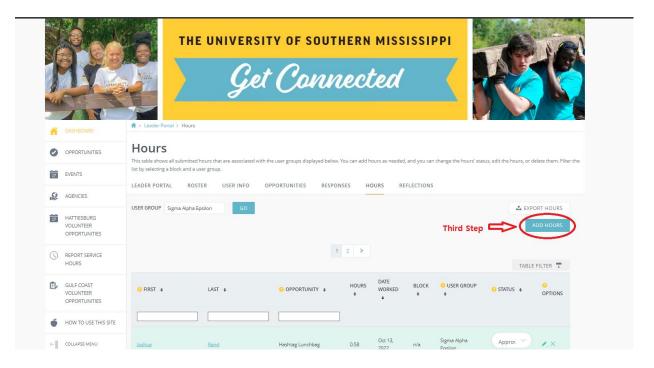
To manage your roster or report service hours on other's behalf, you must be given administrative access by emailing <u>cce@usm.edu</u>.

It's easiest if you have members report their hours on their own: see video

But... to report hours on behalf of group members, see below:

	C 🗅 🔒 https://volu	inteer.usm.edu/groups/lea	der/hours/					Q L	e 🛧 🛊 🛛
eboo	k Ġ Google <mark>yd</mark> Yahoo!	Mail 🛞 Galaxy Digital 🚦	CCE 🎪 Canvas 🔲 Formst	ack 🕄 SOARHR 🕄 SOAR 🔇 SOA	RFIN 💠 Google Scholar 🌰 One	Drive 👪 Teams	PAF 🔬	USM Info Center	» Other
						& MY AGENCY	CALENC	DAR 🔔 (34)	- 👩 -
iis.								VIEW PROF	6.185.
ñ		😤 > Leader Portal > I	Hours					TRACK HOL	0.5573
0	OPPORTUNITIES	Hours						QUALIFICA	r schedule Tions
17	EVENTS	list by selecting a block		With the user groups displayed below. Y	\frown		nours status, eo		NITY RESPONSES
0	AGENCIES	влоск	USER GROUP	GO	A 2nd Step	0113		MY USER G	Roups Durs overview
17	HATTIESBURG VOLUNTEER OPPORTUNITIES			past 12 months are shown. Use Block or	II	1st ste early dates	*	GROUP LE	ADER PORTAL
0	REPORT SERVICE HOURS	😔 FIRST 😄	LAST 🗢	EMAIL 🗢	😶 OPPORTUNITY 😄	HOURS	DATE WORKED	LOCATION	
\$	COMMUNITY WORK STUDY					·	÷	•	or nons
							Sep 23,		. ×



Add Hours				
Select Response User Lookup Opportunity Response Lookup	User: Jacob Davis (0 Opportunity: Vario Shift: Sep 1, 2023 93	Type in "Various" (shift does		
Hour Details		09/01/2023		the Dut in data worked, have worked, and elect
Hours Worked *		1.00		 Put in date worked, hours worked, and select your organization for User Group. If reporting multiple dates, just pick a random date and then put dates and details under "description"
User Groups "			~) 	-
Description * •				Must provide enough information so we
ang usunpeen			ĥ	
Hours Questions Q. How would you best describe this service activity?	; [Volunteering with a community organization (not a for-profit)		
		Volunteering at a faith-based organization without faith requirement (not teaching Sunday School, Volunteering as part of an event that raises money for charity (not donating items or asking for dor Volunteering with a campus department or student activity that benefits a charity or the general wa (not just activities only banefitting University departments or student orgs) Volunteering with citizenship or voter registration activities (not campaigning for a specific candidat	nations) vell-being of the USM community	You don't have to select anything here, it is just FYI on what counts for service hours
	Click "Su	omit Hour Entry"		

