

ADDING HOURS TO HOUR REPUBLIC

Click “Add Hours” and this will appear...

The screenshot shows a form with a top navigation bar containing buttons for 'Cancel', 'Save', 'Save and Submit', and 'Save and Approve'. Below the navigation bar, there are two tabs: 'General' and 'Attachment'. The 'General' tab is active, displaying the following fields:

- Label:** A text input field with the placeholder text 'Label'.
- Category *:** A dropdown menu with the text 'Please select' and a downward arrow.
- Organization *:** A text input field with a green plus sign (+) to its right.
- Contact *:** A dropdown menu with the text 'Please select' and a downward arrow, with a green plus sign (+) to its right.
- Student Position *:** A dropdown menu with the text 'Please select' and a downward arrow, with a green plus sign (+) to its right.
- Student Position *:** A text input field with the placeholder text 'Position name'.

Label: Type in a phrase like “Food Drive”

Category: Volunteer

Organization... you will create this by clicking on the green circle with the white +
(+)

Organization... fill it in the details

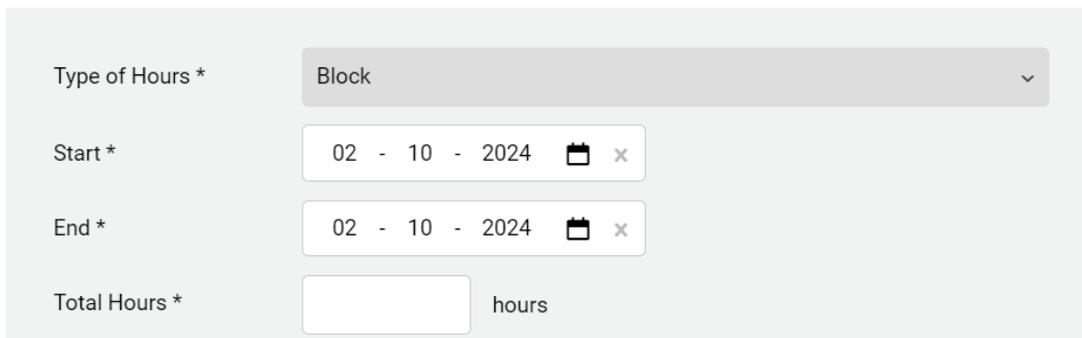
The screenshot shows the 'Organization *' form with the following fields:

- Organization *:** A search input field with the placeholder text 'Search for organization' and a green plus sign (+) to its right.
- Organization *:** A text input field with the placeholder text 'Name'.
- Supervisor *:** Two text input fields for 'First Name' and 'Last Name'.
- Supervisor email *:** A text input field with the placeholder text 'Email'.
- Supervisor phone:** A text input field with the placeholder text 'Phone'.
- Student Position *:** A text input field with the placeholder text 'Position name'.

Don't “search for an organization”... just type in the information yourself. You need the supervisor's name and email... the phone number is optional. Type in your position (helper? Cashier?)

Fill in the date and number of hours

- a. **Block:** choose this if you volunteered over a longer block of time (e.g. you did 10 hours over the summer helping coach soccer). You type a start and end date, and the number of hours you completed.
- b. **Shift:** choose this if you volunteered on one day only (the hours will be generated by the times you put in).

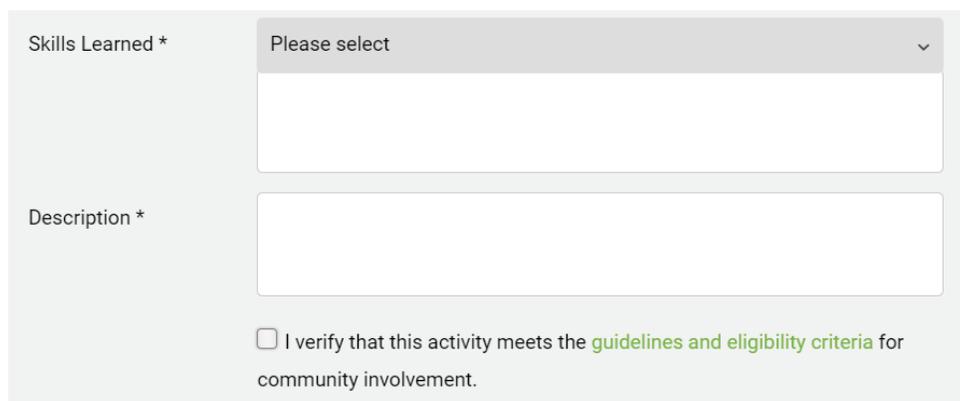


The screenshot shows a form with the following fields:

- Type of Hours ***: A dropdown menu with "Block" selected.
- Start ***: A date input field showing "02 - 10 - 2024" with a calendar icon and a clear button (x).
- End ***: A date input field showing "02 - 10 - 2024" with a calendar icon and a clear button (x).
- Total Hours ***: A text input field followed by the word "hours".

2. Use the drop-down menu to select the skills you learned (e.g. communication, organization).

- a. Type in your description of what you did (this will go to your supervisor and parent).
- b. Click the "I verify" box



The screenshot shows a form with the following fields:

- Skills Learned ***: A dropdown menu with "Please select" as the current selection.
- Description ***: A large text input field.
- I verify that this activity meets the [guidelines and eligibility criteria](#) for community involvement.

3. Click Save and Submit!

An email will go to your supervisor and an email will go to your parent/guardian. Ask them both to open the email and confirm you did it!