Entering your Volunteer Hours

Go to the EUCCC website: www.euccc.org
Click the "Login/Logout" link:
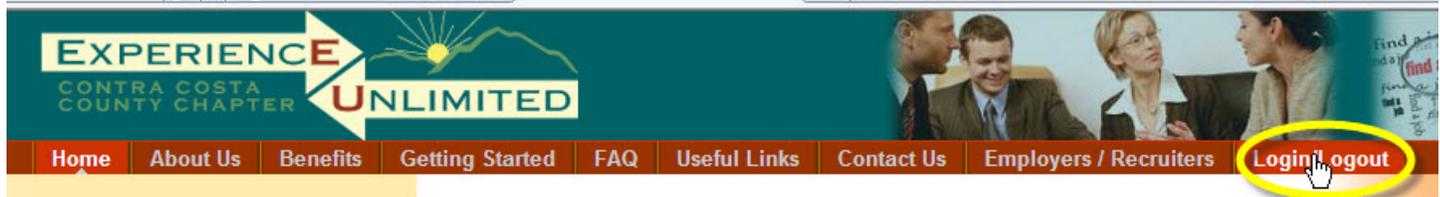
This is the member login screen:

If you're returning to the EUCCC web site, enter your Username (your email address) and your password and click LOGIN.

Clicking the "Remember Me" box can be used on your home computer, to be automatically logged in for future sessions.

Once you've successfully logged in, you'll see the Members Home page:

Note that the "Members Home" menu choice is now available to you.
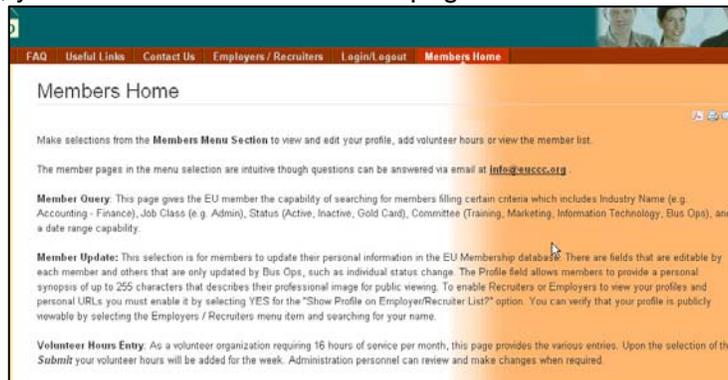
From the Members Home menu, select Volunteer Hours Entry.

This is the Volunteer Hours Entry Screen:

Volunteer Hours Entry

It will show your
current balance of
hours entered.

To record
attendance at the
General Meeting and
Tuesday Committee
meetings, simply
click the boxes by
each item.

Current net hours balance for Mickey Mouse : 4.00

Today's Date	2010-05-12
General Meeting Attendance	☐ 1 Hour
Committee Meeting Attendance	☐ 1 Hour
Select Task 1	Select One ▾
Select Task 2	Select One ▾
Select Task 3	Select One ▾
Select Task 4	Select One ▾
Select Task 5	Select One ▾
Select Task 6	Select One ▾
Calling People	Select Hours ▾ ⓘ
Resume Review at Job Fair (4 hour min., hours doubled.)	Select Hours ▾ ⓘ
Other Tasks Hours	Select Hours ▾ ⓘ
Other Tasks Description	[_____] ⓘ

Submit

For other tasks, you can select from the drop down boxes for up to 6 pre-set tasks:

Time for performing these tasks is pre-set
in the system.

Select One ▾

Select One
Box to EU Meeting
Return Box to EDD
Friday Data Entry
Faciliate Workshop
Co-Facilitate Workshop
EU Desk Duty 4hr per one shift
Board Meeting
Donuts/Cookies
Leading/Assisting New Member Orientation
Leading a portion of the Meeting
Main Presentation at the Meeting
Sign Setup
Job Fair
Donations, food or office supplies
Observe a Workshop

Additional tasks that can be selected for time are: Calling People, Resume Review at a Job Fair, and Other Tasks, with a description box for tasks that are not listed elsewhere.

Pop up information about the selection is available. Hover your mouse over the symbol.

Other Tasks Hours has selections of up to 20 hours, plus negative hours selections of from -1 to -10. These can be used to adjust hours entered in error. Please enter a description whenever you enter Other Tasks hours.

When you've entered the time and tasks, click Submit. You'll get a confirmation screen: