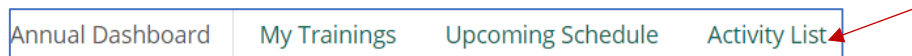


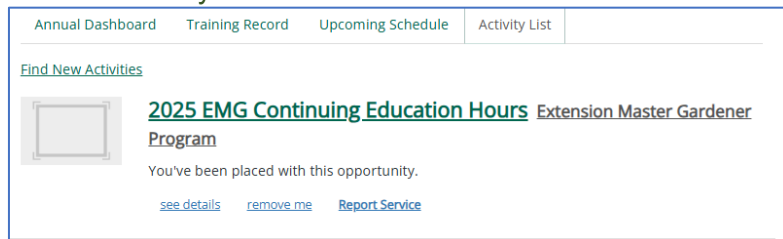
REPORTING EDUCATION HOURS IN VOLUNTEER CENTRAL (VC)

There are several options for accessing the 2025 Continuing Education activity (aka project) as indicated below.

OPTION 1: ACTIVITY LIST if you are already placed (below the Roster Message Board)



1. Select the Activity



2. Click on "Report Service"

- You will see a "loading survey" message.
- Report your hours adding as much detail as possible for the Education Description.
- Save your entry by clicking on the "Submit" button.

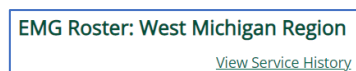
3. You should then see your entry in Service History. If not, click on the refresh button at the upper left corner of your screen.

4. Return to your Dashboard (by clicking on the Dashboard button at the upper right corner of your screen)

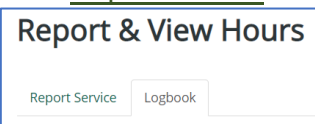


and the hours you entered should display in the Hours/Goal box as well in your Hours Summary. If not, click on the refresh button on this screen.

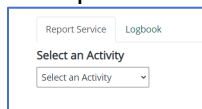
OPTION 2: View Service History (below your roster in upper right corner of your dashboard)



5. Select Report Service



6. Under "Select an Activity", click the dropdown arrow to view the activities you have been placed in. For now, you are placed in the "2025 EMG Continuing Education Hours" activity



7. Select the activity and you will see a "loading survey" message.

- Report your hours adding as much detail as possible for the Education Description.
 - **Please enter hours in .25 increments (15 min=.25, 30 min=.50, 45 min=.75)**
- Save your entry by clicking on the "Submit" button.

8. You should then see your entry in Service History. If not, click on the refresh button at the upper left corner of your screen.

9. Return to your Dashboard (by clicking on the Dashboard button at the upper right corner of your screen)



and the hours you entered should display in the Hours/Goal box as well in your Hours Summary. If not, click on the refresh button on this screen.