

ACCESS for ALL

How to log your volunteer hours – quick and easy version

1. Go to Thurston County 4-H website – **Resources for Leaders**
<http://ext100.wsu.edu/thurston/youth/forms/4-h-leaders/>
2. Click on [Log your hours](#)
3. Enter your user name **your 1st initial and your last name** (ex. dullery)
4. Enter the password **password!** (all lower case and don't forget the exclamation point)
5. Click on **Volunteers** and then **Enter Activity**
6. Enter **Thurston county, 4-H program**, and location of activity
7. Select **type of activity** (the general description that fits best, specific activity is optional)
8. Select a **date**
9. Enter **approximate or estimated time** (time of day is less important than total hours)
10. Click **Save**

Use the 90-second **How to Log-in Hours video** link on the same **Resources for Leaders** page for a quick reminder.

Once you're logged on you may change your password to something you can remember easily! Just click on **change password** and follow the instructions. If at some point you forget your password, let me know and I can help you reset it.

Questions? Just call, and **THANK YOU!!!!**