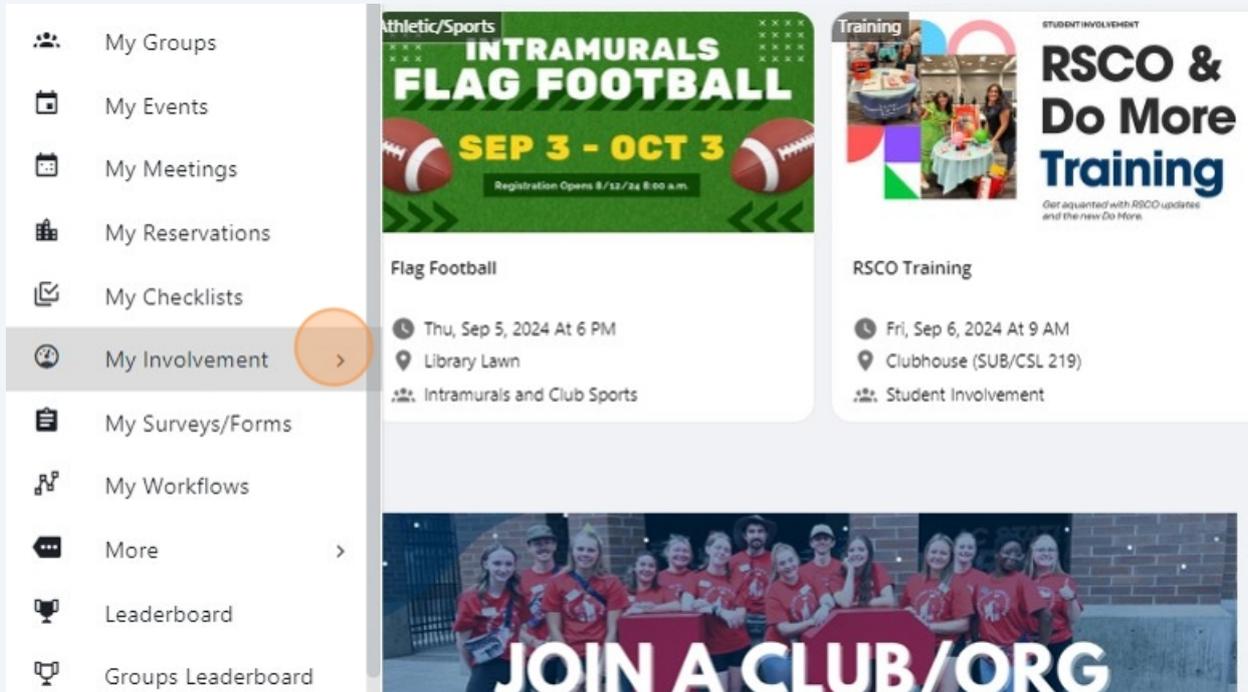


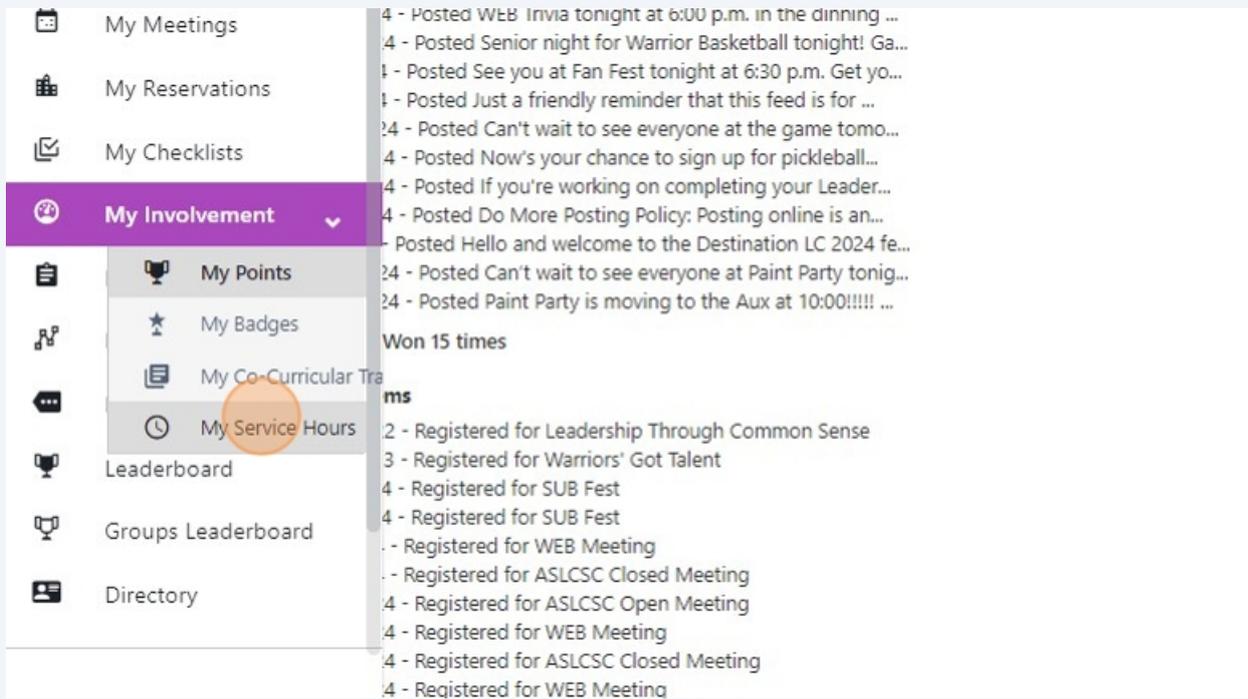
How To Add Service Hours Online

1

When you're on the Do More home page, go to the left menu and select "My Involvement."

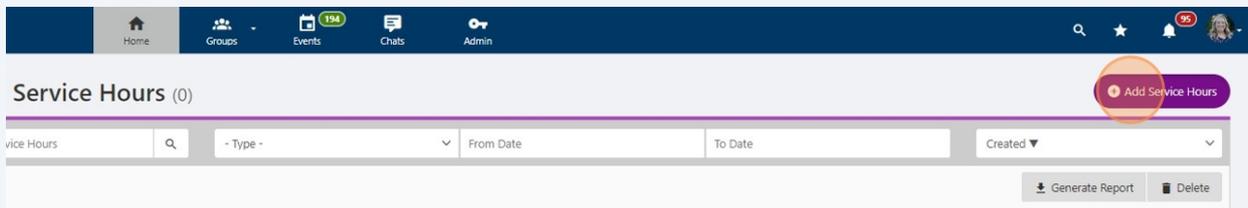


2 Click "My Service Hours."



A screenshot of a user profile menu. The menu items are: My Meetings, My Reservations, My Checklists, My Involvement (highlighted in purple), My Points, My Badges, My Co-Curricular Tra, My Service Hours (highlighted with an orange circle), Leaderboard, Groups Leaderboard, and Directory. To the right of the menu, a list of posts is visible, including "4 - Posted WEB Invia tonight at 6:00 p.m. in the dining ...", "4 - Posted Senior night for Warrior Basketball tonight! Ga...", "4 - Posted See you at Fan Fest tonight at 6:30 p.m. Get yo...", "4 - Posted Just a friendly reminder that this feed is for ...", "4 - Posted Can't wait to see everyone at the game tomo...", "4 - Posted Now's your chance to sign up for pickleball...", "4 - Posted If you're working on completing your Leader...", "4 - Posted Do More Posting Policy: Posting online is an...", "4 - Posted Hello and welcome to the Destination LC 2024 fe...", "4 - Posted Can't wait to see everyone at Paint Party tonig...", "4 - Posted Paint Party is moving to the Aux at 10:00!!!! ...". Below the posts, it says "Won 15 times" and "ms".

