# Report Your Volunteer Hours Online!

From 2014 forward, Tucson Audubon volunteers record their volunteer hours online. Learn more about why tracking volunteer hours is so important here. The only exceptions, or volunteer programs that do not need to record hours online, are Important Bird Area surveys and one-time Saturday morning restoration workdays. These get recorded at a later time (but if you'd like to record them as a volunteer anyway, go ahead!).

Please record your hours on a timely basis, within one month after volunteering.

## How to record your volunteer hours:

1. **Visit www.tucsonaudubon.org/signin** (or go to www.tucsonaudubon.org/volunteer and scroll to the REPORT YOUR HOURS link near the bottom of the page)

2. **Sign in** using your Login Name and Password

   a. If you forgot your Password, click Forgot Password to get it emailed to you

   b. You can also sign in using Facebook or Twitter. When you do this for the first time, there will be a small delay of up to 1 business day until you can get access to your account

   *(As an active volunteer, you already have an account, so don't ever choose the Create Account option)*

3. From the dropdown menu near the top right of the next screen, choose **Record My Volunteer Hours**

   *On the next screen, you can see all of your volunteer hours recorded so far. Note that volunteer hours for 2013 were recorded cumulatively for the year on 12/31/2013 and hours prior to 2013 have not been recorded in this program.*

4. Find the project for which you would like to record hours, and choose **Time Sheets** to the left of the text

5. Choose **New Time Sheet**, use the dropdown menu of projects to select your project, and use the calendar icon to choose **the week** for which you will be recording your hours

6. Enter your hours for the appropriate day and click **Save**
   a. If you would like to keep track of your mileage and expenses, you can also record these here, but it is not required

7. <u>If you will be recording additional hours for the week later on, you are done for now. Once you have recorded all your hours for a week, click **Save and Submit for Approval.**</u>

Voilà! Give yourself a pat on the back for the hours of important work you did for Tucson Audubon and for the birds, habitats, and people of our region.

If you have any trouble with any stage of this process, please contact the volunteer coordinator at 520-209-1811 or volunteer@tucsonaudubon.org.

## FAQs and Tips

**How do I record more hours for a week in which I've already recorded other hours?**
After completing instructions through step 3, find the project that you want to add more hours to and click **Time Sheets**. Then on the next screen, find the week (by start date) you would like to add more hours to and click **Edit.**

*Important: You can only add more hours to a week that shows the status "Still Open" or "Pending Approval". If you want to add more hours to a week that is marked as Approved, just email or call the volunteer coordinator to open the week back up for you.*



**The time sheets in my account show up as Pending Approval, will they ever be "Approved?"**
Yes, volunteer hours will be marked as approved on approximately a quarterly basis.

**I already have so many passwords, how can I remember what this one is?**
If at any time you forget your password, in step 1 click the **Forgot Password? Get Help** link to have your password & username emailed to you. There are also some helpful general resources available on the internet to help you manage all your passwords. Check out Last Pass, for example: https://lastpass.com/