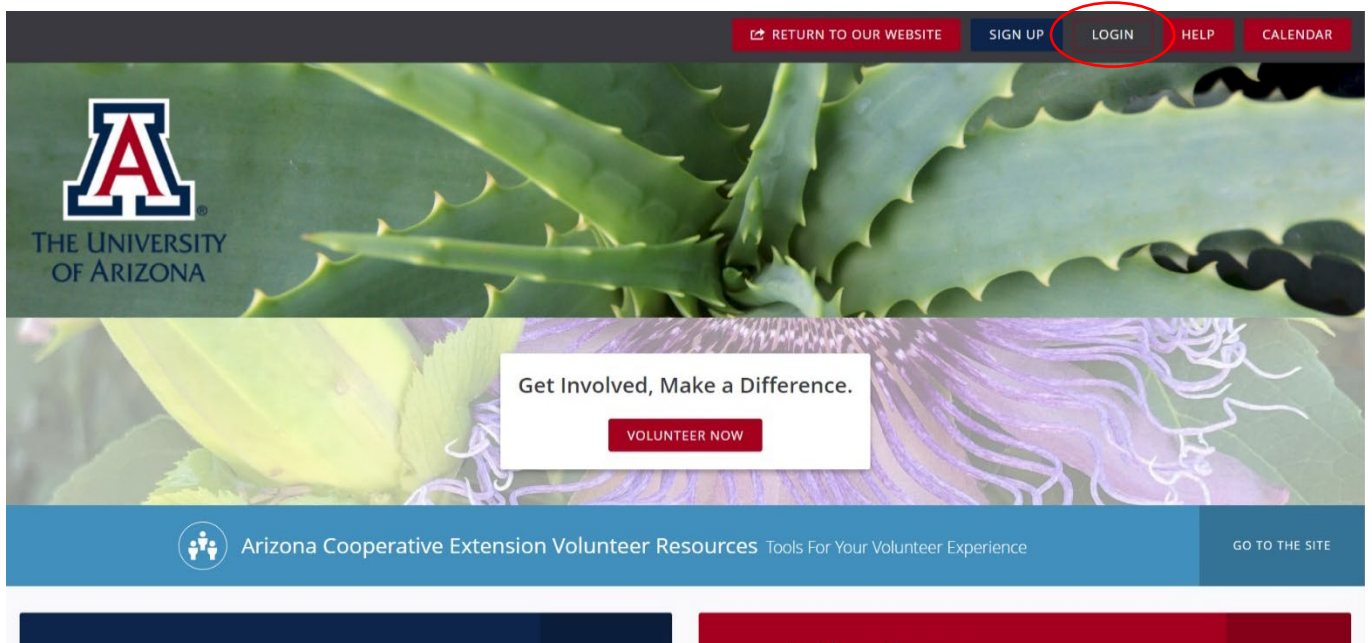


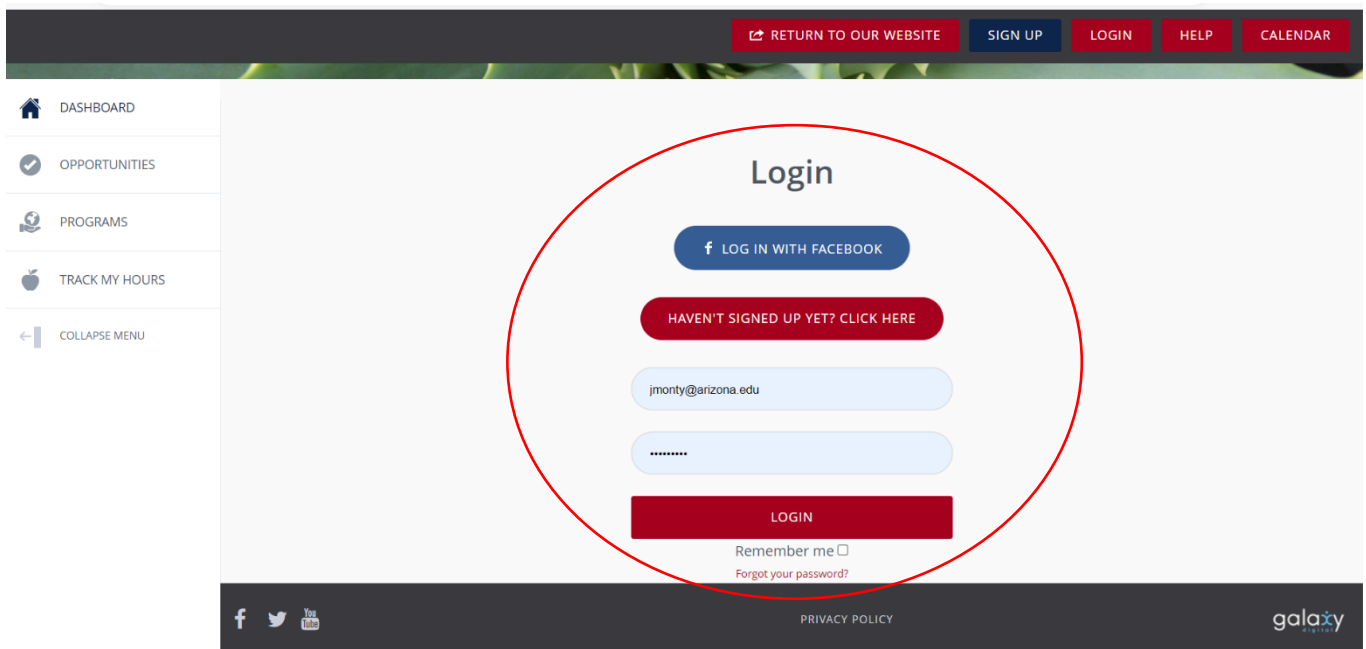
Entering Hours on the Hour Tracker Web Version

LOGGING IN

1. In your internet browser, navigate to this website: <https://volunteer.extension.arizona.edu/>
2. In the top right hand corner, click “Login”.



