

# 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.



The screenshot shows the Denver Botanic Gardens login page. At the top left is the logo "DENVER BOTANIC GARDENS". To the right is a "Login" link. Below the logo is the instruction: "Enter your email address and your volunteer information center password, and then click the **Go** button." There are two input fields: "Login name:" and "Password:". Below these are two links: "Forgot your password?" and "Need a password?". At the bottom is a green "Go" button. At the very bottom, there are links for "Close This Window" and "Privacy Policy".

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



The screenshot shows the Denver Botanic Gardens Volunteer Information Center. At the top left is the logo "DENVER BOTANIC GARDENS". To the right is the text "Volunteer Information Center". Below this is the heading "Volunteer information for Jane Flowers". There are several tabs: "Home", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". Below the tabs is the heading "Instructions" with the text: "To post your hours, enter your service information in the Time Sheet box and then click the 'Continue' button." Below this is the heading "Time Sheet". There is a form with the following fields: "What was the date of your service?" with a date picker set to March 3, 2020; "Which assignment did you serve in?" with a dropdown menu set to "Junior Counselor [York St.\Teen Volunteer Program - Summer]"; "How many hours did you serve?" with a dropdown menu set to 8 hours and 0 minutes; and "How many Volunteer Visits?" with a text input field set to 1. At the bottom is a green "Continue" button.

**3:** Click “Yes” to confirm your hours.

## Time Sheet

### Please confirm your entry:

You served on: Tuesday, March 3, 2020  
Assignment: Junior Counselor [York St.\Teen Volunteer Program - Summer]  
Hours: 8.00  
Volunteer Visits: 1

### Is this correct?

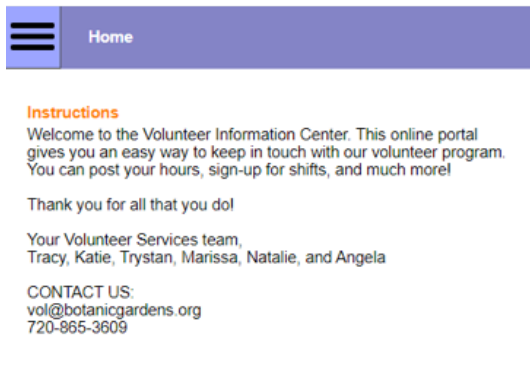
Click **Yes** to save this entry  
 Click **No** if you want to make a change

# LOGGING HOURS FROM HOME - MOBILE DEVICE

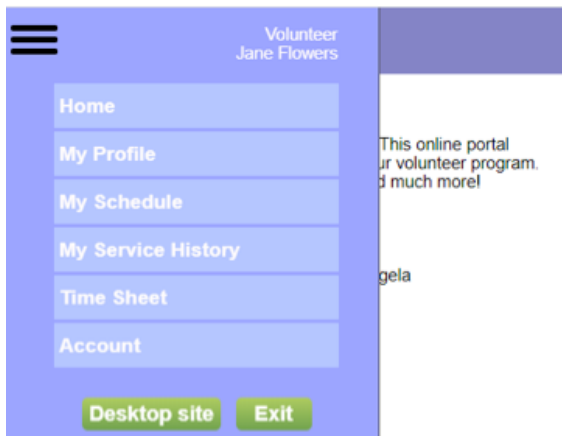
To log hours from home using a mobile device, go to: <https://tinyurl.com/DBGVolunteerLogIn>.

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:



**2:** Next, click on “Time Sheet” and it will open the page where you can enter your hours (next column):



**3:** Click “Save” to confirm your hours.

**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**