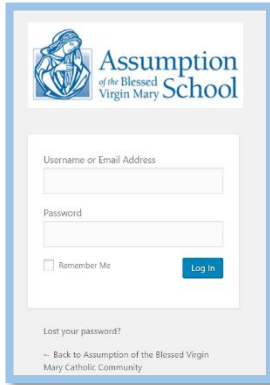


## Enter service hours on the ABVM School Volunteer Hours Tracker website

Log into the ABVM Volunteer Hours Tracker website at <http://www.abvmpasadena.org/volunteerhourstracker/>

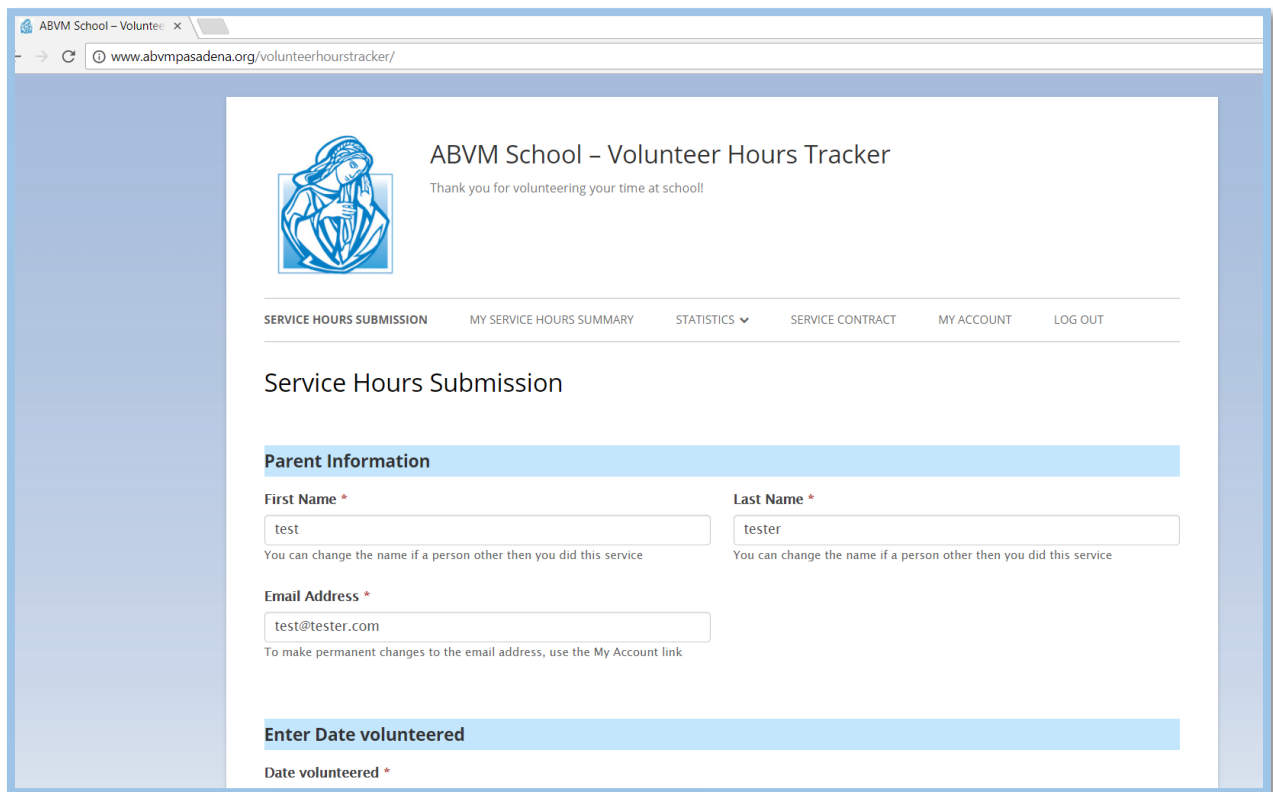


Enter your username and password. Click on the “Log in” button

You are now at the front page of the website.

The Section “Parent Information” will be filled in based on your profile information. You do not need to make any changes here.

To make permanent changes to your name or email address select the “My Account” link from the menu.



### Step 1. Enter Date volunteered

Click on the "Date volunteered" field and select the Date you volunteered from the pop up calendar.

The screenshot shows a form titled "Enter Date volunteered". Below the title is a text input field labeled "Date volunteered \*". A calendar pop-up is displayed, showing the month of July 2017. The days of the week are listed as Su, Mo, Tu, We, Th, Fr, Sa. The date 29 is highlighted in yellow. To the right of the calendar, there is a dropdown menu with the text "ed Goods (3b) or Supplies" and a "low" label below it.

