

HOW TO LOG YOUR HOURS

Option A – Download the App

Download the Volunteer Get Connected Galaxy Digital App

Choose if you want to receive notifications

Once at the home page, click on the three lines in the top left hand corner

Select “Add Hours”

Fill in the required information about the event and how many hours you contributed

Click on the Submit button

Wait for them to be approved!

*You can also use the app to view your schedule of upcoming events and needs that you responded to

Option B – Login to our Database

Login to Volunteer Sudbury Database

Your snapshot will appear showing you the number of hours you contributed, your impact value, how many needs and events you responded to and the number of agencies you have fanned.

Click on the Volunteer Hours Box which will bring you to the “Track Hours Page or at the top right hand side, there will be an ADD HOURS button located beside the calendar which will bring you to the same page.

You must respond to the need on the website in order to track your hours

From there you can select the need from a drop down list

Fill in the details of the date and the number of hours that you contributed

That’s it! You can provide a little description if you wish but you are good to submit 😊