

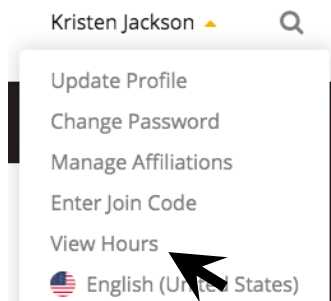
JFS VolunteerHub: How to Log Off-Site Hours

Step 1:

Visit JFSDallas.VolunteerHub.com or you can access the portal by visiting our website at JFSDallas.org/Volunteer. Click the yellow "Sign In" button in the top right corner of the screen and sign in using the username and password you've created.

Step 3:

Click the small yellow arrow next to your name in the top right-hand corner of the screen. Select "View Hours" from the drop down menu.

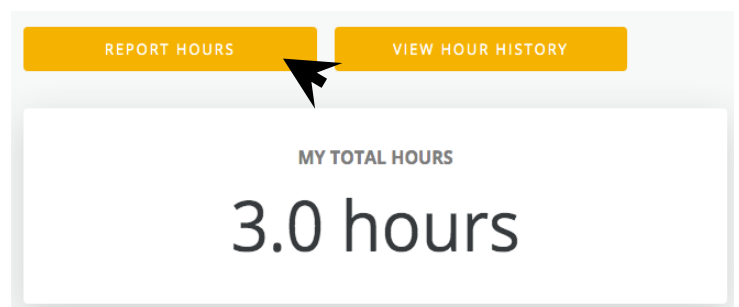


Step 2:

On the event calendar, register for the event that begins with the title of the volunteer activity followed by "(Record Past Hours)". These events either fall on the first of the month or every Saturday depending on the activity.

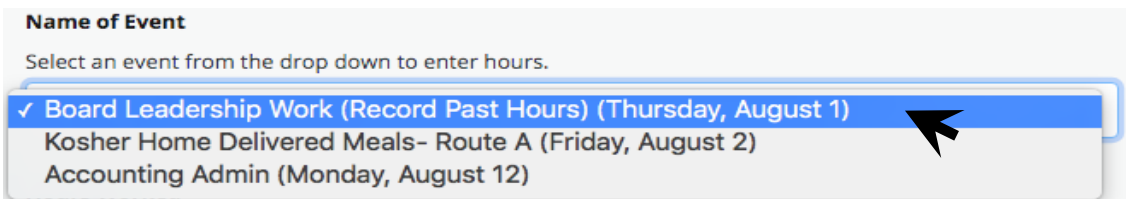
Step 4:

Click the button that says "Report Hours".



Step 5:

Select the event that you'd like to record hours for. From the dropdown menu.



Step 6:

Enter the number of hours that you've spent working on that event or in that category for the month listed in the date and click "submit".

For this example, I'd enter all the hours I've worked on things as a board member (preparing for meetings, etc.) for the month of August. If I select Kosher Home Delivered Meals—Route A (Friday, August 2), I would enter the hours that I had spent delivering that route.

Note: You will only be able to enter hours for an event one time and aren't able to edit that number after it has been listed. To edit the hours listed in your Hours History, please contact the Community Engagement Department.

