

# Volunteer Hours Report Generator



This guide is to help you get started on using the Automated Volunteer hours Report Generator.

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## Intent

The Automated Volunteer hours spreadsheet is a Google Spreadsheet with an attached program that is used to automate the building of reports from volunteer hours data. The intent is to provide an easy way to generate volunteer hour reports for our partner agencies to communicate OET's volunteer worth for the past reporting year. Simply enter volunteer hours data in one place, and from a menu item run the report program. The report program then sorts and totals the data creating 10 different reports. The intent of this is not to replace the current paper volunteer project work documents OET has used for many years for work projects, but additionally provide a simple and easy way to generate volunteer hour reports for agency partners.

## Accessing the Volunteer Reporting Spreadsheet with a Google Account

The Volunteer Hours Reporting Spreadsheet must be accessed and run over the internet. This is a cloud based application and can't be installed and run on a local PC. An advantage of cloud based application is multiple users accessibility to a single application and its data, plus Chapter volunteer hour data can be collected automatically for state use.

The Volunteer Hours Reporting Spreadsheet uses the free Google Sheets cloud based application. Access to the Google Sheets app requires you to have a Google Account. The one Google account provides access to a number of free Google Cloud Based Applications. The one user account provides access to **Gmail, Youtube, Groups, Calendar, Drive** (access to the Volunteer Reporting Automated Spreadsheet), **Sheets** (add Event data from Hours Report form), **Docs** and a number of other Google Cloud Based Applications.

When you initially create your Google account you are required only to enter:

1. A unique email address ending in @gmail.com. This represents your user name and what is used to share Cloud Application resources to you. Your Chapter's name would be a good choice, i.e. centraloregon@gmail.com
2. Some text in the Firstname field, i.e. Central
3. Some text in the Lastname field, i.e. Oregon
4. A password that at least 2 Chapter officers will know
5. A Date proving you are older than 18.
6. A phone number capable of Text Messaging or an alternate email address as a way to recover your account password if you ever forget it.

No other personal information is required.

This account is how you would be given access to open the Volunteer Reporting Automated Spreadsheet and add your Chapter's volunteer hours to create the individual and agency reports. You are not required to use this Google account for email.

## Distributing the Online Volunteer Hours Spreadsheet

Chapter Chairs will receive an email message like the example below. The email will provide some basics on getting started. The email will include the web link to your Chapter's master Volunteer Hours Spreadsheet. This file will not be directly editable, you must follow the instructions to make a copy to your Google account or to your Chapter's OET Cloud account. See the section below on Managing your Chapter's Volunteer Reporting spreadsheet.

*Dear (your-chapter) Volunteer Hours Coordinator,*

*This message was automatically generated and provides information on how to access your Chapters new online Volunteer Hours Reporting method. The new online Volunteer Hours Reporting method involves opening a spreadsheet through, OET Cloud Services, entering the volunteer work hours randomly throughout the reporting year for any project for any Chapter member. A Report Generator Program can be run at any time automatically producing numerous report sheets for your Chapters use. Currently the Report Generator Program produces the following reports for the specified report year.*

- *Volunteer Totals Report showing your Chapter's volunteer hours and \$dollar values totals, for Jan. 1st to Dec. 31st*
- *Volunteer Totals By Individual, for Jan. 1st to Dec. 31st.*
- *Volunteer Totals By Individual without OET Administrative, for Jan. 1st to Dec. 31st.*
- *Volunteer Totals By Agency,(FS, BLM, OPRD, ODF, ODFW, County, & Other) Jan. 1st to Dec. 31st*
- *Volunteer Totals By Individual, for State Parks (ORPD), Jan. 1st to Dec. 31st*
- *Volunteer Totals By Individual, for US Forest Service District 6, Oct. 1, (of previous year) to Sep. 31, (of current report year)*
- *Volunteer Totals By Individual, for Bureau of Land Management (BLM) 6, Oct. 1, (of previous year) to Sep. 31, (of current report year)*
- *Volunteer Totals By Individual, for Oregon Department of Forestry (ODF), Jan. 1st to Dec. 31st*
- *Volunteer Totals By Individual, for Oregon Department of Fish & Wildlife (ODFW), Jan. 1st to Dec. 31st*
- *Volunteer Totals By Individual, for Local County or City Municipal Parks, Jan. 1st to Dec. 31st*

*Below is the direct web link to the online Volunteer Hours Reporting Spreadsheet named: <Chapter Initials>-ChapVolHoursRpt.*

<https://docs.google.com/a/apps.oregonequestriantrails.org/spreadsheets/d/1Kfl9EoQ>

