-down arrow. Use the drop-down arrow to show the activities assigned to your profile. If you are logging hours for a facility or activity that does not show on your initial drop down (e.g. an event or presentation), you can click on 'Active' and then click on the drop-down arrow. This will display a list of all active facilities (facilities that have a team visiting) as well as categories for Events, Classes and other organization business. After selecting the item you are logging hours for, complete the date you volunteered, the time spent (including drive time) and the other fields displayed for the particular activity. Once you have completed all the fields, click SAVE.

Hours

Log Hours

Activity ▾

Show these activities

Date Volunteered Hours Minutes

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
78229 University Hospital Medical/Wurzbach	0	11/05/2015	11/05/2015	Active	<input type="button" value="Edit"/>

Log Hours

Activity ▾

Show these activities

Date Volunteered Hours Minutes

Feedback	Response
***** BE SURE TO INCLUDE TRAVEL TIME TO AND FROM VISIT IN HOURS ABOVE ***** 1 - Enter the name of the animal that accompanied you here	<input type="text"/>
2 - How many patients/people did you visit? (interacted with you and/or your animal)	<input type="text"/>
3 - What type of visit did you make?	<input type="text"/>
8 - Comments	<input type="text"/>
9 - Miles driven to and from volunteer location	<input type="text"/>