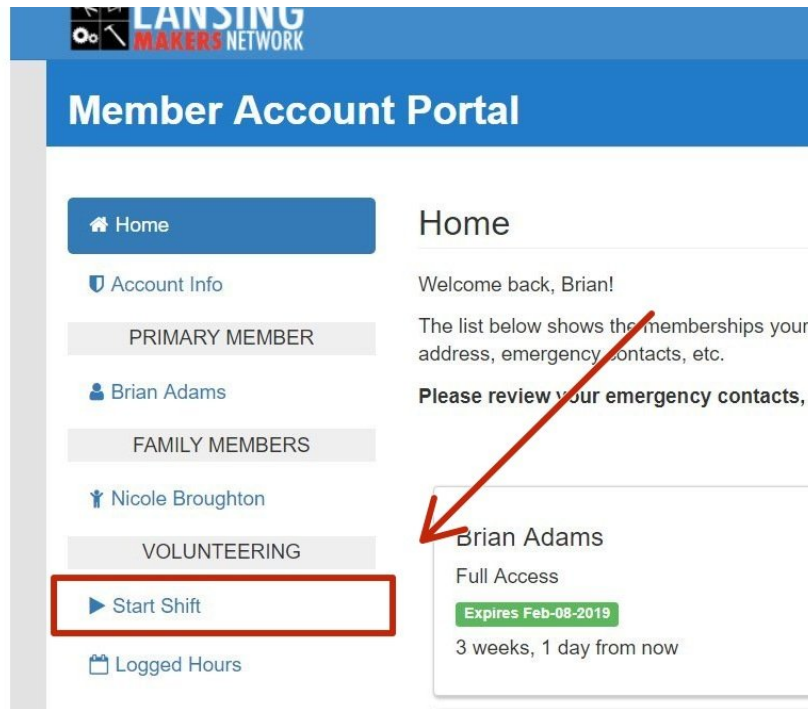
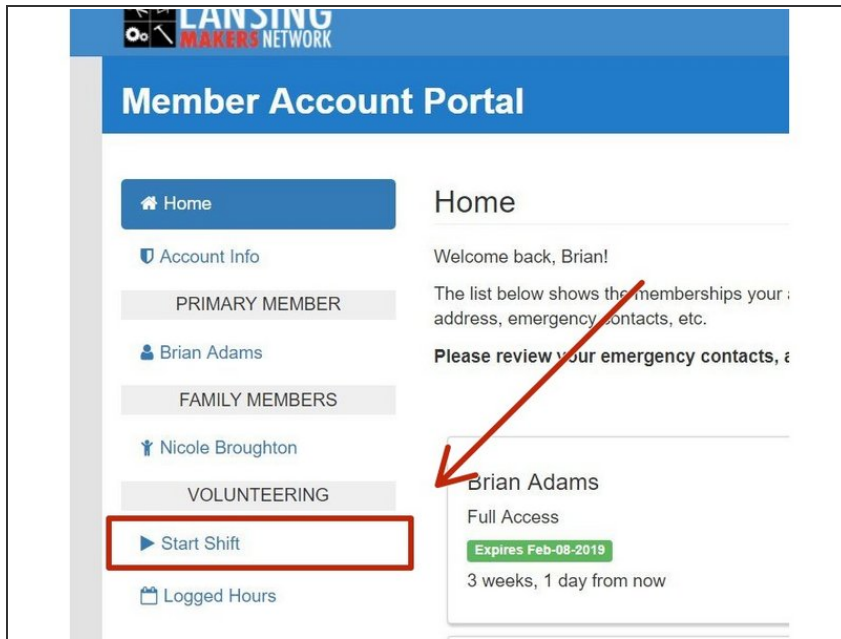


Logging Volunteer Hours

How to log and track your volunteer hours.