[EL1YAz7tDde4m7WOpPfuBRAz5-VHll2rGBuo/edit?usp=drivesdk](https://drive.google.com/open?id=EL1YAz7tDde4m7WOpPfuBRAz5-VHll2rGBuo/edit?usp=drivesdk)

*This is the direct web link to the Spreadsheet on the OET Cloud account. When you click on the link to open the online Spreadsheet, you will need to login to your personal Google account or if assigned a OET Cloud account, (your-chapter@apps.oregonequestriantrails.org). It will first be opened in read only mode. Next you will need to make a copy, enabling you to enter your Chapter's volunteer hours. To make a copy of the Volunteer Hours Reporting spreadsheet to your OET Cloud account or personal account under the Google Drive App:*

- *To make a copy of the spreadsheet and save it to Google Drive, select **File->Make a Copy**.*

*Once a copy is made to your Google Drive you can enter your Chapter's volunteer hours and run the report generator by:*

- *To run report, select **Build Reports->By Agencies and Individuals***

*Open the Online Spreadsheet **Data** tab, enter your Chapter's volunteer hours and select **Build Reports->By Agencies and Individuals**.*

*For more information please see our on-line Help.*

## **Managing your Chapter's Volunteer Hours Spreadsheet**

Each Chapter will initially be provided their own Chapters master volunteer reporting spreadsheet. This is provided via the web link in the email sent to your Chapter but is also available on the OET SHared Drive. You are required to make a copy of the master so you have a backup copy. Each time you make a copy of the Chapter's master Volunteer Reporting Spreadsheet you are creating an active spreadsheet. There should only be one active spreadsheet in use by your Chapter at any given time, however you can allow multiple Chapter members to enter volunteer hours to the Chapter's one active spreadsheet by using the Sharing feature. See the section on sharing your Chapter's active spreadsheet.

Scenario 1 - Choose to have the Chapter's active spreadsheet reside in the Chapters OET Cloud Account.

1. Login to the Chapter's OET Cloud account.
2. Open the Chapter's master volunteer reporting spreadsheet and make a copy to create the active spreadsheet under "My Drive".
3. Once in the Chapter's active spreadsheet click on the Share button and enter the Gmail users in your Chapter who will be entering volunteer hours.

Scenario 2 - Choose to have the Chapter's active spreadsheet reside in any Google Account.

1. Login to a personal Google account or a personal account you have made for your Chapter's use.

2. Open the Chapter's master volunteer reporting spreadsheet and make a copy to create the active spreadsheet under "My Drive".
3. Once in the Chapter's active spreadsheet click on the blue Share button and enter the Gmail users in your Chapter who will be entering volunteer hours.

Scenario 1 is the recommended way so future leaders of your Chapter will have access to the prior years volunteer hours for the Chapter, the other method is also supported.

## **Making the Chapter's Active Spreadsheet Copy**

There are two ways to access the Chapter's master volunteer reporting spreadsheet, 1) The Chapter Chair will have received an email message containing the web link to the Chapter's master volunteer hours spreadsheet or 2) directly from the OET Shared Drive.

### **Make a Copy from the email message**

1. Open the email message and click on the web link to open the Chapter's master volunteer hours spreadsheet.
2. If not already logged in to a Google account, login when prompted.
3. In the Spreadsheet window, select **File->Make a Copy**
4. Enter a filename you want to use. Make sure it contains your Chapter's name or initials.
5. Click on OK to Make a Copy. The new file will automatically open, and it is saved directly into the "**My Drive**" folder under Google Drive.

### **Make a Copy from your Google Drive account**

1. Login to your Google account and open the Google Drive App found in the drop-down when you pick the square of dots in the upper right area of the Google page.
2. Double click to open the **OET Shared Drive** folder.
3. Double click to open the **OET Cloud Services** folder.
4. Double click to open the **Volunteer Hours Scripts** folder.
5. Double click to open the **ChapterVolunteerHoursReports** folder.
6. Double click to open the Chapter's master volunteer reporting spreadsheet. The name will begin with your Chapter's initials followed by **nn-ChapVolHoursRpt**.
7. In the Spreadsheet window, select **File->Make a Copy**
8. Enter a filename you want to use. Make sure it contains your Chapter's name or initials.
9. Click on OK to Make a Copy. The new file will automatically open, and will be saved directly into the "**My Drive**" folder under Google Drive.

## **Reporting Your Chapter's Volunteer Hours to VP Field Services**

Reporting of your Chapters hours is now automatic. The active Chapter's spreadsheet will automatically communicate its location and identification to allow the VP of Field Services to automatically pull reported hours during the reporting year from each Chapter's active spreadsheet at any time day or night. You no longer need to email or mail your Chapters hours to OETs VP of Field Service.