3 Click "Add Service Hours."

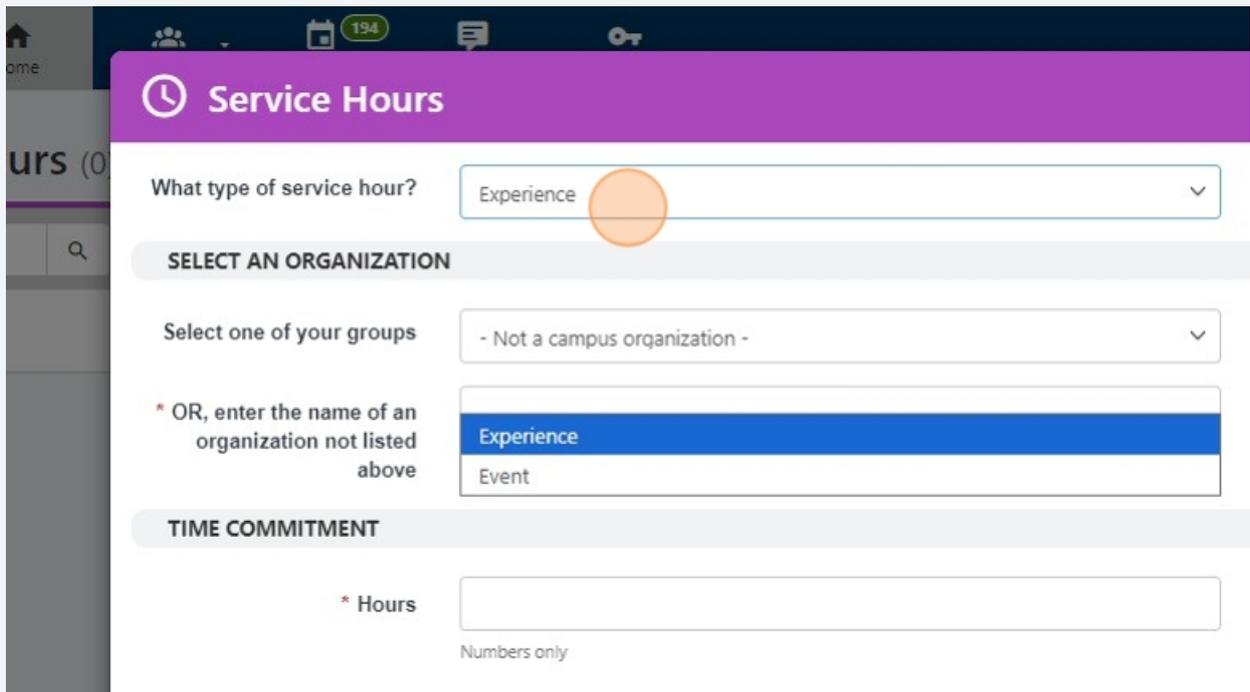


A screenshot of the "Service Hours" page. The page title is "Service Hours (0)". There is a search bar with "Service Hours" entered. Below the search bar, there are filters for "Type", "From Date", "To Date", and "Created". At the bottom right, there are buttons for "Generate Report" and "Delete". A purple button labeled "Add Service Hours" is highlighted with an orange circle. The page also features a navigation bar with "Home", "Groups", "Events", "Chats", and "Admin".



