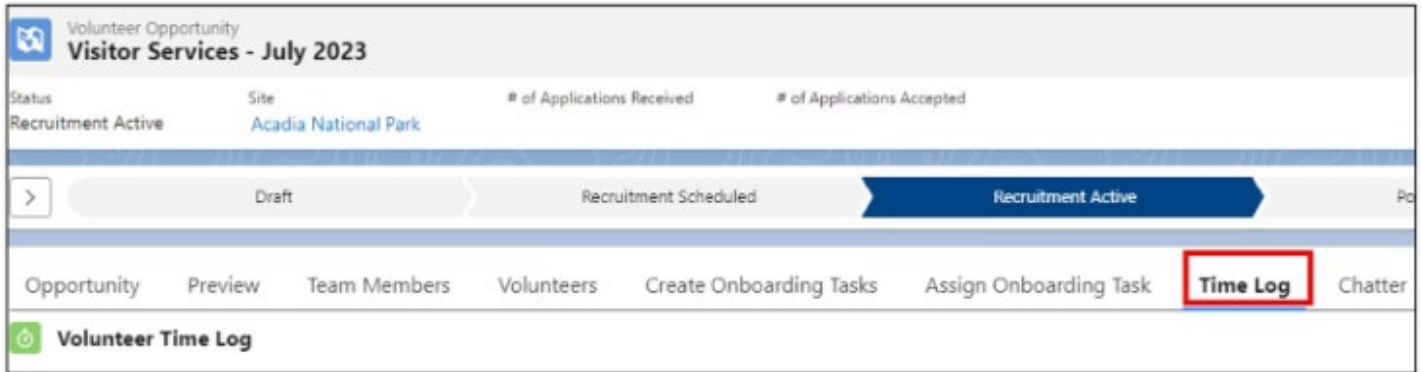


Add Volunteer Hours

1. Open the desired opportunity with volunteers who have an application status of "Onboarding Complete" or "Agreement Closed".



Volunteer Opportunity
Visitor Services - July 2023

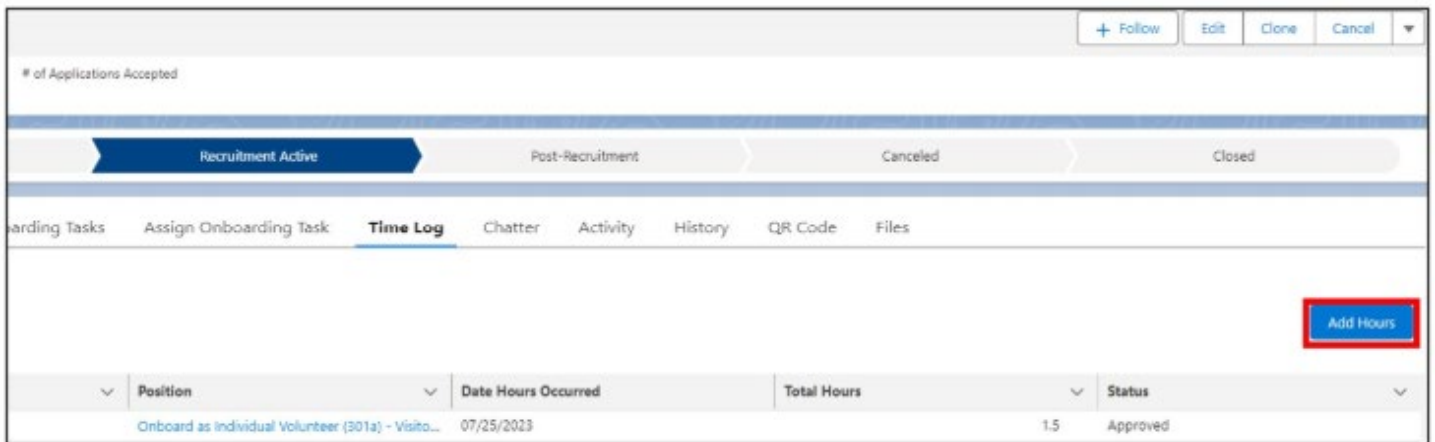
Status: Recruitment Active | Site: Acadia National Park | # of Applications Received: | # of Applications Accepted: |

Draft | Recruitment Scheduled | **Recruitment Active** | Post-Recruitment

Opportunity | Preview | Team Members | Volunteers | Create Onboarding Tasks | Assign Onboarding Task | **Time Log** | Chatter