## **Sharing the Chapter's Active Spreadsheet**

The active volunteer reporting spreadsheet in use by your Chapter can easily be shared to any member with a Google account. Once shared and given edit rights they can open the active volunteer reporting spreadsheet and add volunteer hours. The intent here is not to give everyone edit access but limit it to those who are tasked with managing the Chapter's volunteer hours which is normally the Chapter's field services officer, your work crew leaders and other Chapter leaders. As another option you could offer all members read only access so they can view the progress at any time.

### **How to Share the Active Spreadsheet**

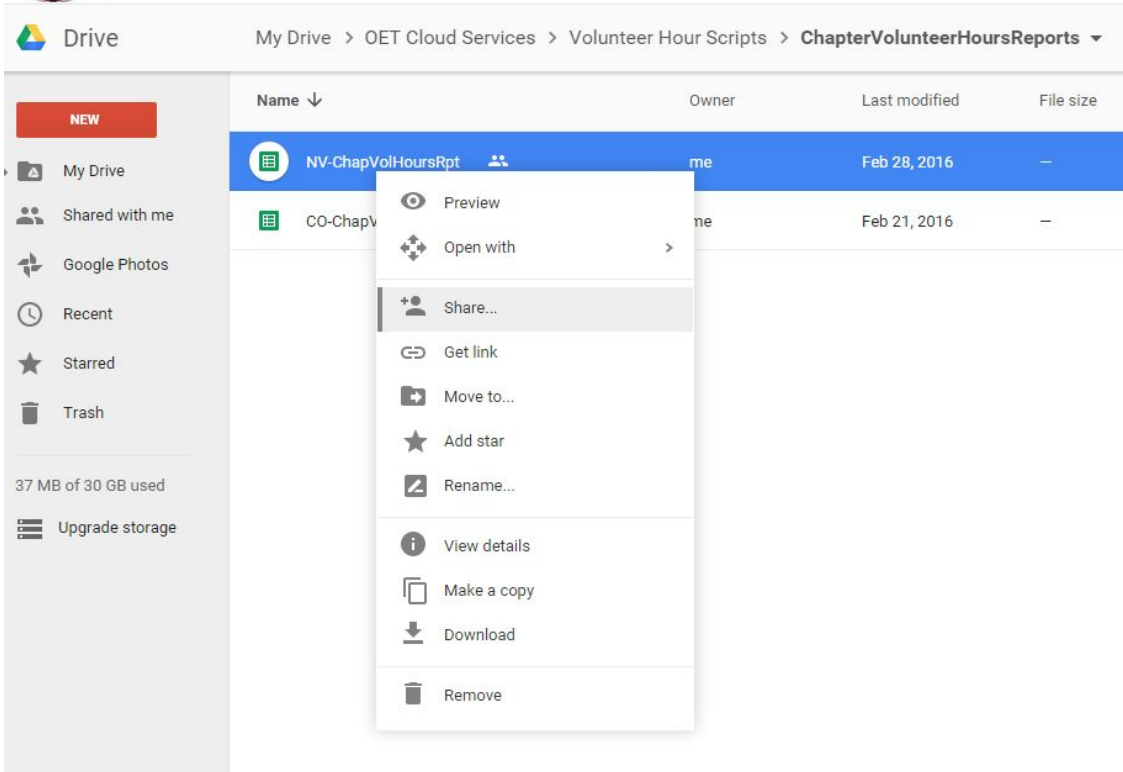
1. There are two ways to access the sharing settings of the spreadsheet.  
From your Google Drive window right click over the active file name and select Share from the file view menu,