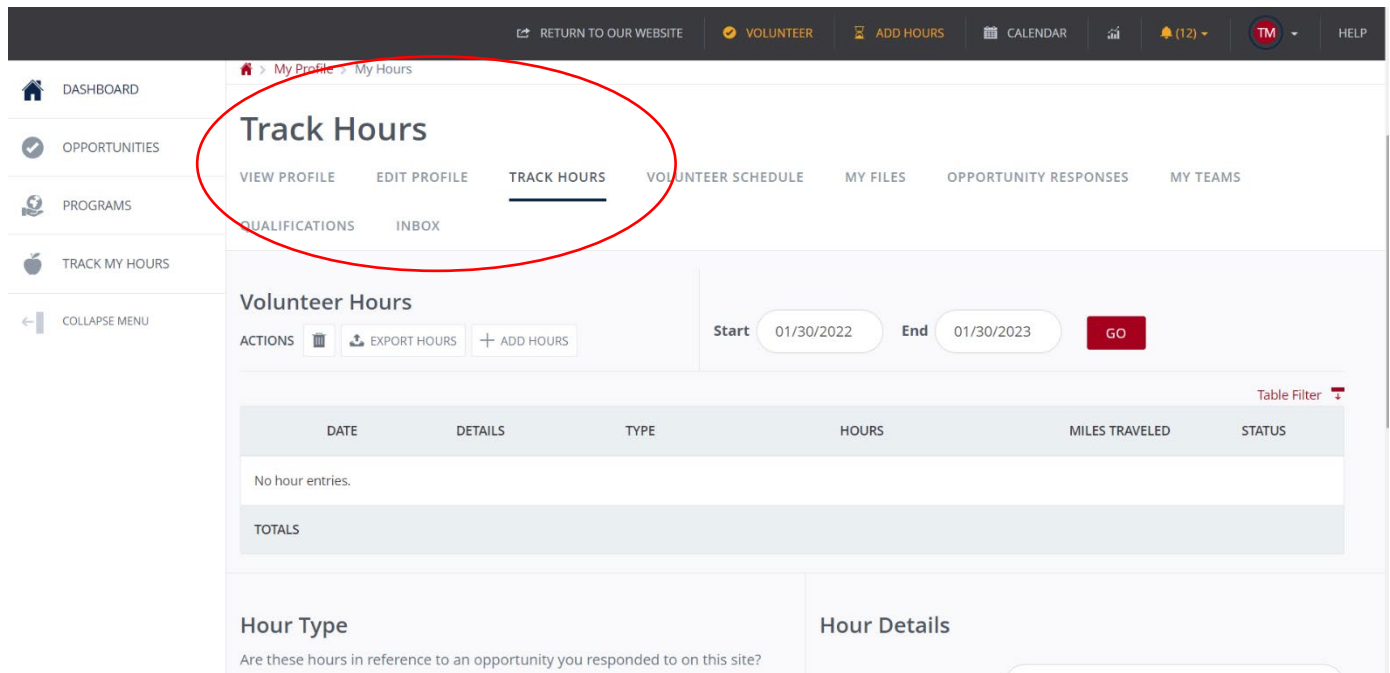
3. The screen will change to show a Login area, enter your email address and password in the fields, and click the red “Login” button.
 - a. You can select *Forgot your password* if you need help unlocking your account.



