## **Entering Volunteer Time in Schedules Plus**

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

	ADRC of Bro	wn County	
	Website	Login	
	Welcome! What would y	you like to to today?	
Attend	Volunteer	Add or Renew a	More
Virtual Center	View & Log Hours	Donation	Contact Us
Site Calendar	SignUp to Volunteer	Subscription	Activity Interests
Register	Interests	Prepayment	Make a Payment
My Calendar			Take A Survey
My Activities List			GROUNDED CAFE
Log Attendance			
All Our Programs			
	Data Privacy	Notice	
	AZ	Statisty Reserver	

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

ADRC of Brown County
Back Calendar
To Add Volunteer Hours, Please begin by entering
Phone Number:
7-10 digits
Search Cancel

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

• If v	our phone number is			
•	ady in the system, your	ADRC of Bro	own County	
lf it	ne should appear below. does not show up, click " <b>Not Found? Add Your-</b>	Back	Calendar	
sel	: ))	Phone N	Number:	
		4484560	D	
		Search	Cancel	
		To Add Volunteer Ho	urs, select your name	Э
		Ange	ela V	
			ound? ourself	

• 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 or xxx-xxx)
	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.
  - $\Rightarrow$  The date may be entered as single date or a date range.
  - $\Rightarrow$  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 Ce	enter Catalog Calendar Website Logout	
To add hours, pleas	Thank you for Volunteering! se complete this form and SAVE. (*) = required fields	
Name:	Angela V VIEW HISTORY	
Phone:	(920) 448-4560	
Date:	(*)	
Type:	Select ~	
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
Di HOURS BREAKDOWN
Ty Program:
H Training:
Meeting:
Prep Time:
M 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.

**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.