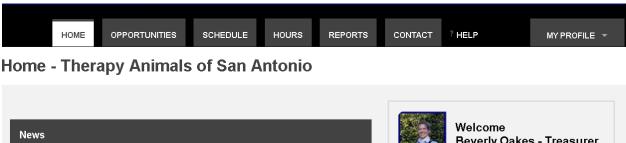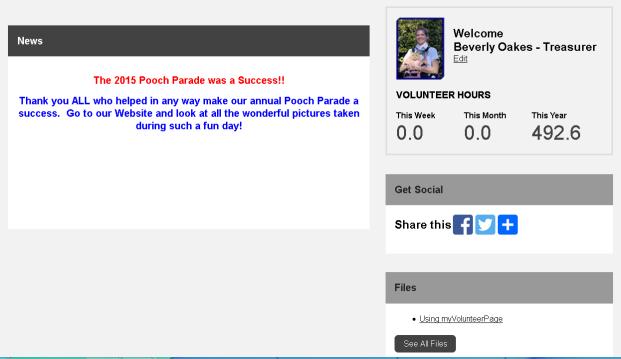# Logging Volunteer Hours

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.

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 | Please select an activity ⌄ |

Show these activities [Recent] [Active] [Inactive]

Date Volunteered | 10/31/2015 | ⚑ Hours [0] Minutes [0]

[Save]

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS

Log Hours

Activity | 78229 University Hospital Medical/Wurzbach ⌄ |

Show these activities [Recent] [Active] [Inactive]

Date Volunteered | 11/05/2015 | ⚑ Hours [0] Minutes [0]

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	[ ]
2 - How many patients/people did you visit? (interacted with you and/or your animal)	[ ]
3 - What type of visit did you make?	[⌄]
8 - Comments	[ ]
9 - Miles driven to and from volunteer location	[ ]

[Save]