



**Friends of
Georgia
State Parks
& Historic Sites**

**Your
Guide To
Chapter
Services**

**Log My
Hours**

This module assumes you have logged in to chapter services. If you need help logging in, see

Logging In To Chapter Services.

With Online Chapter Services, there are two options for logging volunteer hours, Log My Hours and Log Hours For Others.

This module will cover [Log My Hours](#), logging your personal hours, step by step.

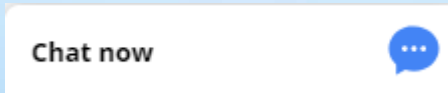
If you run in to any problems, contact Rhonda Harris,

Email: rhonda.harris@friendsofgastateparks.org

Phone: 770-383-8900

Google Hangouts: Visit <http://hangouts.google.com> Click New Conversation and then enter her email address.

You may also send Rhonda a live chat while working in chapter services, <https://lc.chat/now/10608367/1> or look for the chat box in the lower right-hand side of the screen.



If you need to log hours for someone else, please go to the module, Log Volunteer Hours For Others.

Logging Your Volunteer Hours

Once you are logged in, on your
“Main Menu” find and click
[Log My Hours](#).

Chapter
Services

- Chapter News
- ▶ Chapter Handbook
- ▼ Volunteers
 - [Order Volunteer Nametags](#)
 - [Volunteer Opportunities](#)
 - [Log Hours For Others](#)
 - ○ [Log My Hours](#)
 - [View My Hours](#)
- ▼ My Chapter
 - [Chapter Officer Change Request Form](#)
- ▼ Communications
 - [Draft an Email](#)
 - [Add New Article](#)
 - ▶ [My Articles](#)
 - [Create Event](#)
- My Account
- Log Out