Search Drive



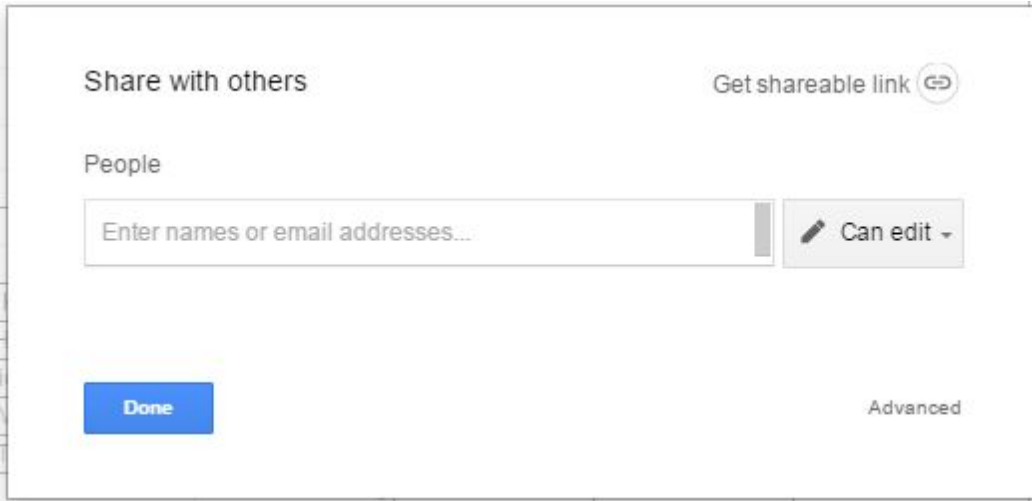
Marty



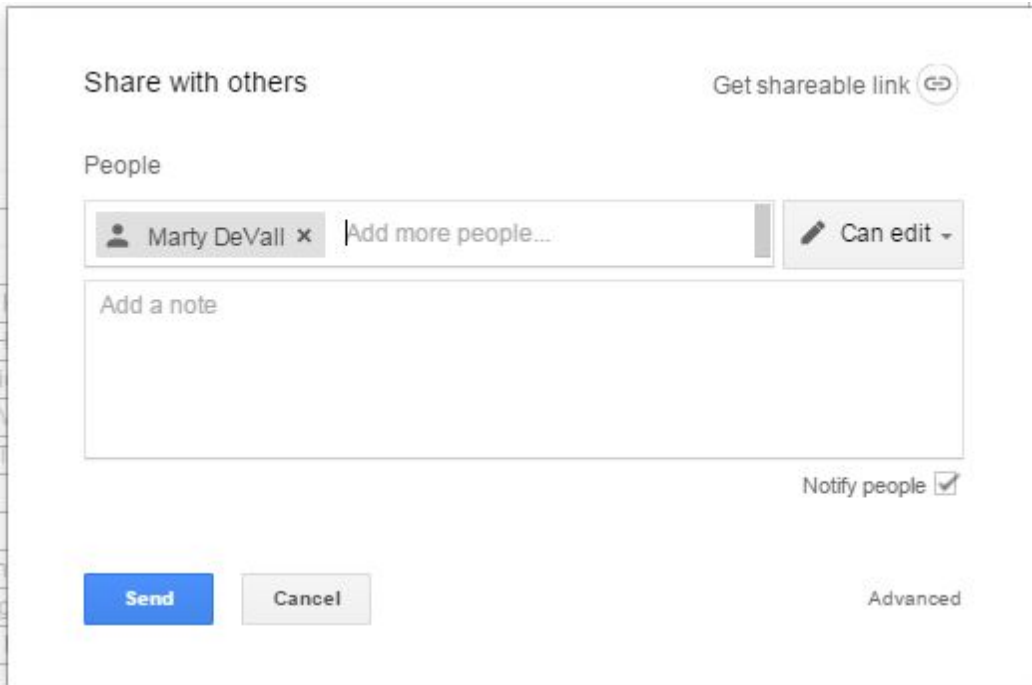
2. Another way is to click on the blue "Share" button in the upper right hand corner while the Chapter's active spreadsheet is open.

	Totals	Rate per hour/mile/day	Total Value		Edit th
Total Skilled Hours	0	\$34.61	\$0.00	Calculated per hour	\$
Total Basic Hours	0	\$23.07	\$0.00	Calculated per hour	\$
Total Education	0	\$23.07	\$0.00	Calculated per hour	\$
Total Public Meetings	0	\$23.07	\$0.00	Calculated per hour	\$
Total Travel Time	0	\$23.07	\$0.00	Calculated per hour	\$
Total Hours	0				
Personal Vehicle	0	\$0.90	\$0.00	Calculated per mile	
Stock Hauling	0	\$1.10	\$0.00	Calculated per mile	
Total Travel Miles	0				

3. With the Sharing window open just enter the Gmail addresses of the members you want to share the spreadsheet to. Make sure it says "Can Edit". When finished click on "Done".



4. As you enter names you will be given an opportunity to include a note to the users you have shared the spreadsheet to. This will cause an automatic email message to be sent that will include the web link to the Chapters active spreadsheet. Click on "Send".



5. Next you will see the prompt 'are you sure?', click "Yes". The email message sent will include your note along with the direct web link to your Chapter's spreadsheet.



