

## How to Log Your Volunteer Hours

*After you have created a profile and signed up for a volunteer role*

We ask all volunteers to log hours quarterly:

**January 1-March 31**

**April 1-June 30**

**July 1-September 30**

**October 1-December 31**

This is important to ensure we calculate our volunteer hours annually, and that our reports, grant applications and program measurements are fulfilled in time, and we have an accurate sense for future planning.

Volunteers are responsible for logging their completed volunteer hours for each **assigned role(s)**. **You must sign up for a volunteer role prior to logging hours.** Please read our tutorial for “How to Create a Profile” with more details on signing up for an activity if this is unclear.

You can log all hours for your activities directly associated with your **ASSIGNED ROLE(S)** as one lump sum of hours (ie. Tasks such as your guide tours, administration and scheduling that are all connected to your Guide role will be recorded as ‘X hours’ under the assigned role “Guide”).

You are welcome to log your hours daily, for each individual shift, or as one group at the end of each month or quarter. (ie. 78 hours volunteered across January 1-March 31 may all be assigned to March 31 or the separate days, on which you volunteered).

Hours may include:

- a) Role-specific training and orientation,
- b) Professional development / learning (self-directed, online, or on-site) and
- c) Volunteer shifts
- d) Specific duties you are responsible for including team meetings, equipment maintenance, team administration (scheduling, meeting planning), and newsletters

*Please follow the steps below to learn how to log your hours.*

**Step 1:** Go to [www.MyVolunteerPage.com](http://www.MyVolunteerPage.com) and sign in to your account.



## MyVolunteerPage.com Login

### Login

Username  Ⓜ Usernames are **not** case sensitive.

Password  Ⓜ Passwords are case sensitive.

[Forgot your username or password?](#)

### Privacy Policy

Information contained here is only visible to you and the specific organization(s) you volunteer for. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyVolunteerPage.com privacy policy.](#)

Note: if you have forgotten your username or password, click here

**Step 2:** Once logged in, click the “Hours” tab at the top of your dashboard.

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Home - Vancouver Botanical Gardens Association ? Help Log Out

Welcome  
**Heidi Jakob**  
[Edit](#)

VOLUNTEER HOURS		
This Week	This Month	This Year
5.5	5.5	5.5

▾ Vancouver Botanical Gardens Association

**Step 3:** Log hours for an “Activity” (your volunteer role). This may include training hours, and time volunteered off-site.

- a) Select your activity from the dropdown list (**Can’t find your activity?** *Click the “Active” button*)  
Note: once you have been assigned to an activity, only that activity will appear on this dropdown list
- b) Enter date volunteered and record the hours and minutes
- c) Remember to click **“Save”!**



## Hours

[? Help](#) [Log Out](#)

### Log Hours

Activity

Date Volunteered  Hours  Minutes

**Step 4:** Check your most up to date logged hours in the “Reports” tab at the top of your dashboard (next to hours). *This allows you to see your total hours volunteered to date.*