This is the [Log My Hours](#) screen

About Me

First Name

Last Name


Email

Select A Chapter

Activity

Type of Activity Performed

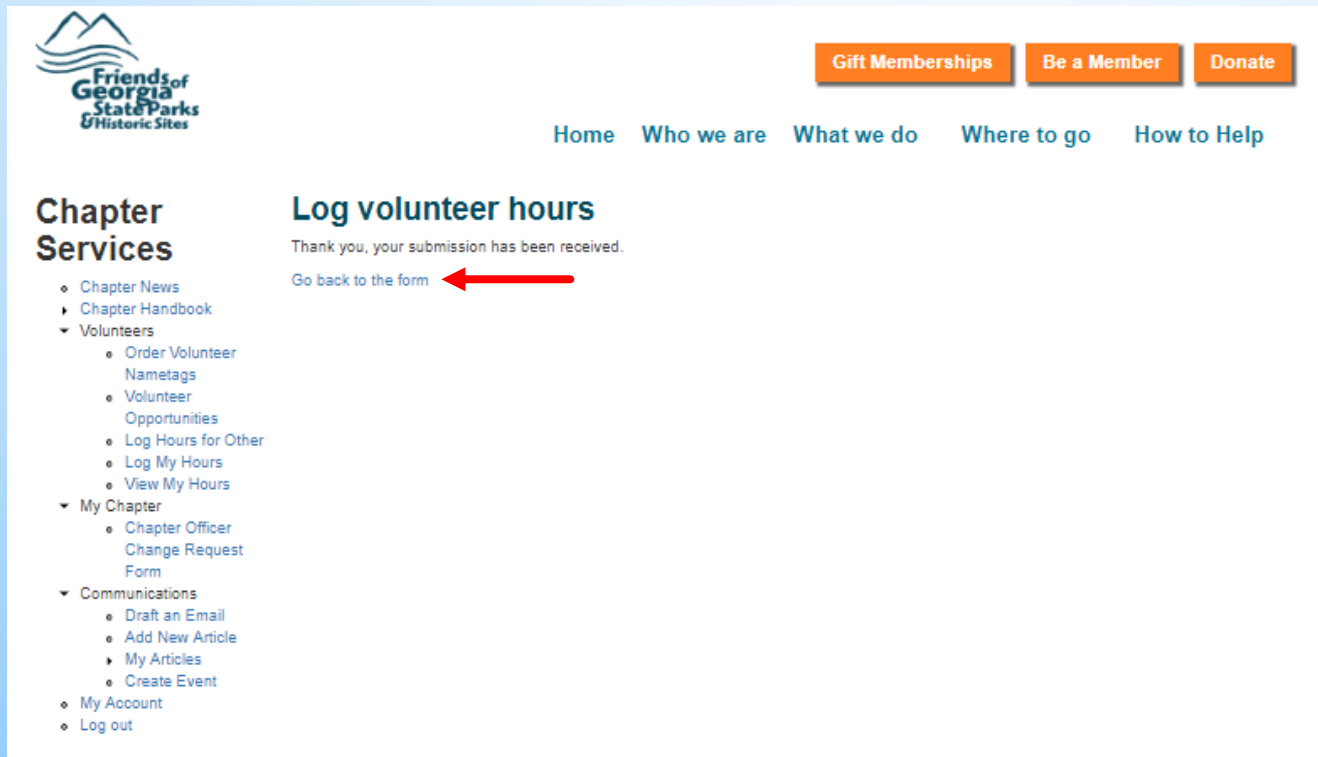
Volunteer Date

Feb ▼ 19 ▼ 2019 ▼ 

Time Completed (Minutes)

Enter the requested information and click [Submit](#).

Once you have submitted your hours,
you can go back to that previous
screen and enter more.



The screenshot shows the website for Friends of Georgia State Parks & Historic Sites. The header includes the organization's logo on the left and three orange buttons labeled 'Gift Memberships', 'Be a Member', and 'Donate' on the right. Below the header is a navigation menu with links: 'Home', 'Who we are', 'What we do', 'Where to go', and 'How to Help'. The main content area is divided into two columns. The left column is titled 'Chapter Services' and contains a list of links: 'Chapter News', 'Chapter Handbook', 'Volunteers' (with a dropdown arrow), 'My Chapter' (with a dropdown arrow), 'Communications' (with a dropdown arrow), 'My Account', and 'Log out'. The 'Volunteers' dropdown menu is open, showing links: 'Order Volunteer Nametags', 'Volunteer Opportunities', 'Log Hours for Other', 'Log My Hours', and 'View My Hours'. The right column is titled 'Log volunteer hours' and contains the text 'Thank you, your submission has been received.' Below this text is a link 'Go back to the form' with a red arrow pointing to it.

Friends of Georgia State Parks & Historic Sites

[Gift Memberships](#) [Be a Member](#) [Donate](#)

[Home](#) [Who we are](#) [What we do](#) [Where to go](#) [How to Help](#)

Chapter Services

- Chapter News
- Chapter Handbook
- ▼ Volunteers
 - Order Volunteer Nametags
 - Volunteer Opportunities
 - Log Hours for Other
 - Log My Hours
 - View My Hours
- ▼ My Chapter
 - Chapter Officer Change Request Form
- ▼ Communications
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 - Add New Article
 - My Articles
 - Create Event
- My Account
- Log out

Log volunteer hours

Thank you, your submission has been received.

[Go back to the form](#) ←

- Chapter Services
 - Chapter News
 - ▶ Chapter Handbook
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 - [Log Hours For Others](#)
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 - My Account
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You can view all of the hours you have logged by clicking [View My Hours](#).

Here's what you will see under [View My Hours](#).

