

How to Log Your Volunteer Hours

Calvert Stewards Volunteer Program

<https://calvertstewards.galaxydigital.com>

You can use the Calvert Stewards site to log all of your volunteer hours. Hours show up on your volunteer résumé, and they can be used by the Calvert Nature Society to strengthen requests for funding and other support. So remember to log your hours!

All volunteer hours must be approved by a Program Manager or Site Admin. Once approved, a record of your hours is displayed on both your volunteer hours record and your volunteer résumé. In addition, your volunteer résumé will display the location/organization you entered, the date, the number of hours, and other data (if provided).

This article covers the following topics:

1. Logging Hours: Opportunities that you responded to
2. Logging Individual Volunteer Hours
3. Viewing Hour Details
4. Editing Your Hours

A little vocabulary:

- OPPORTUNITIES are the Volunteer Jobs or Activities posted on the Calvert Stewards site
- RESPONSES are when a volunteer committed to the Opportunity or Event before the activity occurred.

Logging Hours: Opportunities that you responded to:

1. Log into Calvert Stewards. <https://calvertstewards.galaxydigital.com/>
2. Click the **Add Hours** button at the top of your screen to open the Track Hours page.
 - a. *Note: Alternatively, you can click on your profile dropdown (located where the blue circle is in the image above) and select Track Hours, and then click Add Hours, located under the Volunteer Hours heading.*
3. Click **Yes** under the Hour Type heading. (By clicking **Yes**, you indicate that the hours you're posting are related to an Opportunity you responded to previously.)
 - a. Select an **Opportunity** from the Opportunity dropdown.
 - i. *If the Opportunity is not listed, it means you did not respond to the Opportunity. You will need to respond to the Opportunity before you can record hours. Contact your Program Manager or Site Admin for help.*
 - b. Enter the hour details, including the date and number of hours.
 - c. Complete all other **Hour Details** fields that apply.
 - d. If other people joined you for the opportunity (those not registered as volunteers, children, or family members without separate email accounts), you can add "plus-one hours" to account for their time. If you select the **Yes** radio button, you will see additional questions.
 - e. Click **Submit Hour Entry**.

Note: Your hours will need to be approved before showing up on your volunteer résumé.

Who Are Calvert Stewards?

The volunteer corps of the Calvert Nature Society
and the Calvert County Natural Resources Division.

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Viewing Hour Details

To view all of the details of your hours (including any custom questions) select the Opportunity and click the Export Hours button. This will generate a spreadsheet with all of your hours information.

Editing Your Hours

You can edit your volunteer hours as long as they have not yet been approved. Both traditional and individual hours can be edited by the volunteer who submitted them.

1. Log into and click on your profile dropdown in the top right-hand corner of your site.
2. Select Track Hours to open the Track Hours page.
 - a. Note: Alternatively, you can click the Volunteer Hours area of your dashboard, located just below the Welcome message.
3. The Track Hours page displays your previously submitted hours.
4. Click the pencil icon to edit hours. Note that the approved hours do not have a pencil icon and cannot be edited.
5. Make your changes.
6. Click Update Hour Entry.
7. To edit hours after they have been approved, you should contact the Program Manager or Site Admin.

Did you find it helpful? Send us feedback on this information to volunteer@calvertparks.org

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