Entering Hours on the Hour Tracker Web Version

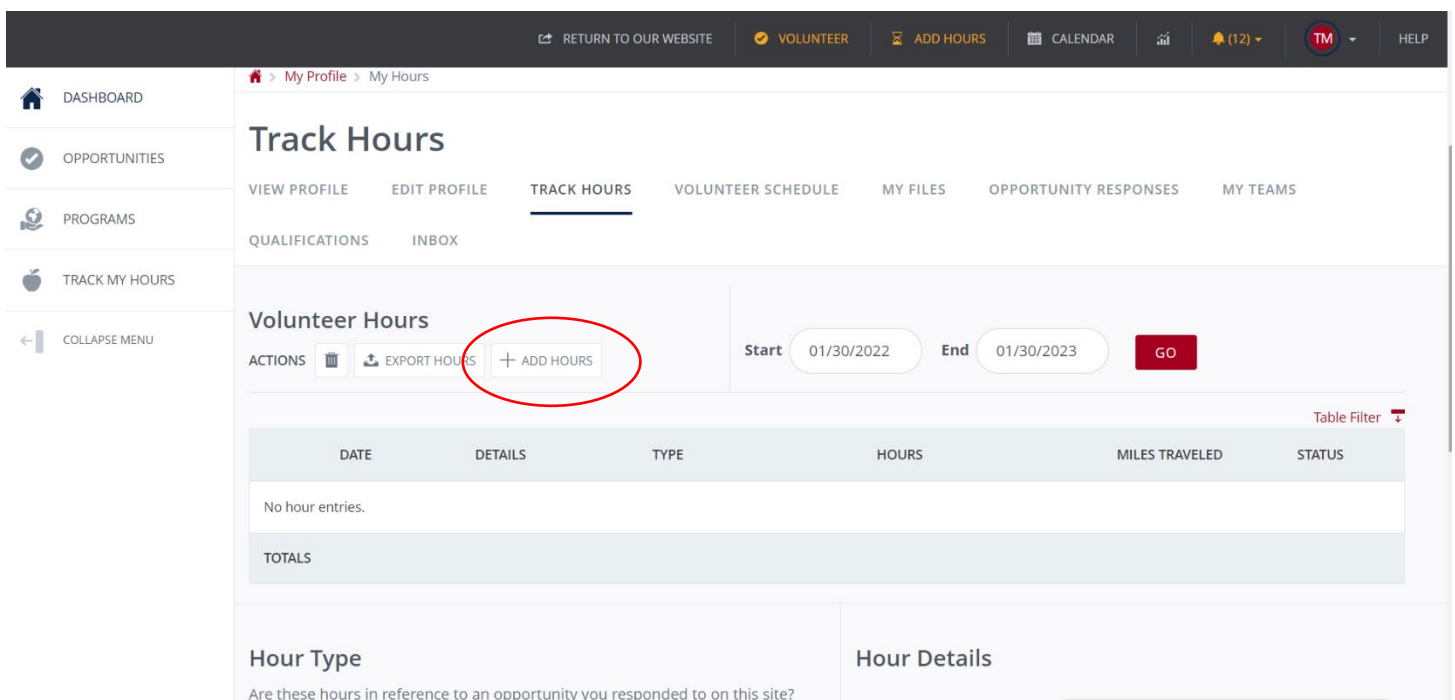
ENTERING HOURS

4. In the next screen, you will see **Track Hours** as your default page.



The screenshot shows the 'Track Hours' page in the Hour Tracker web application. The page has a dark top navigation bar with links like 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', and a user profile icon. On the left is a sidebar with navigation options: DASHBOARD, OPPORTUNITIES, PROGRAMS, TRACK MY HOURS, and a COLLAPSE MENU button. The main content area is titled 'Track Hours' and is circled in red. Below the title are tabs for 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS' (which is selected), 'VOLUNTEER SCHEDULE', 'MY FILES', 'OPPORTUNITY RESPONSES', and 'MY TEAMS'. Under the 'TRACK HOURS' tab, there are sub-tabs for 'QUALIFICATIONS' and 'INBOX'. The 'Volunteer Hours' section includes an 'ACTIONS' menu with 'EXPORT HOURS' and 'ADD HOURS' buttons, and date pickers for 'Start' (01/30/2022) and 'End' (01/30/2023) with a 'GO' button. Below this is a table with columns: DATE, DETAILS, TYPE, HOURS, MILES TRAVELED, and STATUS. The table currently shows 'No hour entries.' and a 'TOTALS' row. At the bottom, there are sections for 'Hour Type' and 'Hour Details'.

5. To enter your hours, click the button that says **“Add Hours”**.



This screenshot is identical to the previous one, showing the 'Track Hours' page. However, the 'ADD HOURS' button in the 'ACTIONS' menu is circled in red to highlight it for the user.

Entering Hours on the Hour Tracker Web Version