Lindy & Marty Co-Chairs has invited you to **edit** the following spreadsheet:



Copy of NV-ChapVolHoursRpt

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

6. When the link is clicked on, the invited person will be required to login to the Google account you entered in the sharing window. After entering the login credentials the spreadsheet will open to enter volunteer hours.

You can manage the the sharing settings any time by opening the share window, clicking on "Advanced" at the bottom and from the Advance screen just delete any user you no longer want to be able to edit the file. When you have finalized the hours for the current report year you may want to remove edit rights so changes are not inadvertently made.

## Opening the Volunteer Reporting Spreadsheet

Chapter members will open it in one of two ways, using a web link they receive in an email or directly from their Google account under the Drive App. The email message is sent automatically when a Chapter has Shared the Chapter's active spreadsheet to a Chapter member who will be responsible for recording the volunteer hours.

### Open from an email message

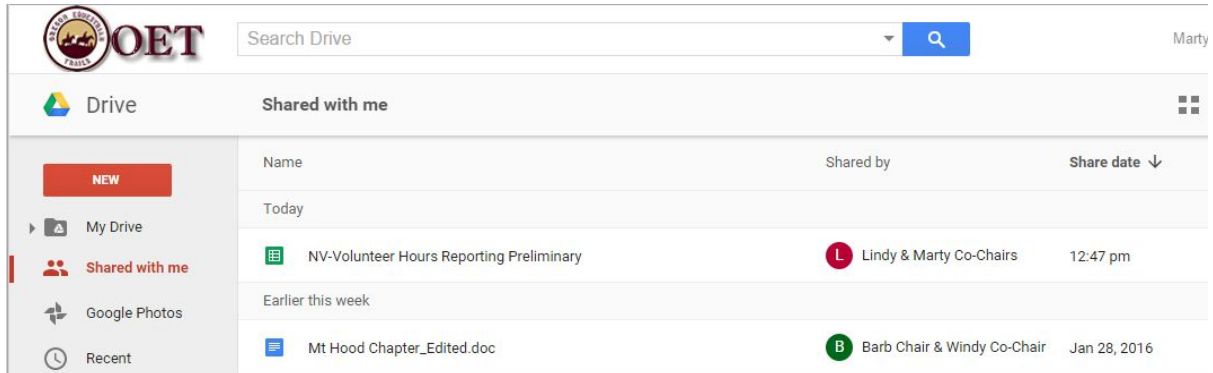
1. Open the email message and click on the web link.
2. If prompted, Login to the Google account the file was shared to.
3. Once open you can enter volunteer hours in the Data sheet/tab and run the report by selecting the Build Report menu item.

### Open from your Google Drive

1. Login to your new Google Chapter account or the Google account where the Chapter has Shared the Chapter's active spreadsheet to a Chapter member's Google Gmail address.
2. In the upper right corner of your screen you will see a 'person' icon, this indicates if you're logged on and to which account (if you have a separate personal account).
3. Also see the small square of dots in the upper right hand corner of the Google page. When you pick it a drop-down will appear. Pick "**Drive**" to see the page below.
4. From Google Drive, open the "**Shared With Me**" folder. In the list look for name created by your Chapter.
5. Next we want to Move the shared file under "My Drive" to make it easier to find each time.

6. Hold down the **CTRL** and **ALT**, keys at the same time press and hold the left mouse button while on the file name. Wait for 1-2 seconds and slightly move the mouse, you will notice a blue square with the filename change in size. Drag the file over on top of the **"My Drive"** and release the mouse button. Next you can release the keys on the keyboard. This will **NOT make a copy** but move the **link to the file** so it is under the **"My Drive"** folder.

**IT IS VERY IMPORTANT YOU DO NOT MAKE A COPY OF THIS FILE AND USE IT.**



7. Now open "My Drive" and Double click on the moved file link and it will open in a new window.
8. If you delete this file name, you are only deleting the file link and not the actual file itself that was shared to your account.

Additional help with getting started with Google Apps.

- <https://apps.google.com/learning-center/products/quickstart/>
- <https://admin.google.com/user/hub>

## Data Entry

Data is entered on the sheet labeled "Data". Google Sheets does support multiple entry of data, to be safe, it is best if only a few (2-3) members of each Chapter enters the data (at exactly the same time) into the sheet labeled "Data". Each Chapter will manage their own Chapter's active spreadsheet. This helps to ensure the volunteer names, the required fields and the performed work data are accurately entered. The data can be entered in any order but do not leave blank rows in between names. You can insert rows so you can group your data how ever you want to make it easier for you. The report program does not care.

