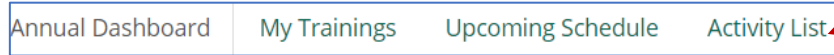


Volunteer Central Log in: [https://msu.samaritan.com/custom/502/volunteer\\_login](https://msu.samaritan.com/custom/502/volunteer_login)

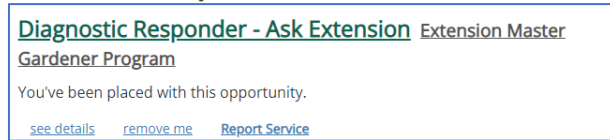
## **EMG - REPORTING VOLUNTEER HOURS IN VOLUNTEER CENTRAL (VC)**

There are several options for locating your EMG volunteer activity (aka project) as indicated below.

### **OPTION 1: ACTIVITY LIST - if you are already placed in a project (below the Roster Message Board)**



#### 1. Select the Activity



#### 2. Click on "Report Service"

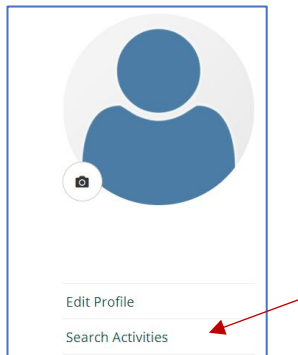
- You will see a "loading survey" message.
- Report your hours adding as much detail as possible for the volunteer description.
- Save your entry by clicking on the "Submit" button.

#### 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.

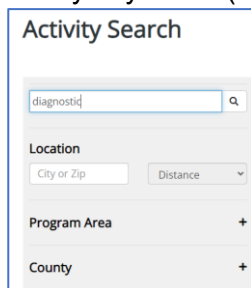
#### 4. Return to your Dashboard (by clicking on the Dashboard button at the upper right corner of your screen) and the hours you entered should display in the Hours/Goal box as well in your Hours Summary. If not, click on the refresh button on this screen.

### **OPTION 2: SEARCH to find a volunteer project**

#### 1. Click on "Search Activities" under your profile icon



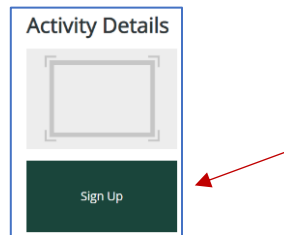
#### 2. Search by keywords (i.e. project name), county, or zip code and projects with these details will be displayed



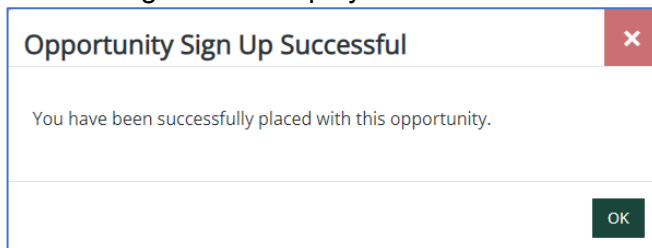
#### 3. When you locate your project, click on the "more details" button.

[more details](#)

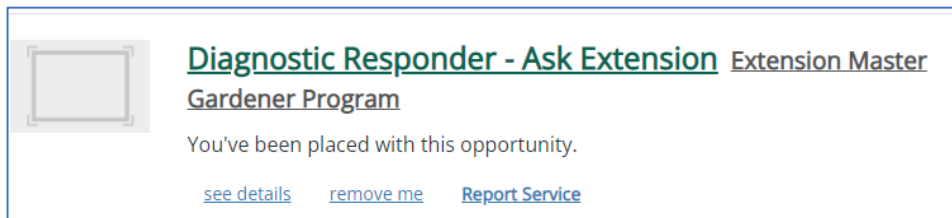
4. Review the project details and click on the “Sign Up” button if you wish to report hours for this activity.



5. A confirmation message will be displayed – click OK



6. Click on the “Dashboard” button (top right of screen)
7. Click on your “Activity List” and you should see the project in your selections



8. Click on the “Report Service” button to begin entering your volunteer hours.
  - a. If you see the project but do not see the “Report Service” button, this means there is a requirement for the project that you have not met. Examples:
    - i. Your MSU Volunteer Selection Process (VSP) requirements are incomplete, and you are not considered an “Active” volunteer
    - ii. It is a Smart Gardening Volunteer (SGV) project, but you have not completed the training
    - iii. It is a Diagnostic Responder project, but you are not designated as such

Project questions? Please connect with your local EMG Program staff person. Contact information can be found on your Dashboard Roster Message Board.