6. Select the **Opportunity** that you are logging hours for, along with **Date Worked** and **Hours Worked**, and any **Description** you wish to share with your coordinator.

The screenshot shows the 'Hour Tracker' web interface. The top navigation bar includes links for 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', a notification bell with '(13)', a user profile 'TM', and 'HELP'. The left sidebar contains a menu with 'DASHBOARD', 'OPPORTUNITIES', 'PROGRAMS', 'TRACK MY HOURS', and 'COLLAPSE MENU'. The main content area is titled 'TOTALS' and contains the 'Hour Type' section with a radio button for 'Yes' and an 'Opportunity' dropdown menu. The dropdown is open, showing 'Select an opportunity' and 'Pima County - Tucson: SAGE Seminars'. To the right, the 'Hour Details' section has 'Date Worked' and 'Hours Worked' input fields. Below that, the 'Description' section has a text area. At the bottom, there are two buttons: 'SUBMIT HOUR ENTRY' (red) and 'CLEAR FORM' (grey).

7. When finished entering information, please hit the red “**Submit Hour Entry**” button.

This screenshot shows the same 'Hour Tracker' web interface, but with the form fields populated. The 'Opportunity' dropdown is now set to 'Pima County - Tucson: SAGE Seminars', and below it, the 'Program Name' is 'Pima County: Tucson' and the 'Response Date' is 'Jan 30, 2023'. The 'Date Worked' field is filled with '01/30/2023' and the 'Hours Worked' field is filled with '2.00'. The 'Description' text area contains the text 'We help a 25 person pollinator seed ball workshop'. The 'SUBMIT HOUR ENTRY' button is now circled in red, indicating it should be clicked to submit the entry.

