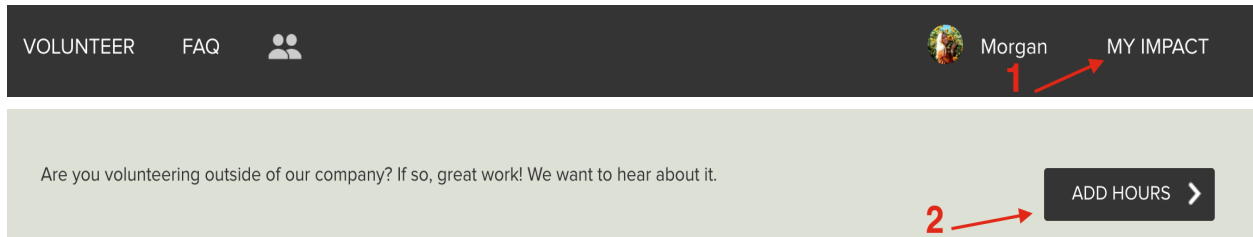


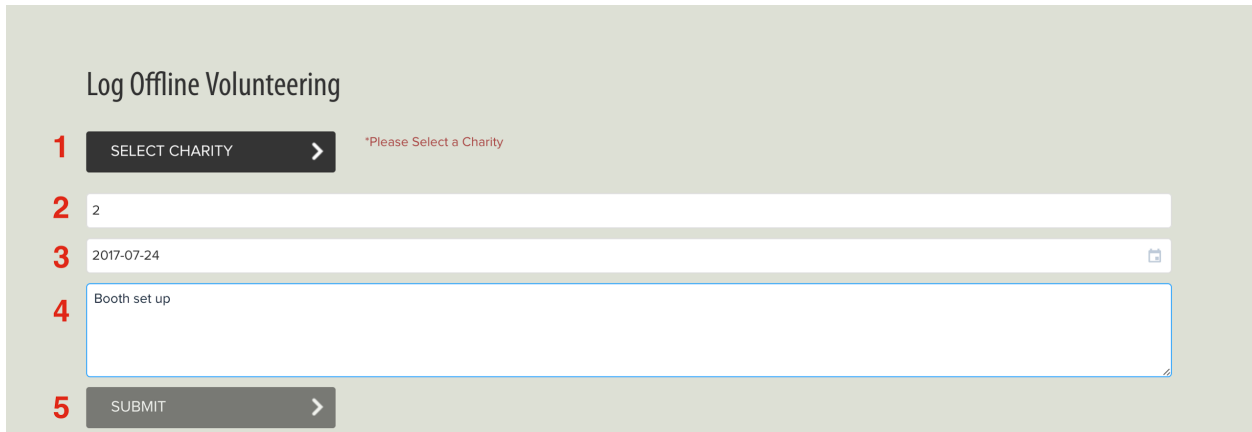
How to Track Volunteer Time

1. Click-on "**My Impact**" in the navigation bar and scroll down
2. Here you can track your volunteer hours using the "**Add Hours**" link.



To track your volunteer time, you'll need to:

1. Select Charity (It is best to have the TAX ID # from the charity. This is a 9 digit number that you can request from the charity, or you may find it on their website.)
2. Enter the number of hours you volunteered
3. Enter the date of your volunteer time
4. Enter a description of the event
5. After completing the form, click "**Submit**"

A screenshot of the "Log Offline Volunteering" form. The form is on a light grey background. It has a title "Log Offline Volunteering" at the top. Below the title, there are five numbered steps: 1. A dark grey button with white text "SELECT CHARITY" and a right-pointing arrow. To its right is the text "*Please Select a Charity". 2. A white text input field containing the number "2". 3. A white date input field containing "2017-07-24" and a calendar icon on the right. 4. A white text area containing "Booth set up". 5. A dark grey button with white text "SUBMIT" and a right-pointing arrow.