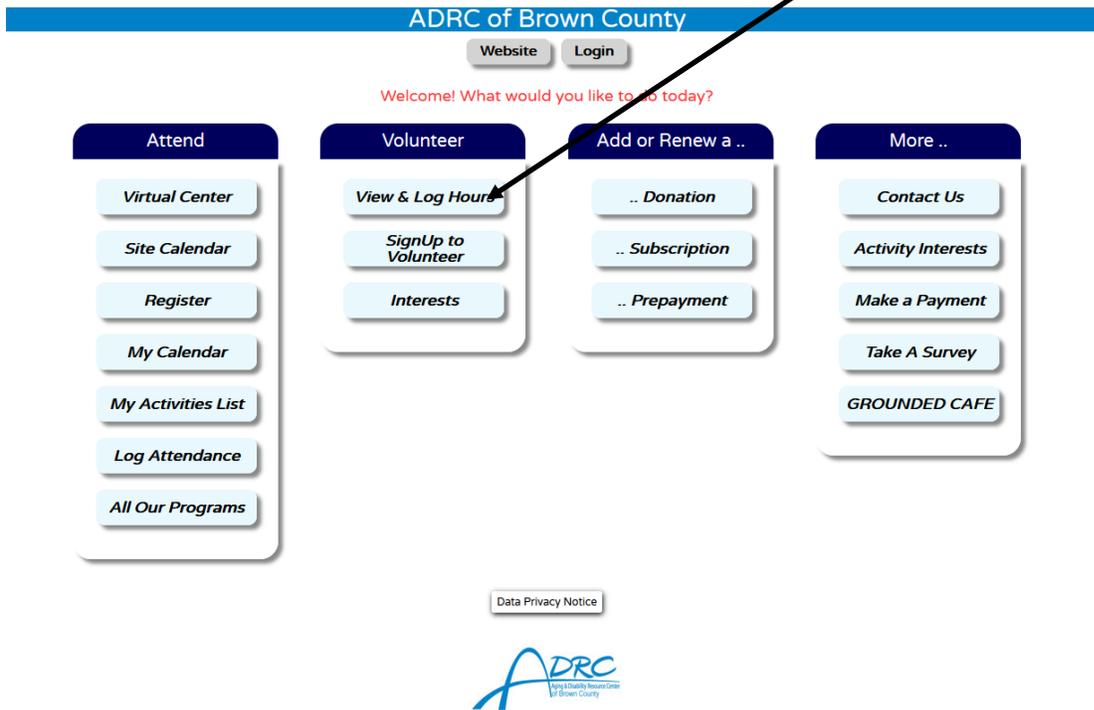
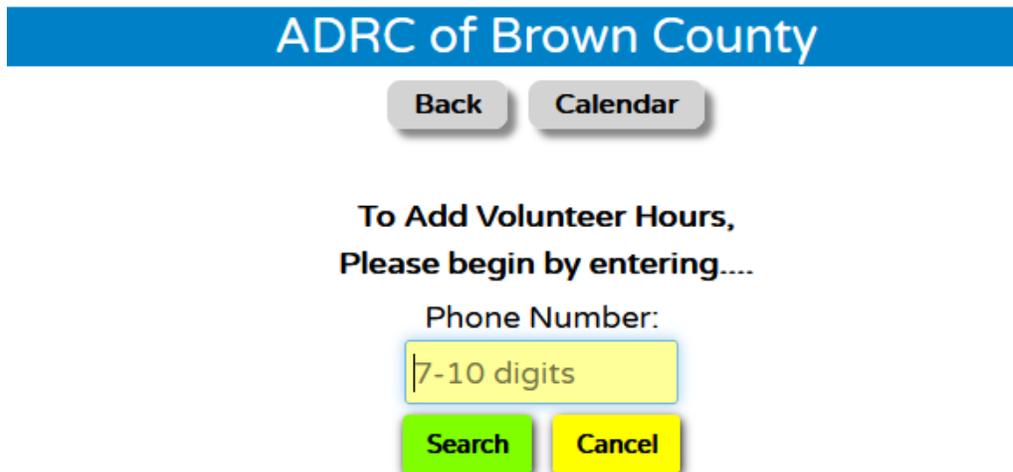


Entering Volunteer Time in Schedules Plus

- 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.”



*First Time User? Search for your Phone Number.
If not found, you will be given a button to ADD YOURSELF.*

- 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

Phone Number:

4484560

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

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:			
Business Name:			

- 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.

ADRC of Brown County

[Home](#)
[Virtual Center](#)
[Catalog](#)
[Calendar](#)
[Website](#)
[Logout](#)

Thank you for Volunteering!
To add hours, please complete this form and SAVE. (*) = required fields

Name: Angela V [VIEW HISTORY](#)

Phone: (920) 448-4560

Date: (*)

Type:

Hours: (*)

Comment:

Mileage:

[SAVE](#)

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

ADRC of Brown County

[Home](#)
[Virtual Center](#)
[Catalog](#)
[Calendar](#)
[Website](#)
[Logout](#)

Thank you for Volunteering!
To add hours, please complete this form and SAVE. (*) = required fields

Name: Angela V [VIEW HISTORY](#)

Phone: (920) 448-4560

HOURS BREAKDOWN

Program:

Training:

Meeting:

Prep Time:

Research:

Site:

[Done with Detail](#)
[Cancel](#)

Definitions

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.

Location/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.

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 -

Time for Event/Workshop: If you conducted a workshop/event, the total hours of it.

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

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

Preparation: 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.



Volunteer Hours

<u>First Name:</u>		
<u>Last Name:</u>		
<u>Phone Number:</u>		
<u>Type - (Circle One)</u> Prevention General Homebound Meal Nutrition Medicare Office /Clerical Community Professional Grounded Cafe	<u>Event/Workshop Title:</u>	
	<u>Volunteer Date or Date Range:</u>	
	<u>Number of Attendees:</u>	
	<u>Location/Site:</u>	
	<u>Mileage:</u>	
	<u>Comments:</u>	

Hours Breakdown

May be entered in quarter hours (15 minutes = .25 - 30 minutes = .5 - 45 minutes = .75)

Time for Event/Workshop: _____

Training Time: _____

Meetings: _____

Preparation: _____

Research: _____

Travel Time: _____

Total Hours: _____