

# Recording Volunteer Hours

WSU Extension uses an on-line program to record volunteer hours for ALL WSU volunteer programs. This is separate from the on-line training program which is specifically for WSU Master Gardeners.

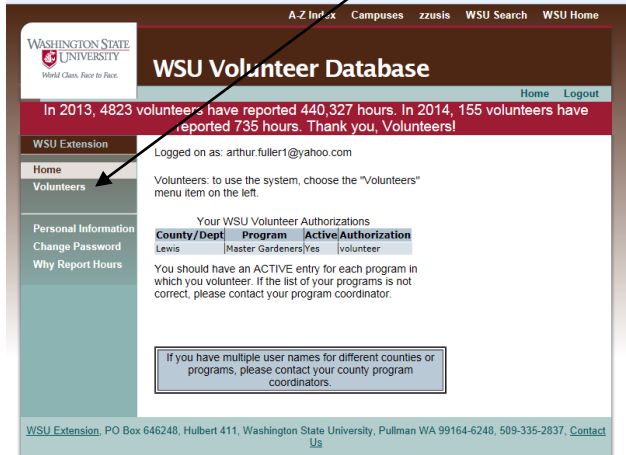
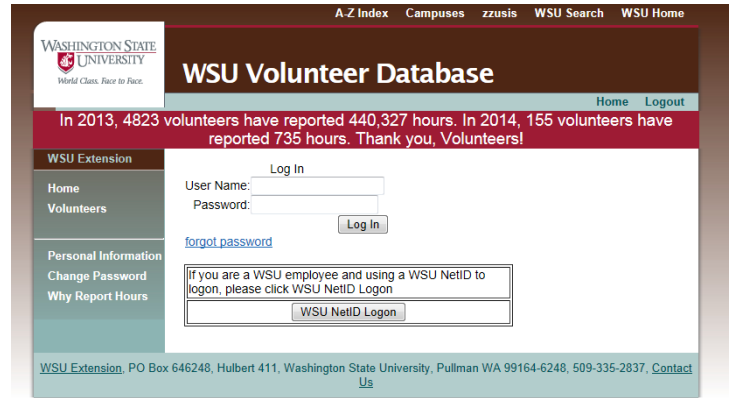
Your account has already been established. Your user name is the e-mail address you submitted when you applied for the training. Even if you change your e-mail address at a later date, it will still be your user name. The password to access your account is "password!".

To access the database go to: <http://ext.wsu.edu/Volunteers/logon.aspx>

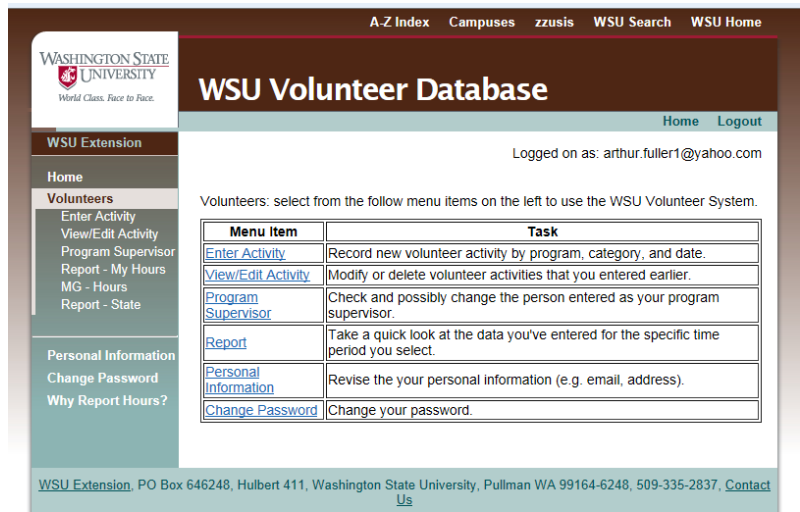
When this screen comes up, enter your e-mail address for the user name and password! for the password.

Click the Log In box.

When the screen below comes up, click on Volunteers from the menu on the left.

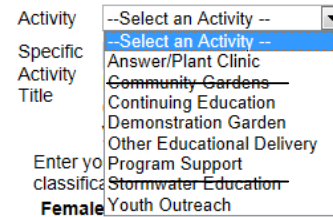


From the next screen that opens, select the activity you want to use. In most cases you will be Entering an Activity, Editing an Activity or checking My Report to review the hours you have entered.



If you selected Enter Activity, this screen will open.

Some of the boxes will be pre-set. The first one you will go to is the Activity box. Open the drop-down menu which looks like this:



You will be using all but the Community Garden and Stormwater Education activities. Select the appropriate activity.

In the “Specific Activity Title” box below type in a little information about the activity. For instance if you worked in a demonstration garden, enter the name of the garden. On days that you attend the Master Gardener training class, enter “MG training.”

Click on the correct date, then below that enter your starting and

stopping time. You do not have to enter the civil rights information on the right side as we track that in a different way.

**Be sure to click the SAVE button after each entry to record the information.** As soon as the information is saved a new screen will open and you can continue entering hours.

To check to make sure your hours were recorded correctly, click on “Report—My Hours” from the menu on the left side. When this screen comes up, click on the Go button to see all hours recorded.

If you’ve made an error in entering an activity, you can select “View/Edit Activity” from the menu on the left, click on the date or activity that needs to be edited, correct it and SAVE it again.

Logout to end your session or the program will automatically timeout after a period of nonuse.

If you have any questions, please contact the coordinator for assistance. Volunteer hours should be recorded after the activity but monthly at a minimum and to meet the WSU Extension requirements.