My Volunteer Activity Report

Limit To Current User

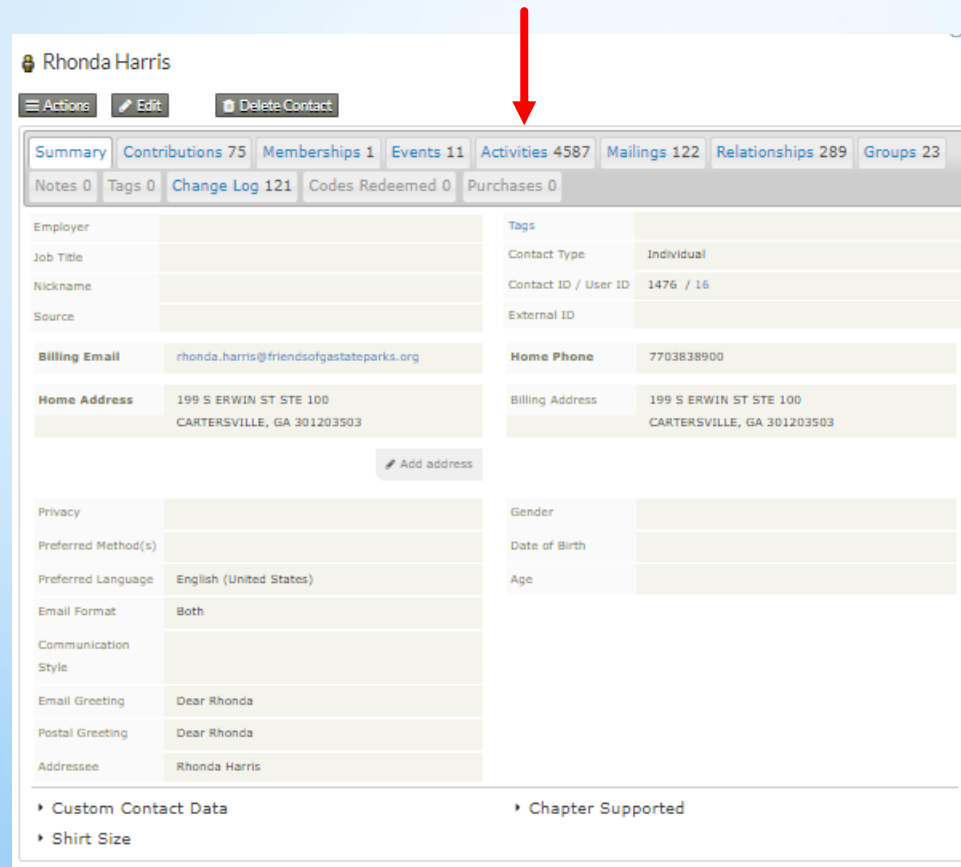
Activity Type

Activity Status

Source Name	Assignee Name	Target Name	Activity Type	Subject	Activity Date	Time Completed (minutes)
Harris, Rhonda	Harris, Rhonda	Friends of Stephen C. Foster (forming)	Volunteer	meeting	February 10th, 2019 12:00 AM	75
Harris, Rhonda	Harris, Rhonda	Friends of A.H. Stephens Historic Park	Volunteer	cleaning	February 6th, 2019 12:00 AM	132

You can click on your name to go to your profile.

This is what your profile page will look like. If you click on the **Activities** tab, you will see all of the hours you have recorded,



The screenshot shows a user profile for Rhonda Harris. At the top, there are buttons for 'Actions', 'Edit', and 'Delete Contact'. Below these is a horizontal menu of tabs: 'Summary', 'Contributions 75', 'Memberships 1', 'Events 11', 'Activities 4587', 'Mailings 122', 'Relationships 289', and 'Groups 23'. A red arrow points to the 'Activities' tab. Below the tabs is a row of links: 'Notes 0', 'Tags 0', 'Change Log 121', 'Codes Redeemed 0', and 'Purchases 0'. The profile information is organized into two columns. The left column includes fields for Employer, Job Title, Nickname, Source, Billing Email (rhonda.harris@friendsofgastateparks.org), Home Address (199 S ERWIN ST STE 100, CARTERSVILLE, GA 301203503), Privacy, Preferred Method(s), Preferred Language (English (United States)), Email Format (Both), Communication Style, Email Greeting (Dear Rhonda), Postal Greeting (Dear Rhonda), and Addressee (Rhonda Harris). The right column includes a 'Tags' section with Contact Type (Individual), Contact ID / User ID (1476 / 16), External ID, Home Phone (7703838900), Billing Address (199 S ERWIN ST STE 100, CARTERSVILLE, GA 301203503), Gender, Date of Birth, and Age. At the bottom, there are expandable sections for 'Custom Contact Data' and 'Chapter Supported', with 'Shirt Size' listed under the first section.

