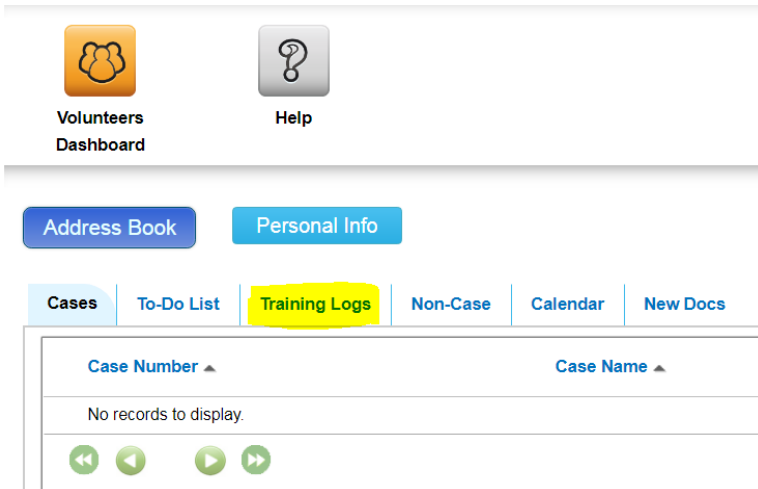


ADDING CONTINUING EDUCATION HOURS

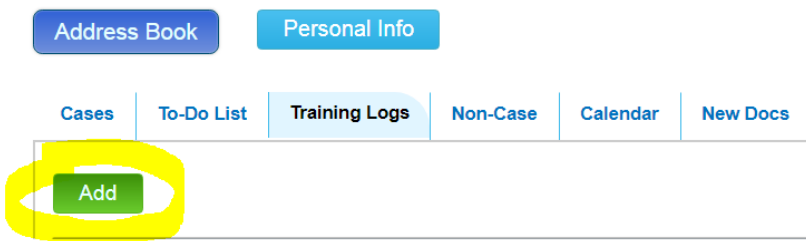
Step ONE: On the Volunteer Dashboard select “Training Logs”



The screenshot shows the Volunteer Dashboard with the 'Training Logs' tab highlighted in yellow. The dashboard includes a 'Volunteers Dashboard' icon, a 'Help' icon, and buttons for 'Address Book' and 'Personal Info'. Below these are tabs for 'Cases', 'To-Do List', 'Training Logs', 'Non-Case', 'Calendar', and 'New Docs'. The 'Training Logs' section shows 'No records to display' with navigation arrows.

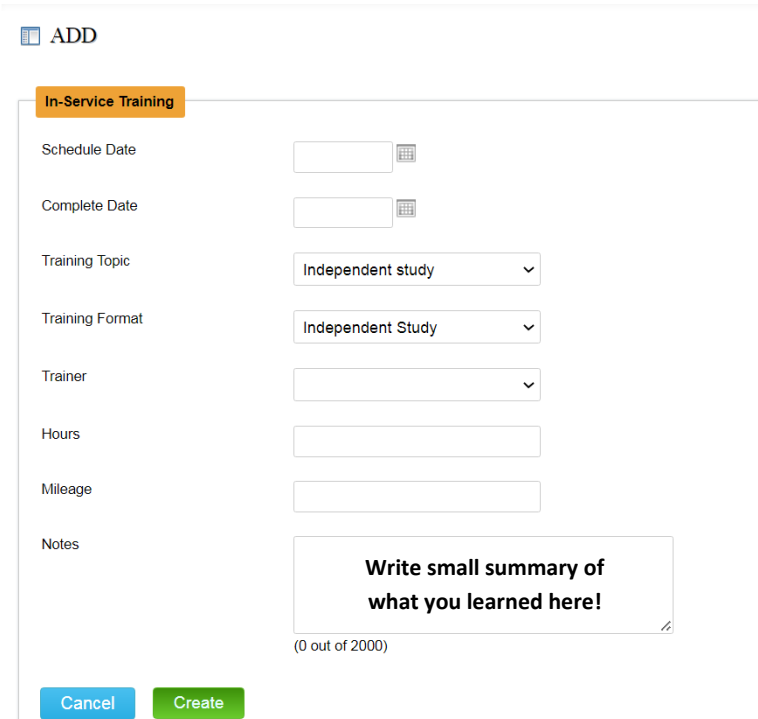
**** Each Volunteer is required to complete 12 hours of Continuing Education each year to remain in compliance. You can accrue time by taking online trainings/seminars, reading books (2 mins per page), watching movies or TV shows, listening to Podcasts and so much more. ****

Step TWO: Select Add



The screenshot shows the Volunteer Dashboard with the 'Add' button highlighted in yellow. The dashboard includes a 'Volunteers Dashboard' icon, a 'Help' icon, and buttons for 'Address Book' and 'Personal Info'. Below these are tabs for 'Cases', 'To-Do List', 'Training Logs', 'Non-Case', 'Calendar', and 'New Docs'. The 'Add' button is located below the 'Training Logs' tab.

Step THREE: You will enter all the below information. ** If you are unable to find a “Training Topic” or “Training Format” suitable to what you have completed in the drop down, select Independent Study.



The screenshot shows the 'ADD' form for 'In-Service Training'. The form includes fields for 'Schedule Date', 'Complete Date', 'Training Topic' (dropdown menu), 'Training Format' (dropdown menu), 'Trainer' (dropdown menu), 'Hours', 'Mileage', and 'Notes'. The 'Notes' field has a text area with the prompt 'Write small summary of what you learned here!' and a character count '(0 out of 2000)'. At the bottom are 'Cancel' and 'Create' buttons.

Step FOUR: Select “Create” Button