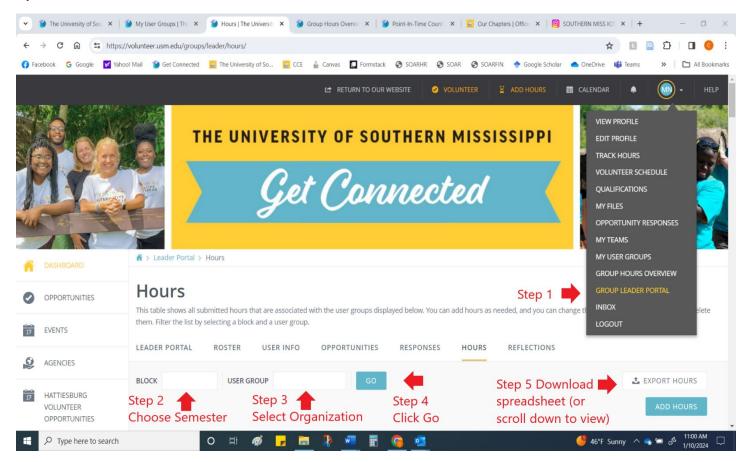
Two ways to view hours reported by your group:

Option 1

• This is also how you can update your roster (see Tips)

							<u>.</u>			
and and	and the second sec		e universi Get	ty of sol					K	VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MATHERS OPPORTUNITY RESPONSI
•	DASHECARD	A > Leader Portal > Roste	er ep 2				N			MY TEAMS MY USER GROUPS GROUP HOURS OVERVIEW
0	OPPORTUNITIES	Roster							Step 1	GROUP LEADER PORTAL
57 E	EVENTS	LEADER PORTAL RC	DSTER USER INFO	PPORTUNITIES RE	SPONSES	HOURS REFLECTION	ONS			INBOX LOGOUT
-		USER GROUP 📀 Sigma Al	pha Epsilon GO	Step 3:	Colort you			ADD NEW	MEMBER	
Q A	GENCIES			step s.	Select you	ir group			and the second	
и и и	AGENCIES HATTIESBURG VOLUNTEER DPPORTUNITIES	EXPORT MEMBERS				/iew Resume		d members by their email here		
	HATTIESBURG	EXPORT MEMBERS						d members by		
H V O R H	HATTIESBURG VOLUNTEER DPPORTUNITIES REPORT SERVICE HOURS		COPY JOIN LINK VIEW	RESUME	Step 4: \	/iew Resume	typing t	d members by their email here	OPTIONS	
	HATTIESBURG IOLUNTEER DPPORTUNITIES	LAST NAME +	COPY JOIN LINK VIEW	HOURS •	Step 4: \	View Resume	USER STATUS +	d members by their email here MEMBER STATUS +	OPTIONS	Tip: Remove members by
	HATTIESBURG IQUUNTEER REPORT SERVICE IQUIRS SULF COAST IQUUNTEER SPPORTUNITIES	LAST NAME •	COPY JOIN LINK VIEW EMAIL Search Email	HOURS •	Step 4: \ RESPONSES	View Resume DATE ADDED = [Search Date Added]	USER STATUS •	d members by their email here MEMBER STATUS • Search Member Sta	OPTIONS	members by scrolling to right
	HATTIESBURG VOLUNTEER SPPORTUNITIES REPORT SERVICE HOURS SULF COAST VOLUNTEER	LAST NAME e Search Last Name Walley	COPY JOIN LINK VIEW EMAIL = Search Email Benjamin.Walley@usm.edu	HOURS •	Step 4: N RESPONSES 2	View Resume DATE ADDED • Search Date Added 2020-10-1314:59:40	USER STATUS • Search User Status active	d members by their email here MEMBER STATUS • Search Member Sta active	OPTIONS ÷	members by
	HATTIESBURG IQUUNTEER REPORT SERVICE IQUIRS SULF COAST IQUUNTEER SPPORTUNITIES	LAST NAME e Search Last Name Walley Hoover	COPY JOIN LINK VIEW EMAIL • Search Email Benjamin.Walley@usm.edu Clinton.Hoover@usm.edu	HOURS =	Step 4: RESPONSES 2 3	View Resume DATE ADDED • Search Date Added 2020-10-13 14-59-40 2020-10-13 15-08-34	typing 1 USER STATUS + Search User Status active active	d members by their email here MEMBER STATUS • Search Member Stat active	options ÷ ×	members by scrolling to right

