



How 4-H Volunteers Add Hours

- **Go To:** <http://ext.wsu.edu/testVolunteer/>
- Logon with your WSU Volunteer System user name and password. (See Below)
- Select “Volunteers”.
- If you get the message “**You are missing a supervisor entry. Please click 'Program Supervisor' in the menu on the left**”. Follow the instructions. It is not required that you select a program supervisor at this time, but you will get the message every time you logon until you have selected a supervisor for all the WSU programs for which you volunteer.
- Click “Enter Activity”.
- Select the appropriate information from each of the dropdown lists.
- Select the date on which the activity occurred. You may have to use the navigation arrows on the calendar to get to the correct month. You can enter multiple activities for the same day. However, each activity must have a different start and end time.
- Master Gardener and Beach Watcher volunteers must enter demographic contact information (sex and race). If there were no contacts, leave the boxes blank.
- Click the “Save”.

After you save a record, there will be a message at the top of the page to indicate that the record was saved. At this point you may choose another menu item on the left, logout, or add a new record. If you add a new record, simply change the information needed to reflect the new activity. You may click the “*Clear the Form*” button to start with a blank record.

VOLUNTEER ID	INITIAL PASSWORD
	Password!

WASHINGTON STATE UNIVERSITY
EXTENSION
4-H Youth Development Program

Volunteer Hours Reporting System



WASHINGTON STATE UNIVERSITY
World Class. Face to Face.

WSU Volunteer Database

Welcome to the WSU Volunteer System!

WSU Extension

Home

Volunteers

Personal Information

Change Password

Why Report Hours

Log In

User Name: *

Password: *

[forgot password](#)

<http://ext.wsu.edu/testvolunteer/>

WASHINGTON STATE UNIVERSITY
EXTENSION
4-H Youth Development Program

Volunteer Hours Reporting System

Home

Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Volunteers: select from the follow menu items on the left to use the WSU Volunteer System.

Menu Item	Task
Enter Activity	Record new volunteer activity by program, category, and date.
View/Edit Activity	Modify or delete volunteer activities that you entered earlier.
Program Supervisor	Check and possibly change the person entered as your program supervisor.
Report	Take a quick look at the data you've entered for the specific time period you select.
Personal Information	Revise the your personal information (e.g. email, address).
Change Password	Change your password.

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Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

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Why Report Hours?

Program County: **Pierce** Location of Activity: **Pierce**

Program: **4-H** Activity: **--Select an Activity--**

Select a Date

<	October 2009							>
Su	Mo	Tu	We	Th	Fr	Sa		
27	28	29	30	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
1	2	3	4	5	6	7		

Start Time: **8:00 AM**

End Time: **8:00 AM**

-- Select an Activity --

- Deliver Education Activity
- Help at Fair
- Prepare for educational training
- Support/Office Work

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Volunteers

Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

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Why Report Hours?

Select the year: **2009**

To edit or delete activities, click the "Select" next to the activity.

	<u>Start Date</u>	<u>Start Time</u>	<u>County</u>	<u>Program</u>	<u>Activity</u>	<u>Location</u>
Select	09/14/2009	8:30 AM	Pierce	4-H	Help at Fair	Pierce
Select	09/21/2009	4:30 PM	Pierce	4-H	Prepare for educational training	Pierce
Select	09/23/2009	7:00 PM	Pierce	4-H	Deliver educational training	Pierce

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Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Program County:

Program:

Supervisor:

To add or change a supervisor, choose the county, program, and supervisor. Click the "Save" button.

County	Program	Supervisor
Benton	4-H	Duncan, Kathleen
Pierce	4-H	BoyEs, Pat

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Enter Activity

View/Edit Activity

Program Supervisor

Report - My Hours

Report - State

Personal Information

Change Password

Why Report Hours?

Program County:

Program:

Beginning Date: (m/d/yyyy)

End Date: (m/d/yyyy)

Report Hours monthly
too insure L & I
Coverage for your 4-H
Activities! Click Go to
Report.

Activity	Date	Start	End	Elapsed
Help at Fair	09/14/2009	8:30 AM	4:30 PM	8.0
Prepare for educational training	09/21/2009	4:30 PM	7:30 PM	3.0
Deliver educational training	09/23/2009	7:00 PM	8:30 PM	1.5
Totals				12.5

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Volunteer Hours Reporting System

Home

Volunteers

- Enter Activity
- View/Edit Activity
- Program Supervisor
- Report - My Hours
- Report - State

Volunteer Setup

Staff Setup

Reports

Program Coordinator

Administrators

System Administrator

Personal Information

Hours Report

County	Program	Total Hours	# Volunteers
Chelan	4-H	18.5	1
Lewis	4-H	2.0	1
Lincoln	4-H	2.5	1
Pierce	4-H	12.5	1
Spokane	4-H	19.5	2
Island	Beach Watchers	0.5	1
Whatcom	Beach Watchers	6.5	1
Asotin	Master Gardeners	1166.0	23
Benton	Master Gardeners	10317.0	164
Chelan	Master Gardeners	3052.0	47
Clallam	Master Gardeners	2948.0	42
Clark	Master Gardeners	9116.5	145
Garfield	Master Gardeners	184.0	3
Grant	Master Gardeners	22.0	1

Total Extension
Volunteer Hours
71,044 from 1255
Volunteers!!

WASHINGTON STATE UNIVERSITY
EXTENSION
4-H Youth Development Program

Volunteer Hours Reporting System

Home

Volunteers

Volunteer Setup

Staff Setup

Reports

Program Coordinators

Administrators

System Administrator

Personal Information

Change Password

Why Report Hours

logged in as: roos

First Name

Last Name

Middle Name

Address

City

State

ZIP

Phone
(XXX) XXX-XXXX

Primary Volunteer County

Email

User Name

You control your
Personal
Information.

Volunteer Hours Reporting System

- WSU Extension
- Home
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- Administrators
- System Administrator
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- Change Password

Logged on as: roos

Change Your Password

Password:

New Password:

Confirm New Password:

Valid passwords must be contain at least 7 characters. One of these MUST be a character that is not a number or letter (non-alphanumeric). Examples of non-alphanumerics: !@#\$%^&* _ -

If you use a WSU netID to logon, you need to change your password through [myWSU](#)