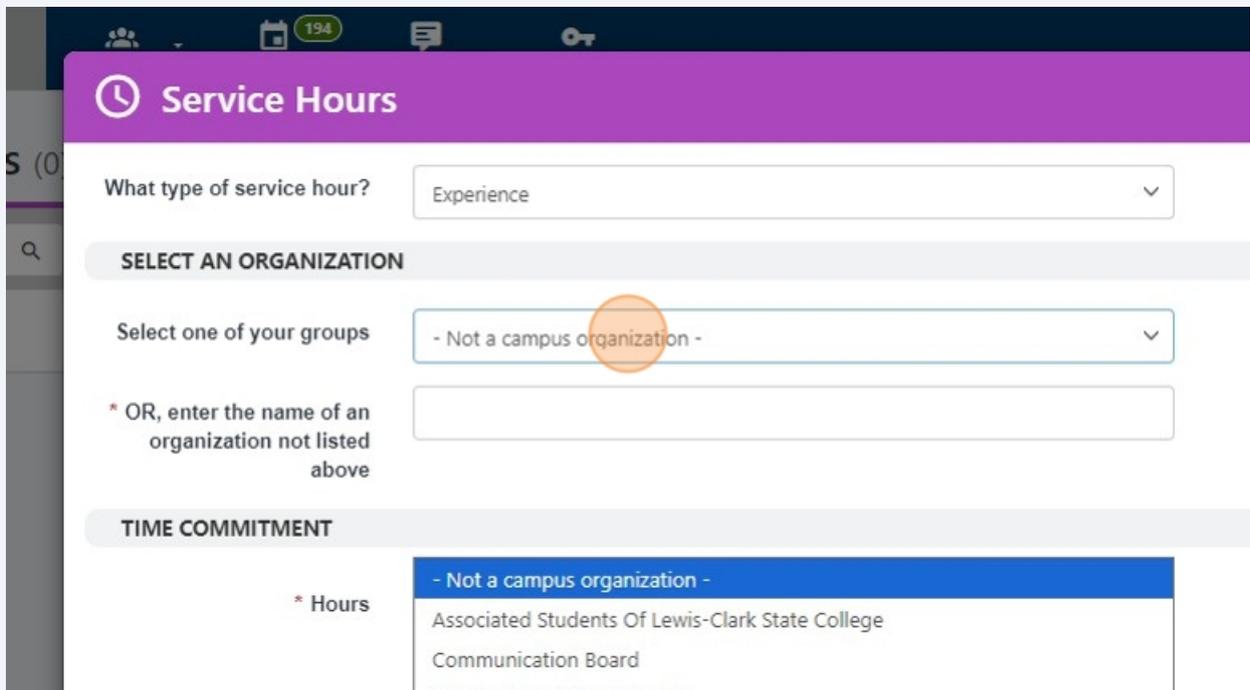
No result found

- 4 Select what type of experience best fits the service you'll be entering.



The screenshot shows the 'Service Hours' form with a purple header. The first section is 'What type of service hour?' with a dropdown menu set to 'Experience'. Below this is the 'SELECT AN ORGANIZATION' section, which includes a dropdown for 'Select one of your groups' set to '- Not a campus organization -' and a text input field for organizations not listed, with a dropdown menu showing 'Experience' and 'Event'. The 'TIME COMMITMENT' section has a text input for '* Hours' with a note 'Numbers only'.

- 5 If your service was with a group you're a part of, you can select the group/club in this dropdown menu.



The screenshot shows the 'Service Hours' form with a purple header. The first section is 'What type of service hour?' with a dropdown menu set to 'Experience'. Below this is the 'SELECT AN ORGANIZATION' section, which includes a dropdown for 'Select one of your groups' set to '- Not a campus organization -' and a text input field for organizations not listed. The 'TIME COMMITMENT' section has a text input for '* Hours' with a note 'Numbers only'. A dropdown menu is open below the '* Hours' input, showing options: '- Not a campus organization -', 'Associated Students Of Lewis-Clark State College', and 'Communication Board'.

6

If your service was done off campus or with an on-campus group that doesn't show up in the dropdown list above select the "OR, enter the name of an organization not listed above" field and enter the name of the group or organization where you did your service.