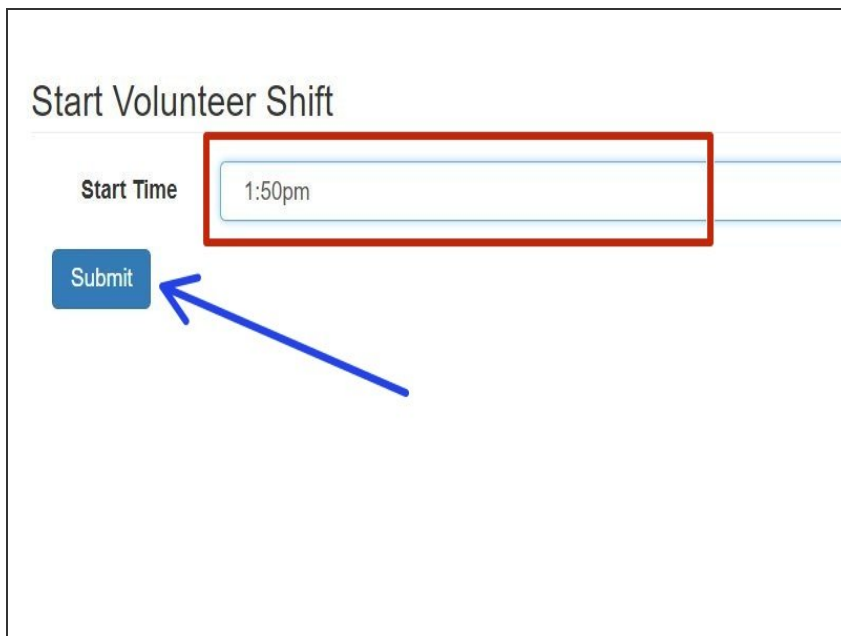


Step 1 — Login to Member Portal



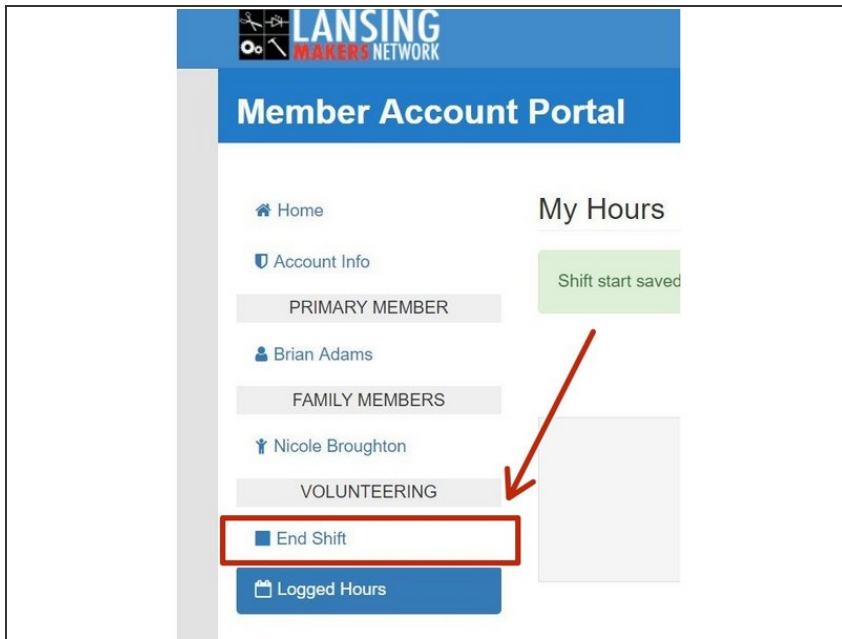
- After attending a volunteer orientation, you're ready to start logging your hours.
- Visit <https://members.lansingmakersnetwork.org...> and log in using your member account.
- Click "Start Shift" on the left hand side.
- If "Start Shift" doesn't appear on your menu, volunteer tracking hasn't been enabled for your account yet. Create an issue on talk.lansingmakersnetwork.org

Step 2 — Select your Starting Time



- Select your shift starting time.
- You can select a time slightly ahead or behind of the current time.
- Click "Submit" to "punch in"

Step 3 — End Your Shift



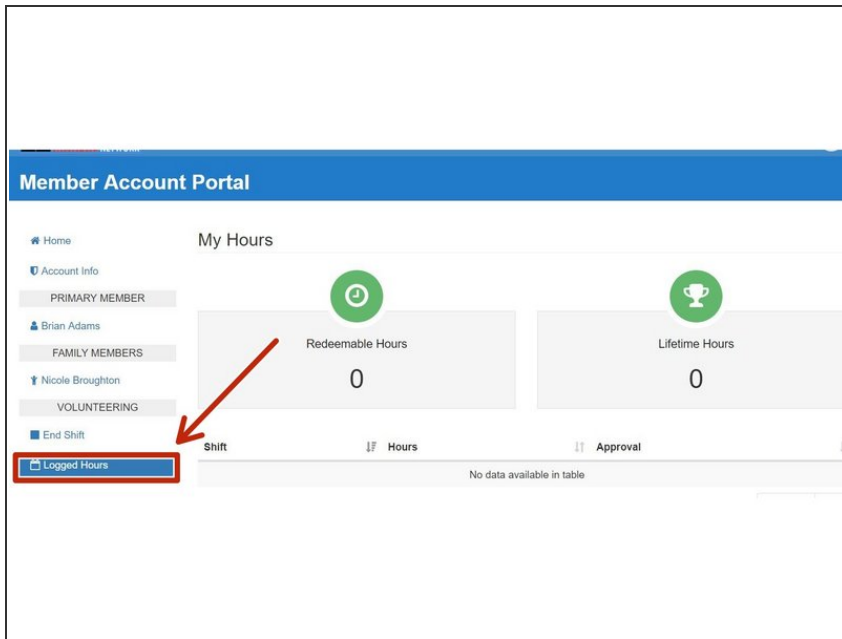
- When you are finished with your shift, click "End Shift"
-  It's important to remember to end your shift in the portal when you're done. Shifts that aren't ended after 8 hours are automatically deleted!

Step 4 — Complete details about your shift.

 A screenshot of the 'Complete Volunteer Shift' form. The form has a title 'Complete Volunteer Shift'. It contains several fields: 'Start Time' (1/17/19, 1:50 PM), 'End Time' (2:00pm, highlighted with a red box), 'Supervisor' (a dropdown menu with '--Select your supervisor for this shift--', highlighted with a blue box), and 'Notes' (a text area, highlighted with a pink box). Below the 'Notes' field is a small text prompt: 'Feel free to include anything you'd like your supervisor to know about this shift.' At the bottom left is a blue 'Submit' button.

- Select the end time for your shift.
 -  You'll be able to select a time slightly ahead or behind the current time.
- Select the supervisor for your shift from the dropdown. This will be the person responsible for approving your hours.
- Enter any comments about the shift (or anything the supervisor / shift leader would like you to enter to remind them of what you were working on.
-  Hours must be approved before they can be "redeemed" for memberships. Volunteer supervisors will be diligent about approving hours, but remember that they're volunteers too! Please don't expect hours to be approved immediately.

Step 5 — Review your hours



- Click "Logged Hours" to review your submitted hours and their approval status.
- You can also view your redeemable and lifetime volunteer hours counts.
- 📌 Remember: Volunteer hours expire after 1 year. The membership system will use hours from oldest to newest when redeeming hours.