### Step 2. Enter Activity volunteered

Next click to select the Activity volunteered from the drop down menu. **If you volunteered for more than one activity, you must enter each activity in a new form.**

The screenshot shows a form titled "Enter Activity volunteered". Below the title is a dropdown menu labeled "Activity volunteered \*". The dropdown is open, showing a list of activities: "Click to Select", "1st Grade classroom help", "2nd Grade classroom help", "3rd Grade classroom help", "4th Grade classroom help", "5th Grade classroom help", "6th Grade classroom help", "7th Grade classroom help", "8th Grade classroom help", "Annual Giving Campaign", "Auction Gala", "Book Fair", "Car line", "Coaches", and "Computer Class help".

**Step 3. Select only ONE of the options below**

Next select “Yes” from ONE of the options below

**Select only ONE of the options below**

---

**Did you volunteer HOURS? \***  Yes  No

3a. Enter hours you volunteered

---

**Did you donate BAKED GOODS? \***  Yes  No

3b. Enter Baked Goods you donated

---

**Did you donate SUPPLIES? \***  Yes  No

3c. Enter Supplies you donated

**Step 3a.** For **regular Hours** volunteered, click on “Yes” and select the Hours volunteered from the drop down menu. You may add comments in the “Activity comment” field to help you and the chair remember what you did.

**Select only ONE of the options below**

---

**Did you volunteer HOURS? \***  Yes  No

3a. Enter hours you volunteered

**Hours volunteered**

**Hours volunteered \***

**Activity comment**

Enter any comments regarding dates and / or activity served

**Step 3b.** If you donated **Baked goods** for any Activity, click on “Yes” and select the Baked goods donation from the drop down menu. You may add comments in the “Baked goods comment” field to help you and the chair remember what you did. **If you already donated more than 9dz / 3 hrs worth of baked goods this school year, the field will not be available.**

**Select only ONE of the options below**

Did you volunteer HOURS? \*  Yes  No  
 3a. Enter hours you volunteered

Did you donate BAKED GOODS? \*  Yes  No  
 3b. Enter Baked Goods you donated

**Baked goods donation (max 9dz/3 hrs per school year)**

Baked goods donation to date  
  
 Maximum of 3 hours per school year!

Baked goods donation \*  
  
  
 3dz baked goods - 1 hr  
 6dz baked goods - 2 hrs  
 9dz baked goods - 3 hrs  
 Enter any comments regarding Baked Goods donated

**Step 3c.** If you donated **Supplies** for any Activity, click on “Yes” and select the Supplies donation from the drop down menu. You may add comments in the “Supply comment” field to help you and the chair remember what you did.  
**If you already donated more than \$ 60 / 3 hours’ worth of supplies this school year, the field will not be available.**

**Select only ONE of the options below**

Did you volunteer HOURS? \*  Yes  No  
 3a. Enter hours you volunteered

Did you donate BAKED GOODS? \*  Yes  No  
 3b. Enter Baked Goods you donated

Did you donate SUPPLIES? \*  Yes  No  
 3c. Enter Supplies you donated

**Supplies donation (max \$60/3 hrs per school year)**

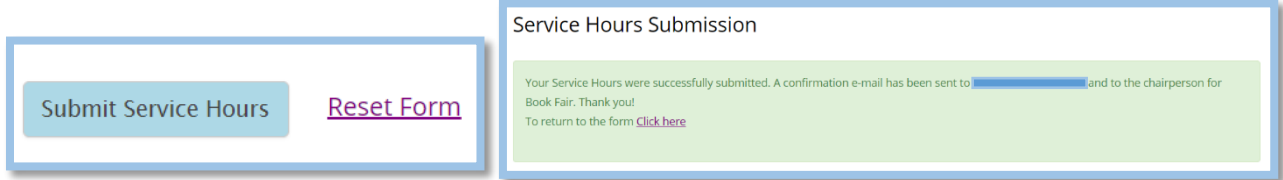
Supplies donation to date  
  
 Maximum of 3 hours per school year!

Supplies donation \*  
  
 Check field "Supplies donation to date first"! Max of 3 hours per school year!  
 Supplies include Gatorade for the vending machine, water bottles for events. We credit 1 hour for every \$20 spent. Receipts will be required.

Supply comment  
  
 Enter any comments regarding Supplies donated

#### Step 4. Submit Service hours

Click on the “Submit Service Hours” button to submit your volunteered hours to ABVM. If you need to start over, click the “Reset Form” link.



You will receive an email with the summary of the information you entered. The chairperson for the activity you volunteered for will receive an email to approve your hours. Once the hours are approved, you will receive an email with the approval notice.

To check how many hours you already volunteered this school year, select the “My Service Hours Summary” link from the menu. You can download a data file with all the information by selecting the link on the page.

