LOGGING HOURS FROM HOME - DESKTOP COMPUTER

To log hours from home using a desktop computer, go to: https://tinyurl.com/DBGVolunteerLogIn.

1: Enter your email address under "Login name" and your password.

2: Select the "Time Sheet" tab, fill in the following information and click "Continue."

3: Click "Yes" to confirm your hours.

LOGGING HOURS FROM HOME - MOBILE DEVICE

To log hours from home using a mobile device, go to: https://tinyurl.com/DBGVolunteerLogIn.

Many steps in the process will be similar if you are using a mobile device instead of a desktop computer, but the screens will look slightly different. After you log in, you should see the following screen:

1: Click on the lines in the upper left corner
to open the menu:

≡	Home

Instructions
Welcome to the Volunteer Information Center. This online portal gives you an easy way to keep in touch with our volunteer program. You can post your hours, sign-up for shifts, and much more!

Thank you for all that you do!

Your Volunteer Services team,
Tracy, Katie, Trystan, Marissa, Natalie, and Angela

CONTACT US:
vol@botanicgardens.org
720-865-3609
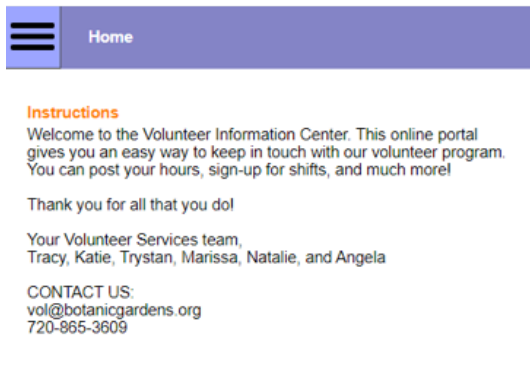
2: Next, click on "Time Sheet" and it will open the page where you can enter your hours
(next column):

≡	Volunteer Jane Flowers
Home	
My Profile	This online portal
My Schedule	ur volunteer program.
My Service History	d much more!
Time Sheet	
Account	gela

Desktop site **Exit**
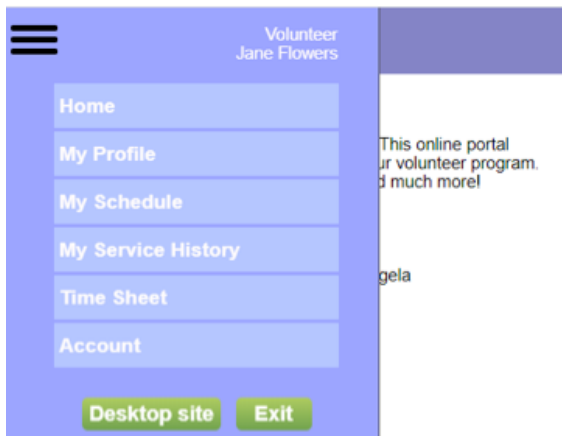
3: Click "Save" to confirm your hours.

≡	Time Sheet

Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

[-] Add Service Entries

Time Sheet

What was the date of your service?	February ▾ 24 ▾ 2020 ▾
Which assignment did you serve in?	Choose one
How many hours did you serve?	0 ▾ hours, 0 ▾ minutes
How many Volunteer Visits?	1

Save

[+] Recent Service