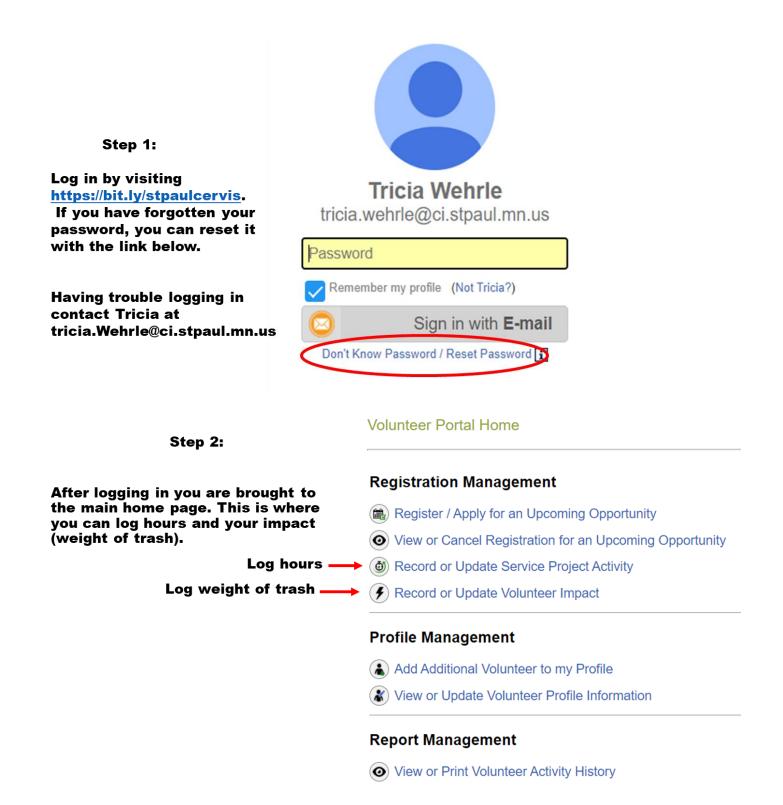


How to: Log Volunteer Hours and Impact Reporting





Step 3: Confirm correct name	Step 1: Select a Volunteer Below n Tricia Wehrle
Confirm volunteer role (if you have more then one role select the right one)	Step 2: Select a Service Project Below Como Park Steward Ongoing Park Steward
Pick date of service (can only enter 1 day at a time)	Step 3: Enter your Activity Details Below Service Date:* 12/29/2021
Enter hours (round to the closest 1.0, .25, .5 or .75)	▶ 5 Notes (1000 character max): 달
Notes: please email me if urgent. This is not where you list weight of trash	
Click here to submit ho	ours Step 4: Record Service Project Activity

✓ Step 4: Record Service Project Activity

	Current Profile Service Project Activity					
	<u>Name</u>	Service Project	Service Date	Service Hours	Notes	
Step 4:		Como Park Steward	Jul 26, 2021	1.50	8	
• • • • •		Como Park Steward	Jul 30, 2021	2.50	\mathbf{S}	
Once hours are logged scroll down and you will		Como Park Steward	Aug 2, 2021	1.50	ß	
see all your past hours.		Como Park Steward	Aug 5, 2021	2.50	ß	
If you want to remove		Como Park Steward	Aug 9, 2021	0.50	ß	
any click on the button		Como Park Steward	Aug 11, 2021	2.25		
at the bottom.		Como Park Steward	Aug 17, 2021	1.50		
		Como Park Steward	Sep 13, 2021	5.50	2	
		Como Park Steward	Sep 21, 2021	1.50	1	
		Como Park Steward	Sep 30, 2021	3.00	$\mathbf{\Sigma}$	
		Como Park Steward	Oct 20, 2021	6.00		
	Ne ²					
	X Remove Selected Service Project Activity					
Return to main						
page click here. 🛛 🛶	< Portal Home					



How to log Volunteer		Volunteer Porta	Il Home			
Impact		Registration M	Aanagement			
		_	ply for an Upcoming Opportunity			
I		0	el Registration for an Upcoming Oppo	ortunity		
Log Volunteer Im	-) (odate Service Project Activity			
(ex: weight of tra	isn)	Record or Up	odate Volunteer Impact			
Click Record or l	Jpdate	Profile Manag	ement			
Volunteer Impact		Add Additional Volunteer to my Profile				
		View or Update Volunteer Profile Information				
		Report Manag	ement			
		View or Print Volunteer Activity History				
			opportunities between these dates:			
		12/30/2020	- 12/30/2022			
			Filter Impact Opportunities			
		Impact Logging Opportunities				
		Registration Information	i.			
Click Log Impact		Como Park Stewa Mon, Jul 26, 2021 Park Steward / Como		Log Impact		
		Como Park Stewa Fri, Jul 30, 2021 Park Steward / Como		Log		
		Como Park Stewa Mon, Aug 2, 2021 Park Steward / Como		Log Impact		
	your of 4	Log Activity Impac	ct	×		
Input weight (lbs) of trash		eer Name: Pat Owen Name: Como Park Stew	vard			
		t of trash (lbs) (Optional)	•	3		
After input clic	k					
on Log Impact		Log Impact	Cancel			
	Registration In	nformation				



Once you are done logging your impact click the Portal Home button. Then you are done and can log out.

Thank you for volunteering your time!

Please reach out to Tricia if you have any questions. **Como Park Steward** Fri, Dec 17, 2021 Park Steward / Como Regional Park



The available opportunities for logging impact activity are listed above.

If you would like to view the opportunities you are CURRENTLY registered for, or CANCEL your registration for an upcoming opportunity, please CLICK HERE.

If you would like to REGISTER for a new, upcoming opportunity, please CLICK HERE.