The screenshot shows a mobile application interface for logging service hours. A purple modal window titled "Service Hours" is open over a background page. The modal has a close button (X) in the top right. It contains several sections: "What type of service hour?" with a dropdown menu set to "Experience"; "SELECT AN ORGANIZATION" with a dropdown menu set to "- Not a campus organization -" and a text input field below it containing the text "* OR, enter the name of an organization not listed above"; "TIME COMMITMENT" with a text input field for "* Hours" (placeholder "Numbers only") and a date picker for "* Date" (set to "05 Sep 24", format "dd MMM yy"); "ATTACH FILES" with a "Files" label and an "Upload" button; and "REFERENCE" at the bottom. An orange circle highlights the text input field in the "SELECT AN ORGANIZATION" section.

7

Click the "Hours" field and enter the number of hours you volunteered with this group/organization. Leave the "Date" as the current date, there's a place where you'll enter the date(s) you performed the community service on the next page.

This screenshot is a zoomed-in view of the "Service Hours" form. The "SELECT AN ORGANIZATION" section shows the dropdown menu set to "- Not a campus organization -" and the text input field containing "Name of Off-Campus Organization". The "TIME COMMITMENT" section shows the "* Hours" text input field (placeholder "Numbers only") with an orange circle highlighting it, and the "* Date" date picker set to "05 Sep 24" (format "dd MMM yy"). The "ATTACH FILES" section shows the "Files" label and the "Upload" button.

8

If the supervisor of your volunteering was a part of the LC community (LC faculty or staff) you can enter their name and select them in the "Reference user" field.

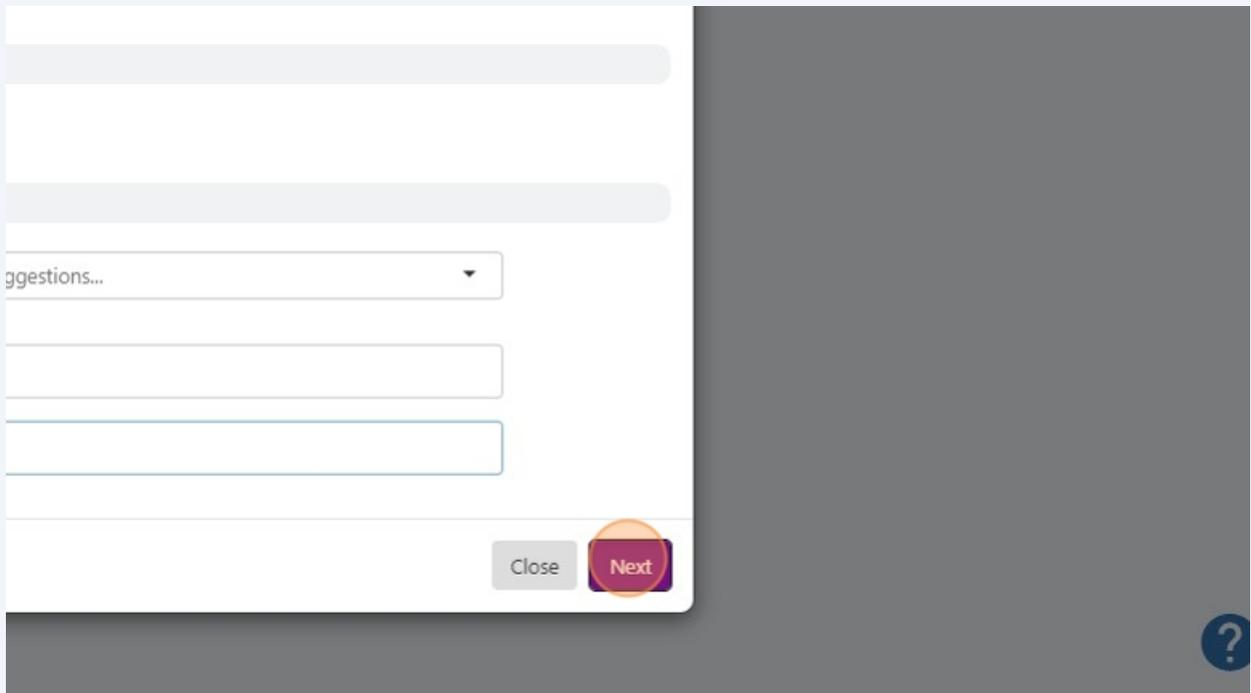
The screenshot shows a form with a date field at the top set to "05 Sep 24" with a format note "Format: dd MMM yy". Below this is an "ATTACH FILES" section with a "Files" label and an "Upload" button. The "REFERENCE" section contains three input fields: "Reference user" (highlighted with an orange circle), "* Ext reference name", and "* Ext reference email". The "Reference user" field has a placeholder text "Start typing and wait for suggestions..." and a dropdown arrow.

