



## Enrolled Volunteers Reporting Your Volunteer Hours



If you are having trouble connecting to the Volunteer Report Site please update their address to the following listing. Put it in your “favorites”. If you have any problems let me know.

Logon to:

<http://ext.wsu.edu/Volunteers/default.aspx>

Your user name is usually your last name. If just your last name doesn't work add your first initial: WangenB. Keep adding letters of your first name, up to three: WangenBet – no one has more than 3.

The password is **password!** (remember the exclamation point – no caps). If you still are unable to login, call me.

Click on Enter Activity – Select an Activity; you have four selections – pick the one that is closest to what you were doing. Most volunteer work is related to educational activities. Pick the date add the hours and save. You can go back to previous months and add hours.

4-H reporting starts with October 1<sup>st</sup> and continues through the year. Yes, you may even report your reporting hours! Please take the time now to sign on and fill in the blanks.

If in doubt, contact Beth Wangen, [beth.wangen@wsu.edu](mailto:beth.wangen@wsu.edu) or call 425-357-6005. I will walk you through the process.