Rhonda Harris

Actions Edit Delete Contact

Summary Contributions 75 Memberships 1 Events 11 Activities 4587 Mailings 122 Relationships 289 Groups 23

Notes 0 Tags 0 Change Log 121 Codes Redeemed 0 Purchases 0

Employer

Job Title

Nickname

Source

Billing Email rhonda.harris@friendsofgastateparks.org

Home Address 199 S ERWIN ST STE 100
CARTERSVILLE, GA 301203503

Add address

Privacy

Preferred Method(s)

Preferred Language English (United States)

Email Format Both

Communication Style

Email Greeting Dear Rhonda

Postal Greeting Dear Rhonda

Addressee Rhonda Harris

Tags

Contact Type Individual

Contact ID / User ID 1476 / 16

External ID

Home Phone 7703838900

Billing Address 199 S ERWIN ST STE 100
CARTERSVILLE, GA 301203503

Gender

Date of Birth

Age

Custom Contact Data

Chapter Supported

Shirt Size

.....as well as other activity, like emails you have received from Friends.

Rhonda Harris

Actions Edit

Summary Memberships 1 Events 0 Activities 8 Mailings 1 Relationships 1 Groups 1 Notes 0 Tags 0

Change Log 10 Codes Redeemed 0 Purchases 0

+ New Activity

Filter by Activity

Include: - all activity type Exclude: - select activity 1 Date: - any - Status: - any -

Show 25 entries

First Previous 1 Next Last

Type	Subject	Added By	With	Assigned	Date	Status	
Volunteer	meeting	Harris, Rhonda	Friends of Stephen C. Foster (forming)	Harris, Rhonda;	February 10th, 2019 12:00 AM	Completed	View
Bulk Email	Chapter News You Want To Hear	Harris, Rhonda	n/a	n/a	February 6th, 2019 2:30 PM	Completed	View Mailing Report
Volunteer	clearing	Harris, Rhonda	Friends of A.H. Stephens Historic Park	Harris, Rhonda;	February 6th, 2019 12:00 AM	Completed	View Edit
Membership Renewal	Explorer - Status: New	Harris, Rhonda	Harris, Rhonda	n/a	January 2nd, 2019 11:44 AM	Completed	View
Change Membership Type	Type changed from Adventurer to Explorer	Harris, Rhonda	n/a	n/a	January 2nd, 2019 11:44 AM	Completed	View
Reminder Sent	Have you already used your free camping?	Admin, System	Harris, Rhonda	n/a	December 19th, 2018 7:18 AM	Completed	View
Reminder Sent	Your Friends of Georgia State Parks Membership	Admin, System	Harris, Rhonda	n/a	December 8th, 2018 7:00 AM	Completed	View

Recording volunteer hours online is a mandatory procedure. As of July 1, 2019 we will not be accepting the volunteer logs or summary sheets. The hours will have to be recorded online.

Chapter leaders will no longer be responsible for getting manager approvals and signatures for the hours. Rhonda Harris, Chapter Services Manager, will pull the reports and send a digital copy to the managers for approval.

This concludes the [Log My Hours](#) step-by-step guide.

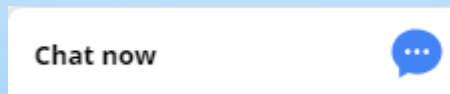
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