*NOTE: Initially the spreadsheet will come with a Sample Data sheet. It just allows the report to run so it can produce sample reports. As soon as you enter anything on in the Data sheet, the Sample Data sheet will be ignored by the*

*report building program.*

With the Chapter's active spreadsheet open, look at the bottom of the screen and pick the 'Data' tab. This is the only place to enter your Chapter's data. On the 'data' sheet, start on the first line and enter each person's name from the paper Hours Report form that was turned in to you. Then fill in the appropriate fields for each person. Be sure to spell each person's name the same every time it's entered. Activity Date, Agency & Chapter Name are required fields.

- There is no 'save' function. Whatever you enter is saved automatically, and can be edited or deleted to correct mistakes. You can close the window at any time and what you've entered will be preserved.
- To add additional event's hours start entering those names on the next available line (under the previously entered names), from the paper hours report form that was turned in to you. Do not skip any lines between event entries.
- Repeating names is "OK", but take care to spell them the same way each time they're entered. A misspelled name gives hours to a separate person instead of the real owner.
- If you wish, you can Build Reports at anytime. See "Information Sheets" above. To Build Reports, pick the 'Build Reports' drop down button, located under the file name near the top of your screen, and pick the 'by Individuals & Agencies' option. The work sheet will do some blinking & flashing while it reads the 'data' tab and creates the new totals tabs. If you get an error message, such as indicating you have not entered data for certain agencies, read it closely and determine if you've left out pertinent information or not. If so, you can fix that after the report building is done. To get past the error report hit 'ok'. When the report finishes, a prompt will indicate the report completed successfully. Add or fix the information, if need be, and rebuild the report.

Now you are done! Close the window and go for a ride.

## **Data Fields**

**The following data fields are provided.**

**Full Name** - This is a required field. The program does not look for different spellings of a volunteer's name, they must be spelled the same for each person every time they're entered. The names are automatically capitalized and any space at the end and beginning of the field are removed. The report program does check for an empty entry (line without a name), and will display a popup error window.

**Project Name** - Any description here can be used. The program removes any space at the end and beginning of the field. Currently there are no reports

created based on the Project. It is there only to help with viewing the raw data.

**Activity Date** - This is a required field. This is a date field and provided with data enter is a down arrow to click on enabling a calendar entry app to open to make it easier to pick a date from a calendar. The program does check for a valid date and the field will also indicate if the date value was entered correctly. This field is used to determine if this item is included in the Fiscal Year data or the Calendar Year data sheets.

**Agency** - This is a required field. This is an agency acronym that can be manually typed or selected from a drop down menu. The sheet field will also indicate if the agency value was entered correctly. The report program does check for a valid entry and will display a popup error window if not valid.

**District or Location** - Provides a place to enter a descriptive name for an agency district or location of event. The program removes any space at the end and beginning of the field.

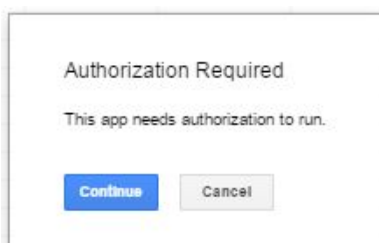
**Chapter Name** - This is a required field and is automatically set. The Chapter name can also selected from a drop down menu.