Entering Hours on the Hour Tracker Web Version

8. A Green Banner confirming your hour entry will appear in the next screen along with a summary of your hours.

The screenshot shows the 'Track Hours' page in the Hour Tracker web application. A green banner at the top of the main content area displays the message 'Volunteer hours submitted.' This banner is circled in red. Below the banner, the breadcrumb trail shows 'My Profile > My Hours'. The page title is 'Track Hours'. The navigation tabs include 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS' (which is selected), 'VOLUNTEER SCHEDULE', 'MY FILES', 'OPPORTUNITY RESPONSES', and 'MY TEAMS'. Below the tabs, there are links for 'QUALIFICATIONS' and 'INBOX'. The 'Volunteer Hours' section includes filters for 'Start' (01/30/2022) and 'End' (01/30/2023), with a 'GO' button. There are also buttons for 'ACTIONS', 'EXPORT HOURS', and '+ ADD HOURS'. A table displays the volunteer hours data with columns: DATE, DETAILS, TYPE, HOURS, MILES TRAVELED, and STATUS. The table has one data row for 'Jan 30, 2023' with details 'Pima County - Tucson: SAGE Seminars' and 'Pima County: Tucson', showing 2.00 hours and 0 miles traveled. The status is 'VERIFIED' with a pencil icon for editing. A 'TOTALS' row shows 2 hours and 0 miles traveled. A 'Table Filter' button is located at the top right of the table.

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
Jan 30, 2023	Pima County - Tucson: SAGE Seminars Pima County: Tucson		2.00	0	VERIFIED
TOTALS			2	0	

EDITING HOURS

9. If you entered incorrect hours, you have a chance to change them until the coordinator approves them. (Status will be marked as "Approved". Here is how to edit your hours. Navigate to the **Track Hours** page. Under **Status**, click the pencil icon to edit.

This screenshot shows the same 'Track Hours' page as the previous one, but with the 'EDIT HOURS' button highlighted. The 'STATUS' column for the entry 'Jan 30, 2023' now shows a dropdown menu with the option 'EDIT HOURS' (indicated by a pencil icon) and a 'VERIFY' button. This area is circled in red. The rest of the page layout, including the navigation tabs and filters, remains the same.

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
Jan 30, 2023	Pima County - Tucson: SAGE Seminars Pima County: Tucson		2.00	0	EDIT HOURS VERIFY
TOTALS			2	0	

Entering Hours on the Hour Tracker Web Version

10. Change the information you wish to edit, then select **“Submit Hour Entry”**.

Hour Type

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes

Opportunity* Pima County - Tucson: SAGE Seminars

Program Name: Pima County: Tucson
Response Date: Jan 30, 2023

Hour Details

Date Worked* 01/30/2023

Hours Worked* 1.5

Description ⓘ

We help a 25 person pollinator seed ball workshop.

UPDATE HOUR ENTRY CLEAR FORM

11. A Green Banner confirming your hours edit will appear. Your coordinator can now approve your hours as needed.

Hours updated.

My Profile > My Hours

Track Hours

VIEW PROFILE EDIT PROFILE **TRACK HOURS** VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS

QUALIFICATIONS INBOX

Volunteer Hours

ACTIONS EXPORT HOURS ADD HOURS

Start 01/30/2022 End 01/30/2023 **GO**

Table Filter

<input checked="" type="checkbox"/>	DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
<input checked="" type="checkbox"/>	Jan 30, 2023	Pima County - Tucson: SAGE Seminars Pima County: Tucson		1.50	0	VERIFY
TOTALS				1.5	0	