

HOW TO LOG VOLUNTEER HOURS AT HoCoVOLUNTEER.ORG

1. Visit www.hocovolunteer.org.
2. Enter your username and password.

HowardCounty
maryland

Get Started Search Opportunities Create an Account

WELCOME NEW VOLUNTEERS

Thank you for your interest in volunteering with Howard County. You can find an opportunity using the search tools below or you can register [here](#).

Volunteer opportunities listed on this site are for Howard County Government Departments, Agencies and Offices only. To see additional volunteer opportunities with local non-profits, visit www.volunteerhoward.org

RETURNING VOLUNTEERS

User ID
Password

Forgot your password?

Volunteer Login

Register

Today's Hot Opportunities

On-Going Event
COACHING
Coaches and Administrators Registry

Multiple Event Times
50+EXPO 2016
Howard County Office on Aging and Independence

Event Dates: 11/05/2016 - 11/05/2016
Family Volunteer Day
Saturday, November 5
9 AM-noon
2016 Family Volunteer Day your day of fun and...

3. Click on "Report Service Hours" in left column or "Report & View Hours" under the book icon.

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Get Started Dashboard Search Opportunities Log Out

Report & View Hours
Report service hours and view history.

View Schedule
See the shifts where I have signed up.

My Opportunities
View opportunities I have applied for.

Search Opportunities
Find ways to serve.

» Edit My Profile

Status: Active
Volunteer since: 10/04/2016

Total Hours Served
Month: 0
Year: 0
Lifetime: 0

» Report Service Hours

Howard County, Maryland
George Howard Building
3430 Courthouse Drive
Ellicott City, MD 21043

Department and Office Phone Directory

Follow Us On

4. Click on "Report Service."

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Get Started Dashboard Search Opportunities Log Out

Report Service Logbook

Date Range Start Date: Oct 4 2015 End Date: Oct 4 2016 Go

Log Book Details
No data
Edit Selected Record(s) Delete Selected Record(s) Rows to display All of 0

Log Book Summary
No data

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5. Select the program title that you are entering hours for from the drop-down menu.

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Get Started Dashboard Search Opportunities Log Out

Report Service Logbook

Report Service/Hours
Please select from the following survey(s):
[Drop-down menu]

Start Date: 10/05/2016
End Date: 10/05/2016
How many hours did you serve?
How many miles did you drive?
Service Performed:
OK Cancel

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7. Log your hours using the fields provided. Then click the "OK" button.

The screenshot shows the Howard County Maryland website's "Report Service/Hours" form. At the top, there is a navigation bar with "Get Started", "Dashboard", "Search Opportunities", and "Log Out". Below this, there are tabs for "Report Service" (selected) and "Logbook". The form title is "Report Service/Hours" and it asks the user to "Please select from the following survey(s):" with a dropdown menu. Below the dropdown, there are input fields for "Start Date" (10/05/2016), "End Date" (10/05/2016), "How many hours did you serve?", "How many miles did you drive?", and "Service Performed:". There are "OK" and "Cancel" buttons at the bottom of the form. On the left side of the form, there is a vertical orange line with two dots. At the bottom of the page, there is contact information for Howard County, Maryland, and social media icons for Facebook, Twitter, and YouTube.

8. You will receive a confirmation message stating that your service has been recorded.

The screenshot shows the Howard County Maryland website's confirmation message. At the top, there is a navigation bar with "Get Started", "Dashboard", "Search Opportunities", and "Log Out". Below this, there are tabs for "Report Service" (selected) and "Logbook". The form title is "Report Service/Hours" and it asks the user to "Please select from the following survey(s):" with a dropdown menu. Below the dropdown, there is a confirmation message: "Thank You! Your service has been recorded." and a link: "Report again for this opportunity". On the left side of the form, there is a vertical orange line with two dots. At the bottom of the page, there is contact information for Howard County, Maryland, and social media icons for Facebook, Twitter, and YouTube.

You can log your service hours anytime!



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