

How to Add Your Hours

1. First, log into your account at www.myvolunteerpage.com

MyVolunteerPage.com Login

The screenshot shows the MyVolunteerPage.com login and search interface. On the left, there is a 'Login' section with a 'Username' field containing 'garrett.zaffke@co.dakota.mn.us' and a 'Password' field with masked characters. Below the password field is a 'Forgot your username or password?' link and a 'Login' button. To the right is a 'Privacy Policy' section with text explaining that information is only visible to the user and the specific organization(s) they volunteer for. Below the login section is a 'Search' section with a 'Search for an organization. Common search terms include city, town, county, or type of agency.' instruction, a 'Keyword' input field, and a 'Search' button. At the bottom, the footer includes 'MyVolunteerPage.com' on the left and 'Powered By BETTER IMPACT' on the right.

2. You will be redirected to the main volunteer page. Look for the **HOURS** tab on the top of the screen.

The screenshot shows the main volunteer page for Dakota County Volunteers, MN. The top navigation bar is blue and contains the 'Be more' logo on the left and the 'Dakota COUNTY' logo on the right. Below the navigation bar is a horizontal menu with tabs: 'HOME', 'OPPORTUNITIES', 'SCHEDULE', 'HOURS', 'REPORTS', 'CONTACT', and 'MY PROFILE'. The 'HOURS' tab is circled in green. Below the navigation bar, the page content includes a 'Home' section with a 'Welcome Garrett Zaffke' message and an 'Edit' link. Below this is a 'Dakota County Volunteers, MN' section with a yellow header. Underneath, there is an 'Image Gallery' with four images of volunteers and a 'Public Opportunities' section with a 'Search for Opportunities' button.

3. Select Dakota County Environmental Resources and click the **SELECT ORGANIZATION** button.



HOME

OPPORTUNITIES

SCHEDULE

HOURS

REPORTS

CONTACT

MY PROFILE

Hours

? Help Switch to Administrator View Log Out

Log Hours

Please select an organization to log hours for

- Dakota County 4-H
- Dakota County Adopt-a-Highway Program
- Dakota County Community Corrections
- Dakota County Emergency Response and Disaster Relief
- Dakota County Employment and Economic Assistance
- Dakota County Environmental Resources**
- Dakota County General Volunteer Opportunities
- Dakota County Historical Society
- Dakota County Libraries
- Dakota County Parks
- Dakota County Public Health Department
- Dakota County Sheriff's Office - Detention Services
- Dakota County Social Services - Child and Family Services
- Dakota County Veterans Services - Beyond the Yellow Ribbon Networks

Select Organization

Most Recent Entries

| ACTIVITY | DATE CREATED | STATUS | ACTIONS |
|--|--------------|-----------|---|
| Fix-It Clinics - Fix-it Clinics | 12/7/2017 | Approved | View |
| Lebanon Hills Regional Park - Lebanon Hills Acorn | 10/31/2017 | Approved | View |
| Lebanon Hills Regional Park - National Public Land | 10/2/2017 | Approved | View |
| Lebanon Hills Regional Park - Lebanon Hills Buckt | 10/6/2015 | Approved | View |
| Lebanon Hills Regional Park - Sept. 13th: Environ | 9/15/2015 | Approved | View |
| Wentworth Library, West St. Paul - Adopt-a-Shelf | 0:00 | 6/19/2015 | 6/19/2015 Approved View |

4. A new screen will appear with a **LOG HOURS** banner on the top. Select the activity you want to chart hours for. (Master Recycler/Composter Hour Report)

Hours

? Help Switch to Administrator View Log Out

Log Hours

Please select an organization to log hours for: Dakota County Environmental Resources

Select Organization

Activity

- Please select an activity
- Fix-It Clinic #11: West St. Paul - November 2017
- Fix-It Clinic #12: St. Paul - December 2017
- Green Squad**
- Green Squad - Dakota County Fair - Fairground Waste Stations
- Green Squad - End of Summer Reading Celebration Event - Aug. 10th
- Green Squad - Misc. County and Community Events
- Green Squad - Mississippi River Trail Grand Opening - May 20th
- Green Squad - Mountain Bike Festival - Oct. 7th
- Green Squad - National Public Lands Day - September 30th
- Green Squad - New Year's Eve Party - Dec. 31st
- Green Squad - SGAD MN- Oct. 7th
- Green Squad - Take-a-Kid Fishing - June 11th
- Green Squad - Trailside by Candlelight Event - Feb. 11th - CANCELLED
- Household Hazardous Waste Drop-off Day Volunteer**
- Burnsville Hazardous Waste Drop-off Day
- Farmington Hazardous Waste Drop-off Day
- Hastings Hazardous Waste Drop-off Day
- Lakeville Hazardous Waste Drop-off Day
- Master Recycler/Composter Program**
- Master Recycler/Composter Hour Report**

Date Volunteered

Most Recent Entries

| ACTIVITY | DATE CREATED | STATUS | ACTIONS |
|--|--------------|-----------|---|
| Fix-It Clinics - Fix-it Clinics | 12/7/2017 | Approved | View |
| Lebanon Hills Regional | 10/31/2017 | Approved | View |
| Lebanon Hills Regional | 10/2/2017 | Approved | View |
| Lebanon Hills Regional | 10/6/2015 | Approved | View |
| Lebanon Hills Regional Park - Sept. 13th: Environmental Stewardship Night - Native Seed Collection | 2:00 | 9/10/2015 | 9/15/2015 Approved View |
| Wentworth Library, West St. Paul - Adopt-a-Shelf | 0:00 | 6/19/2015 | 6/19/2015 Approved View |

5. Once you click on the project of choice, the screen will repopulate. Please fill in the questions* to complete and click the SAVE button on the bottom.

Please select an organization to log hours for Select Organization

Activity

Show these activities Active Inactive

Date Volunteered

| Feedback | Response |
|--|----------------------|
| MRC 1: Title of Event/Activity | <input type="text"/> |
| MRC 2: Date of Activity (MM/DD/YYYY) | <input type="text"/> |
| MRC 3: Short Description of Event | <input type="text"/> |
| MRC 4: Number of People Directly Contacted | <input type="text"/> |
| MRC 5: Number of People Who Attended Event (Estimate) | <input type="text"/> |
| MRC 6: Did you do any prep hours? Please record these hours separately here. | <input type="text"/> |
| MRC 7: What activities did you do? Click on the yellow "i" button to the right for options. i | <input type="text"/> |
| MRC 8: Do you have any ideas for improvements or other comments from this activity | <input type="text"/> |



*Feedback questions are optional unless marked with a flag icon.

If you have any questions about how to register your hours or need help, contact Garrett Zaffke at garrett.zaffke@co.dakota.mn.us