

# 4-H Volunteer Hours Reporting

Log on to the WSU Volunteer Database at <https://volunteers.cahnrs.wsu.edu>

**USER NAME:** Your user name is your email address.

If your email address does not work, try lastnamefirstname, or firstnamelastname or contact the Extension Office at 524-2685 or [wallawalla.4h@wsu.edu](mailto:wallawalla.4h@wsu.edu). Usernames for Leaders prior to January, 2011 are different.

**PASSWORD:** The password is: password! (You must enter the exclamation point). After you log on the first time, you will have the opportunity to change your password.

Select **“Volunteers”** from the side navigation bar.

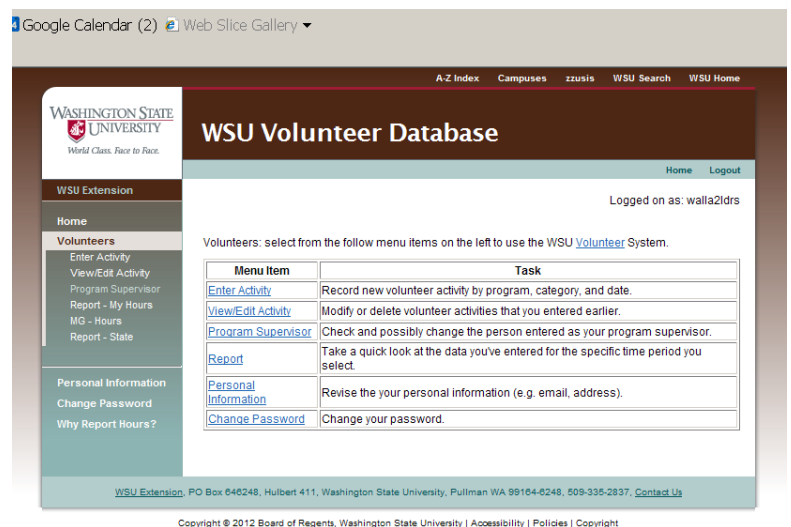
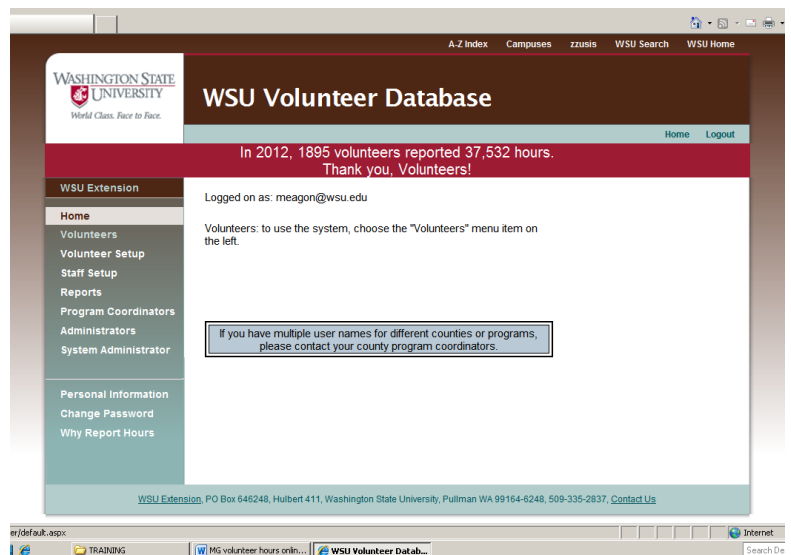
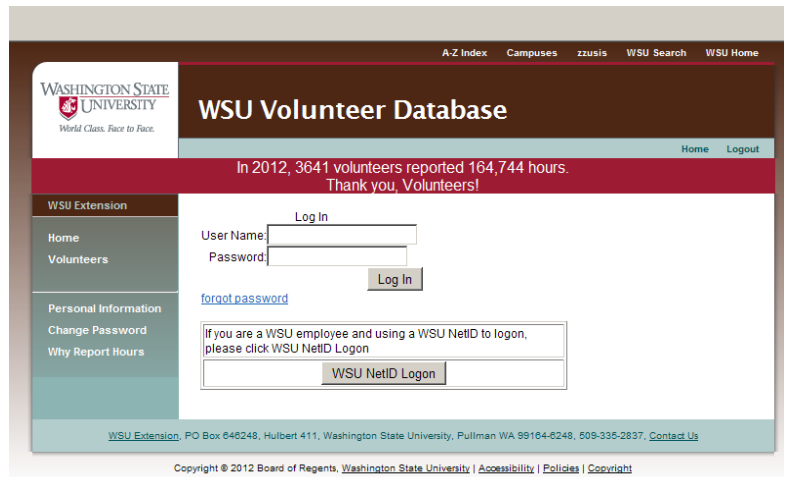
If you get the message “You are missing a supervisor entry”. Please click: “Program Supervisor” in the menu on the left. Follow the instructions. You must select a supervisor for the WSU programs for which you are a volunteer. This will your county 4-H Coordinator.

From this screen select one of the following:

**“Enter Activity”** To enter new activity

**“View/Edit Activity”** To make corrections

**“Change Password”** To Change your password



Be sure that boxes at the top of the page display as follows:

**Program County: "Walla Walla"**

**Location of Activity: "Walla Walla"**  
(adjust if your activity occurred in a different county)

**Program: "4-H"**

Click on arrow by **"Select an Activity"**\*\* and choose one of the following:  
(These categories are meant to be very broad to encompass all the activities that a 4-H leader does. Leaders need to determine which is the appropriate category for their volunteer hours. There is no "wrong" category.)

- **Club/County 4-H Event:** includes club meetings, community service, club rides,
- **Deliver Educational Training:** includes club meetings, or 4-H event where you teach or lead an educational exercise
- **Help at Fair:** includes community events, Fair activities
- **Prepare for Educational Training:** includes preparation of club meetings, project meetings, leaders council meetings
- **Support/Office Work;** includes work in county office or special project
  
- Enter **"Specific Activity Title"** such as Club Meeting, Super Saturday, Fair Parade, etc.
- **Select the date** on which the activity occurred as well as **start and end times.**

Click the **"Save"** button at bottom of the page.

You may enter multiple activities for the same day. However, each activity must have a different start and end time, and you must click "save" after you enter each activity or the hours will not be recorded.

After you save a record, there will be a message at the top of the page to indicate that the record was saved. It will also give you an error message if there was something you forgot to enter. At this point you may choose another menu item on the left, logout, or add a new record. If you add a new record, simply change the information needed to reflect the new activity. You may click the "Clear the Form" button to start with a blank record.

The screenshot shows the WSU Volunteer Database form. At the top, there is a navigation bar with links for Home, Logout, and a notification: "You must click the Save button at the bottom of this page in order for your hours to be recorded." The form fields are: Program County (Walla Walla), Location of Activity (Walla Walla), Program (4-H), and Activity (-Select an Activity -). A dropdown menu for Activity is open, showing options: Club/County 4-H Event, Deliver educational training, Help at Fair, and Prepare for educational training. Below these is a calendar for July 2012 with the 10th selected. Start Time is 8:00 AM and End Time is 8:00 AM. At the bottom are Save and Clear the form buttons.