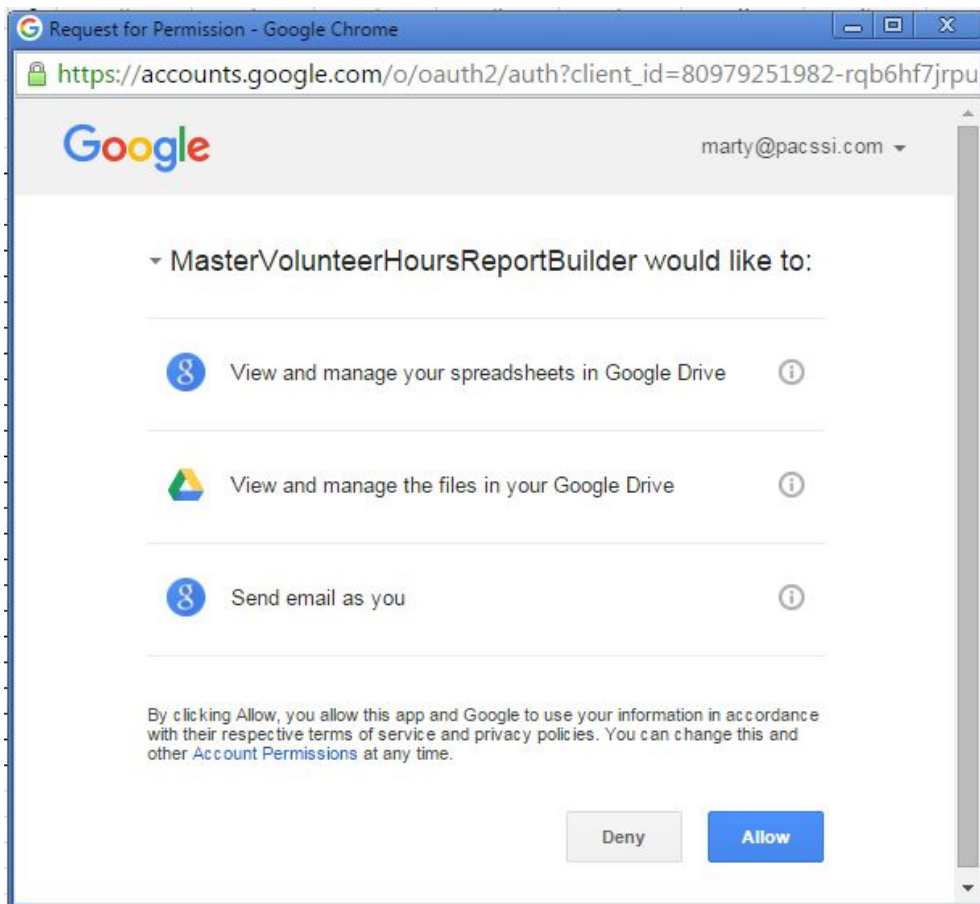
These fields, **Skilled Work Hours, Field Work Hours, Admin. & Education Hours, Public Meetings Hours, Travel Time Hours, Driver's Vehicle Miles, Stock Hauling Miles, Power Equipment Hours, Heavy Equipment Hours, Donations Material Value, Stock Days, and Stock Used** correspond to the volunteer related work and travel hours described on the OET standard volunteer work sheet document filled out at events. The data here is not checked, a number should be entered for any of these fields. Round up to the nearest hour.

## First Time Running the Report Program

The first time the spreadsheet report program is run, the spreadsheet report program will cause your account to ask to allow the spreadsheet report program access to run under your account. To enable the OET volunteer hours report generator to run you must give it permissions for it to run. See the section below on Managing your Chapter's Volunteer Hours spreadsheet.

In the first prompt select "Continue" and on the second window click on "allow".





## Running the Report

Associated with the spreadsheet is a report building program you can run at anytime to see the results of your entered data. DO NOT MAKE CHANGES OTHER THAN TO ENTER YOUR DATA ON THE **DATA** SHEET.

- To run report, select **Build Reports->By Agencies and Individuals** from the menu at the top of the spreadsheet

Each time the report building program is run, it will reset/erase and recreate all the report sheets in the spreadsheet. The individually created report sheets can be copied to another spreadsheet, printed, saved as a PDF, or downloaded as an Excel Spreadsheet. The intent is to provide these reports so you can provide them to the agencies you work with.

*NOTE: Initially the spreadsheet will come with a Sample Data sheet. It just allows the report to run so it can produce sample reports. As soon as you enter anything on the Data sheet, the Sample Data sheet will be ignored by the report building program.*

- Volunteer Totals Report showing your Chapter's volunteer hours and

\$dollar value totals, for Jan. 1st to Dec. 31st

- Volunteer Totals By Individual, for Jan. 1st to Dec. 31st.
- Volunteer Totals By Individual without OET Administrative, for Jan. 1st to Dec. 31st.
- Volunteer Totals By Agency,(FS, BLM, OPRD, ODF, ODFW, County, & Other) Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for State Parks (ORPD), Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for US Forest Service District 6, Oct. 1, (of previous year) to Sep. 31, (of current report year)
- Volunteer Totals By Individual, for Bureau of Land Management (BLM) 6, Oct. 1, (of previous year) to Sep. 31, (of current report year)
- Volunteer Totals By Individual, for Oregon Department of Forestry (ODF), Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for Oregon Department of Fish & Wildlife (ODFW), Jan. 1st to Dec. 31st
- Volunteer Totals By Individual, for Local County or City Municipal Parks, Jan. 1st to Dec. 31st

## **What if I Get an Error or Have a Problem**

The active volunteer reporting spreadsheet in use by your Chapter is automatically shared to the OET VP of Field Service and the OET Web Administrator. If you have questions on entering data or happen to get an error while running the report generator program we can directly access your active Chapters spreadsheet and quickly resolve any question, problem or error you may have run into.

