HOW TO RECORD YOUR HOURS IN GALAXY DIGITAL

Step #1

Log into your account and select 'Add Hours' from the top menu bar or 'Track Hours' from the drop-down menu next to your initials.

Step #2

Click the opportunity you volunteered for under the 'Select An Opportunity' drop-down menu. If the 'Shift' option appears, select the approriate shift.

Step #3

Complete all required fields under the 'Hour Details" section. Include your 'User Group' as applicable, though not required if no options appear.

Step #4

Select 'Submit Hours Entry" when done; email questions to volunteers@moas.org.

🏠 > My Profile > My Hours

Track Hours

☰ MENU

Volunteer Hours

ACTIONS 🗑 ⬆ EXPORT HOURS

➕ ADD HOURS

Start 06/04/2023

End 06/04/2024

GO

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