

# HOW TO LOG VOLUNTEER HOURS AT HoCoVOLUNTEER.ORG

1. Visit [www.hocovolunteer.org](http://www.hocovolunteer.org).
2. Enter your username and password.

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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](http://www.volunteerhoward.org)

**RETURNING VOLUNTEERS**  
User ID  
Password  
Forgot your password?  
Volunteer Login  
Register

Today's Hot Opportunities

3. Click "Login"

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  
Registration required by October 28.  
Howard County Recreation + Parks

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

» Edit My Profile  
Status: Active  
Volunteer since: 10/04/2016  
**Total Hours Served**  
Month: 0  
Year: 0  
Lifetime: 0  
» Report Service Hours

**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.

Howard County, Maryland  
George Howard Building  
3430 Courthouse Drive  
Ellicott City, MD 21043  
Department and Office Phone Directory

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## 4. Click on "Report Service."

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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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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 interface. At the top, there is a navigation bar with the logo and the text "Howard County maryland". Below this, there are links for "Get Started", "Dashboard", "Search Opportunities", and "Log Out". The main content area features a "Report Service" button and a "Logbook" link. The title "Report Service/Hours" is displayed, followed by the instruction "Please select from the following survey(s):" and a dropdown menu. Below this, 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. A vertical orange line with dots is on the left side of the form.

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

The screenshot shows the same Howard County website interface as above, but with a confirmation message. The "Report Service/Hours" form is still visible, but the main focus is a message that says "Thank You! Your service has been recorded." Below this message is a blue link that says "Report again for this opportunity".

**You can log your service hours anytime!**