Option 2



How to set up a service event that students can sign up for:

		rsity of southern miss et <i>Connected</i>				VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES OPPORTUNITY RESPONSES MY TEAMS MY USER GROUPS
DASHBOARD	A > Leader Portal > Opportunities				05.573	GROUP HOURS OVERVIEW
OPPORTUNITIES	Opportunities	Second step	hind and a second biographic biographics		1st S	INBOX
					may have responded to	
7 EVENTS	Listed below are details about the opportunities that h opportunities not listed here. To view those responses	, click "Response below.				LOGOUT
-2	opportunities not listed here. To view those responses	, click "Response below. OPPORTUNITIES RESPONSES HOURS RI	FLECTIONS			LOGOUT
AGENCIES	opportunities not listed here. To view those responses, LEADER PORTAL ROSTER USER INFO BLOCK USER GROUP	, click "Response below.	FLECTIONS	m early dates	L OPPORTUNITIES	Third Step
AGENCIES HATTIESBURG VOLUNTEER OPPORTUNITIES	opportunities not listed here. To view those responses, LEADER PORTAL ROSTER USER INFO BLOCK USER GROUP	c dick "Responses Hours RESPONSES HOURS RE	FLECTIONS	m early dates ADD NE		
AGENCIES HATTIESBURG VOLUNTEER OPPORTUNITIES	opportunities not listed here. To view those responses, LEADER PORTAL ROSTER USER INFO BLOCK USER GROUP	c dick "Responses Hours RESPONSES HOURS RE	FLECTIONS	m early dates ADD NE	EW OPPORTUNITY	
AGENCIES HATTIESBURG VOLUNTEER OPPORTUNITIES REPORT SERVICE HOURS	opportunities not listed here. To view those responses, LEADER PORTAL ROSTER USER INFO BLOCK USER GROUP Only Opportunities for open User Groups or Blocks ha	c, click "Response below. OPPORTUNITIES RESPONSES HOURS RI GO we that closed in past 12 months are shown. Use Block or User Group	IFLECTIONS	n early dates ADD NE	EW OPPORTUNITY	
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AGENCIES AGENCIES HATTIESBURG VOLUNTEER OPPORTUNITIES REPORT SERVICE HOURS GULF COAST VOLUNTEER	opportunities not listed here. To view those responses, LEADER PORTAL ROSTER USER INFO BLOCK USER GROUP Only Opportunities for open User Groups or Blocks he OPPORTUNITY :	c dick "Responsible dow. OPPORTUNITIES RESPONSES HOURS RI GO we that closed in past 12 months are shown. Use Block or User Group AGENCY •	FLECTIONS ilter to see Opportunities from BLOCK =	n early dates ADD NE O USER GROUPS	TABLE FILTER	

Step 4 (next page)

Add Opportunity

LEADER PORTAL ROSTER USE	RINFO OPPORTUNITIES RESPONSES HOURS REFLECTIONS
Title *	Title (Name of event)
Description *	↑ ↑ ↓
	(Description of event)
	A
Privacy *	Public Private Choose private if you only want group members to sign up, public means open to all
Initiative	No Initiative
Agency *	USM Service Opportunities
User Groups *	Select User Group Select the name of your organization
Duration * 🕢	Is your event one date, ongoing, or for a specific time period?
Capacity 🤣	Example: 30 How many volunteers can you accomodate?
Hours* 🥹	Example: 4 or 3.5 How many hours will typical volunteers earn?
Hours Description 🥹	Example: 9am - 5pm
Outdoors? 🥝	◯ Yes ◯ No
Wheelchair Accessible 👴	🔿 Yes 💫 No
Attributes 😗	ADD
Virtual Opportunity 🕜	◯ Yes ◯ No
Address ;	Add Where should volunteers go?
	Address Line 2
	City
	Pick a state
Zip Code 🎽 🕜	Zip Code
Country*	United States
Interests & Abilities * 🥹	Select Interests You can use "civic engagement" as default ~
Additional Notification Recipient(Choose "on" and list the email of the person who should receive email notifications when volunteers sign up.
Final step	Choose File No file chosen
CREATE OPPORTUNITY CAN	EL.