Volunteer Time Log

2. Click the "Time Log" tab.
3. Click "Add Hours".



+ Follow | Edit | Clone | Cancel

of Applications Accepted

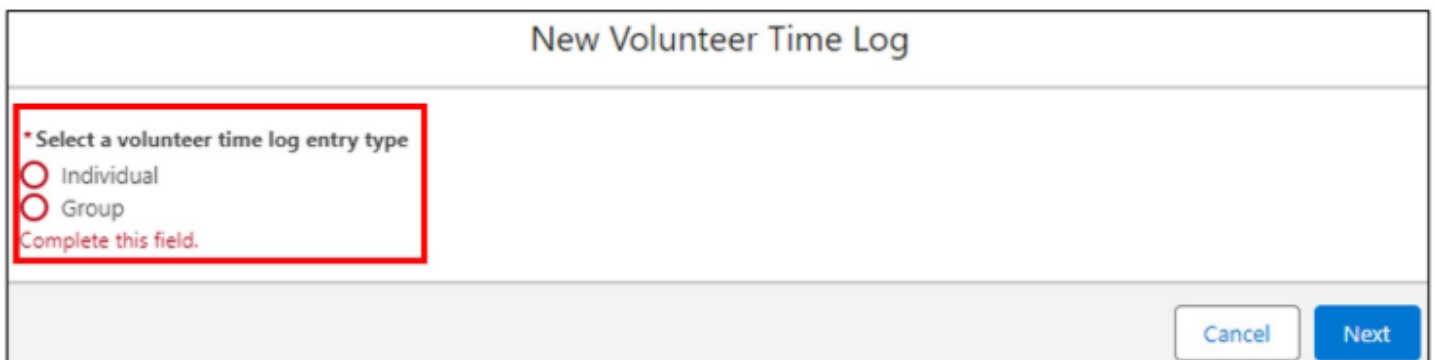
Recruitment Active | Post-Recruitment | Canceled | Closed

Onboarding Tasks | Assign Onboarding Task | **Time Log** | Chatter | Activity | History | QR Code | Files

Add Hours

Position	Date Hours Occurred	Total Hours	Status
Onboard as Individual Volunteer (301a) - Visito...	07/25/2023	1.5	Approved

4. Select the time log entry type.
 - **Individual:** individual hours are for individual volunteers who signed up for an opportunity through Volunteer.gov. When hours are entered this way they will count toward totals that appear on a volunteer's profile.
 - **Group:** group hours are for entering hours in a bulk fashion and can represent hours of volunteers who may or may not have signed up for an opportunity using Volunteer.gov. When hours are entered this way they will not count toward totals that appear on a volunteer's profile.



New Volunteer Time Log

* Select a volunteer time log entry type

Individual

Group

Complete this field.

Cancel | Next

- Input the volunteer time log details for the volunteer. For a Group Leader entry, there is an additional field for Number of Volunteers. **Note:** To add bulk group hours, do not select a Group Leader name but leave that field blank.
 - Volunteer Name (or Group Leader):** select the volunteer or group leader from the dropdown list
 - Position:** if a volunteer has been onboarded into more than one position in a single opportunity, select the appropriate one from the dropdown list to associate with the time log entry
 - Date Hours Occurred:** this can be either the date the hours actually occurred or a date associated with the hours of the time log entry. Whatever date is entered here will affect reports related to when the hours occurred (such as fiscal year, month, etc.).
 - Number of Volunteers (group hours entry only):** when entering group hours this should reflect the number of volunteers associated with the hours entry.
 - Total Hours:** the total hours for the entry. In the case of group hours, this should reflect the total number of hours performed by all volunteers who were a part of the group. For example if 3 volunteers gave 5 hours each, the number to enter in total hours should be 15.

New Volunteer Time Log

Complete the time log entry for Visitor Services - July 2023

+ Add Row

Volunteer Name	Position	Date Hours Occurred	Total Hours
Susan Lemon	Onboard as individual Volunteer (301a) - Visitor Services Front Reception	Jul 26, 2023	2.25

Submit Time Log

New Volunteer Time Log

Complete the group time log entry for Visitor Services - July 2023

+ Add Row

Group Leader	Position	Date Hours Occurred	Number of Volunteers	Total Hours
1 Susan Lemon	Onboard as a Group Leader (301a)	Jul 25, 2023	2	10.00

Submit Time Log

- Click "Submit Time Log" to apply the hours. The hours appear in an "Approved" status on the Volunteer Time Log.