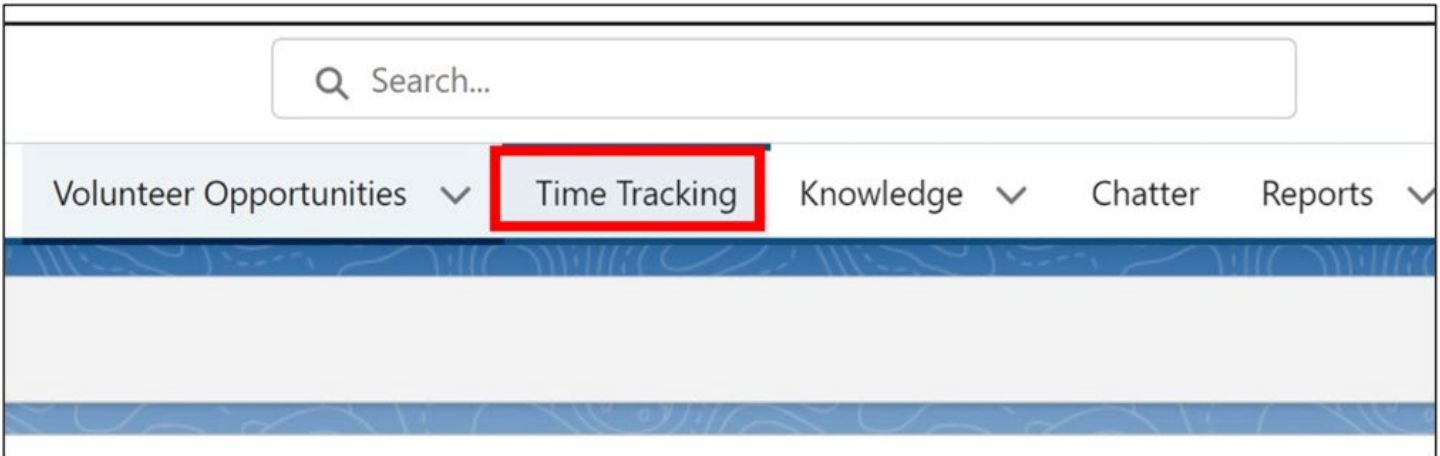
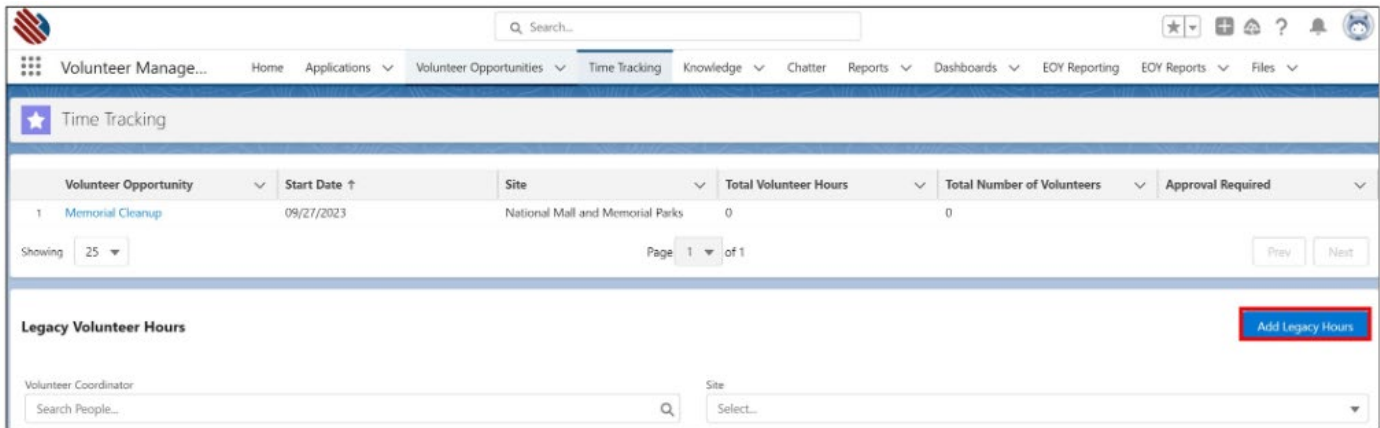


Add Legacy Hours

1. Click "Time Tracking" to open.



2. Click "Add Legacy Hours" button.



3. Complete the following fields:

- a. Type in the volunteer name or use the magnifying glass icon to search for the volunteer profile.
- b. Input the number of hours.

New Legacy Hours Time Log

Use Legacy Hours only to enter hours for a specific volunteer for which there is no corresponding Volunteer.gov opportunity. Legacy Hours should not be used to track ongoing hours, as they will not be linked to a specific volunteer opportunity or date. Legacy Hours are typically only used to 'catch up' a recurring volunteer's lifetime hours when they first create a Volunteer.gov profile. After Legacy Hours are entered, ongoing volunteer hours should be tracked using Time Log on specific opportunities.

Volunteer Name ?

* Total Hours ?

* Site

Counting Toward Volunteer Pass ?

- c. Type in the Site name or use the magnifying glass icon to search for the Site.
- d. Select the checkbox "Counting Toward Volunteer Pass" if you want the hours to count towards a volunteer pass.

4. Click "Save".