9

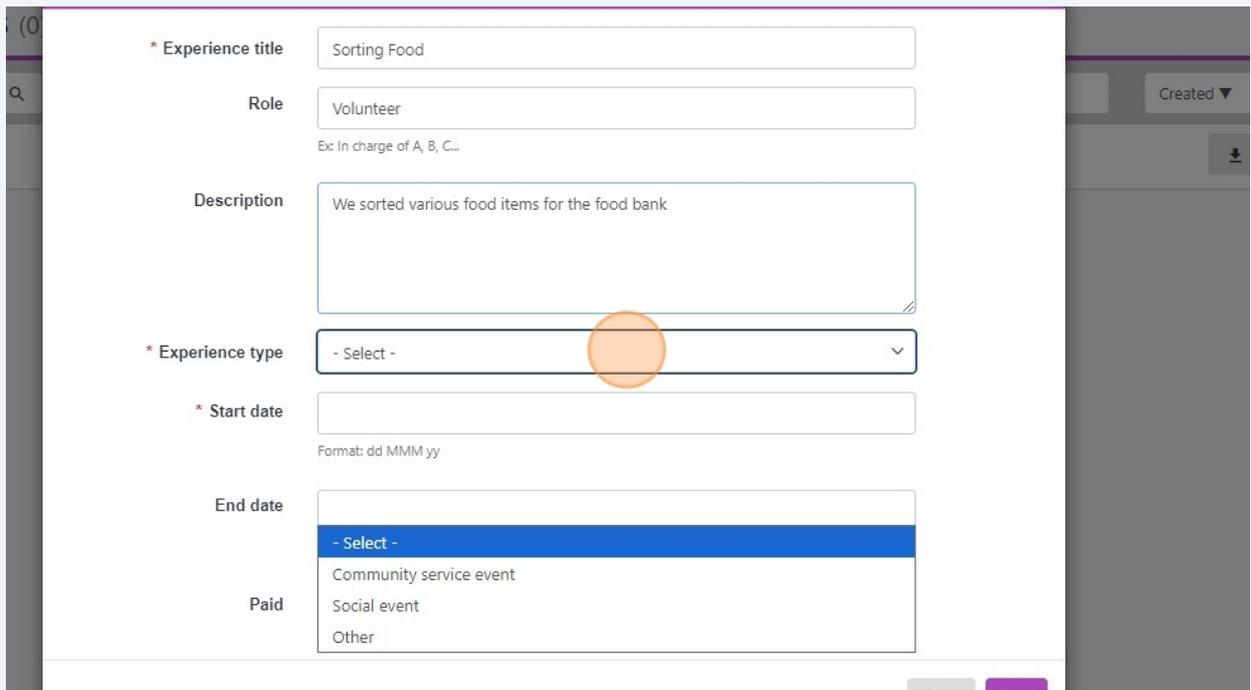
If they are not a part of LC you can enter their name in the "* Ext reference name" field and then add their email.

