Entering Volunteer Time in Schedules Plus
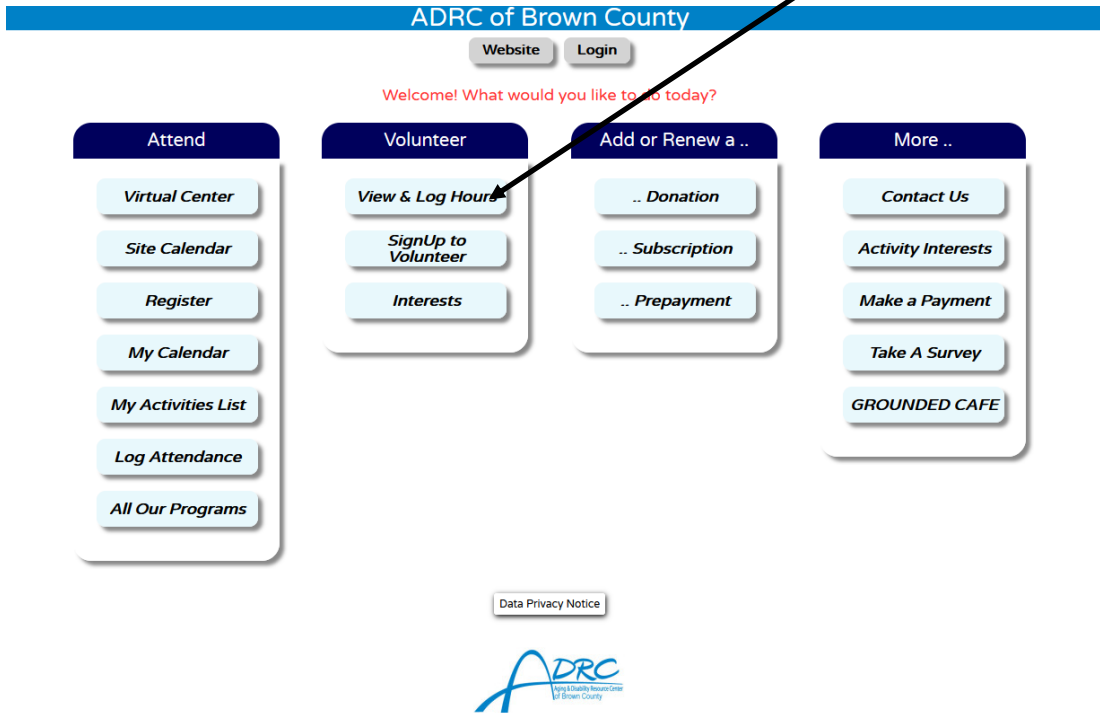
- Click on the following link to access the volunteer time entry in Schedules Plus:
  https://schedulesplus.com/adrc/kiosk/
- You will be brought to the screen below. From here, click on "View & Log Hours."

- Enter your phone number in the box below and click "Search."

- If your phone number is already in the system, your name should appear below. If it does not show up, click on, "**Not Found? Add Yourself."**

ADRC of Brown County

Back   Calendar

Phone Number:

4484560

Search   Cancel

To Add Volunteer Hours, select your name

Angela V

Not Found?
Add Yourself

- To add your information to the database, complete the boxes below and click Save.

ADRC of Brown County

Home   Calendar   Website

To Add yourself to our database, enter the information below

* = required field

*	Name:		
*	Address:		
*	City/State/Zip		
*	Telephone Number:		(example: xxx-xxx-xxxx or xxx-xxxx)
	E-MAIL address:		(e.g. marysmith@yahoo.com)
	Business Name:		

Save   Cancel

- Once you've pulled up your file, you may now begin to enter your volunteer hours as shown in the image below.

  ⇒ The date may be entered as single date or a date range.

  ⇒ The "Type," the department you are volunteering in/for. Once you select the type, you will see another box pop up to list a breakdown of your hours.

- Please see the following page titled, **"Definitions,"** for additional information on what is being asked for in each box.

<u>Definitions</u>

Type: The department you are volunteering in or the type of work you are doing.

Event/Workshop Title: This is only applicable if you are volunteering for an event or workshop.

Volunteer Date or Date Range: The date or dates you volunteered in your position/role.

Number of Attendees: Only applicable if you are conducting an event or workshop for Medicare.

Mileage: The total miles you traveled for any of the following: Delivering meals, traveling to an event/ workshop site, traveling to a site for meetings and/or trainings.

Total Hours: The total time you put in for your role on the date/;date range you specified.

Hours Breakdown -

    Program: If you conducted a workshop/event, the total hours of it.

    Training: Any time you needed to train for your role/event/workshop.

    Meeting: Any time spent in meetings about your role/event/workshop.

    Prep Time: If you needed to spend any time preparing for an event/workshop/meeting.

    Research: Any time you spent researching info for your meeting/workshop/event.

    Travel Time: The amount of time you spent traveling to the event/workshop/meeting.

    Site: This would be ADRC unless you are facilitating an event or workshop at a different location. Then enter the site of the event location.