The screenshot shows the same form as in step 8. In this view, the "* Ext reference name" field is highlighted with an orange circle. The "Reference user" field is now empty. The "* Ext reference email" field remains empty.

10 Click "Next"



11 Enter a title for your service experience as well as your role and a short description of the work or service you performed. You'll also select an experience type, choose "Community service event."



12

Use the "Start date" and if needed the "End date" field to enter the date you performed the service work.

Ex: In charge of A, B, C...

Description

* Experience type

* Start date
Format: dd MMM yy

End date
Format: dd MMM yy

Paid Yes No

13

Click the "No" field.

* Experience type

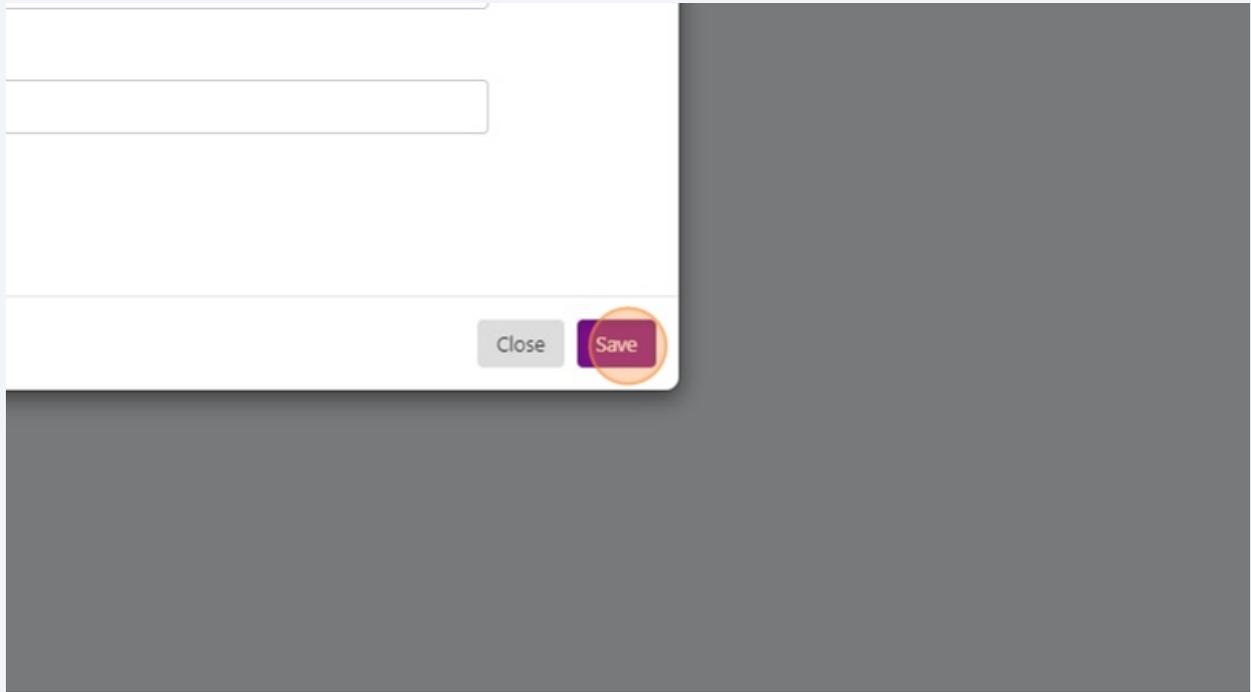
* Start date
Format: dd MMM yy

End date
Format: dd MMM yy

Paid Yes No

14

Click "Save." This will send your service hours to be verified. Once they are verified they will count towards your LC Credentials.



The image shows a screenshot of a web form. On the left side, there are three empty input fields stacked vertically. At the bottom right of the form, there are two buttons: a grey 'Close' button and a purple 'Save' button. The 'Save' button is highlighted with a red circular glow. The rest of the page is a solid dark grey color.