## **Report Sheets**

The spreadsheet includes 3 different types of formatted sheets, the Totals sheet, the report sheets and data sheets. The tabs at the bottom of the spreadsheet allow you to select a particular sheet. The Totals sheet derives totals from the "Ind" report sheet found left of all other sheets. Report sheets are placed left of the sheet named "Data" and data sheets are placed to the right. For each report sheet there is a corresponding data sheet. For example the "nn Ind" report sheet gets the totals values from the "nn-I" data sheet where nn represents your Chapters initials.

This spreadsheet includes a number of Tabs (sheets). Some are initially created to provide the basic look of the final reports, most others are created automatically. Some sheet names beginning with a Chapter's two letter abbreviation for your Chapter, i.e. (here we are using North Valley Chapter as an example) NV OET, NV Agency, NV Ind, Data, NV-A, NV-I, Cal Year, and Fiscal. There are also tabs for US Forest Service (NV USFS), Oregon Parks and Recreation Dept. (NV OPRD), BLM (NV BLM), Oregon Department of Forestry

(NV ODF), Oregon Department of Fish & Wildlife (NV ODFW), County (NV CNTY) and TOTALS. Each of these agency sheet tabs are automatically created based on the data found. If your Chapter hasn't reported hours for an agency then that sheet tab will not be created for that agency.

## Information Sheets

The only sheet on the spreadsheet you enter volunteers hours in is called "Data". The others are generated automatically. Below is a short description of the sheets on the Volunteer Reporting Automated Spreadsheet.

TOTALS sheet - Includes the totals of all volunteer work categories along with the dollar value for volunteer labor for a Chapter.

Ind (Individuals) sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total. This is a calendar year report.

OET sheet - This report sheet includes the total volunteer hours for each Chapter member excluding the newly OET Administrative reported hours. This is a calendar year report.

Agency sheet - This report sheet includes the total volunteer hours for each agency along with an overall total. This is a calendar year report.

FS sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work on US Forest Service District 6 managed land for the Fiscal Year, October 1st thru September 31st.

BLM sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work on Bureau of Land Management (BLM) lands for the Fiscal Year, October 1st thru September 31st. If there is no BLM data this report will not be included.

OPRD sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work at Oregon State Parks, (OPRD) lands for the Calendar Year, January 1st thru December 31st. If there is no OPRD data this report will not be included.

ODF sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work for Oregon Department of Forestry (ODF) managed lands for the Calendar Year, January 1st thru December 31st. If there is no ODF data this report will not be included.

ODFW sheet - This report sheet includes the total volunteer hours for each Chapter member along with an overall total that performed work for Oregon Department of Forestry (ODFW) managed lands for the Calendar Year, January 1st thru December 31st. If there is no ODFW data this report will not be included.

CNTY sheet - This report sheet includes the total volunteer hours for each

Chapter member along with an overall total that performed work for the County (CNTY) managed lands for the Calendar Year, January 1st thru December 31st. If there is no CNTY data this report will not be included.

## Setting Report Year and Other Control Values

There is an exception to any rule! We do say DO NOT CHANGE ANYTHING on the spreadsheet other than to enter the data. In this case the TOTALS sheet is also used to tell the report program which year to make the report for, so the sheet labeled "TOTALS" controls the year of the report and the dollar amount valued for OET's volunteer time. We may add other controls here in the future to provide some other user control on how reports are generated.

For the volunteer dollars we use the values shown here at this web site, [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time). For the year 2015 the latest value is estimated to be \$23.07. On the "TOTALS" sheet change the dollar values to be current.

Edit this column to change the published values		
Current Rate per hour/mile/day:		
\$23.07		<input type="text"/>
\$34.61	1.5 X Basic	
\$23.07		
\$23.07		
\$23.07		

To change the Year of the generated report, change the year value shown on the "TOTALS" sheet. The Report Program pulls the year value to determine which data entries to use. If the Year set on the "TOTALS" sheet contains no data associated with it in the "Data" sheet, the report will produce an error popup. In the test example the data is for 2016 (Oct. 1, 2015 to end of 2016).

<b>Oregon Equestrian Trails</b>					
<b>Volunteer Hours Report for 2015</b>					
<b>North Valley Chapter</b>					
		Totals	Rate per hour/mile/day	Total Value	
Total Basic Hours		283.5	\$23.07	\$6,540.35	Calculated per hour
Total Skilled Hours		1452	\$34.61	\$50,246.46	Calculated per hour
Total Education		94.5	\$23.07	\$2,180.12	Calculated per hour
Total Public Meetings		59	\$23.07	\$1,361.13	Calculated per hour
Total Travel Time		657.25	\$23.07	\$15,162.76	Calculated per hour

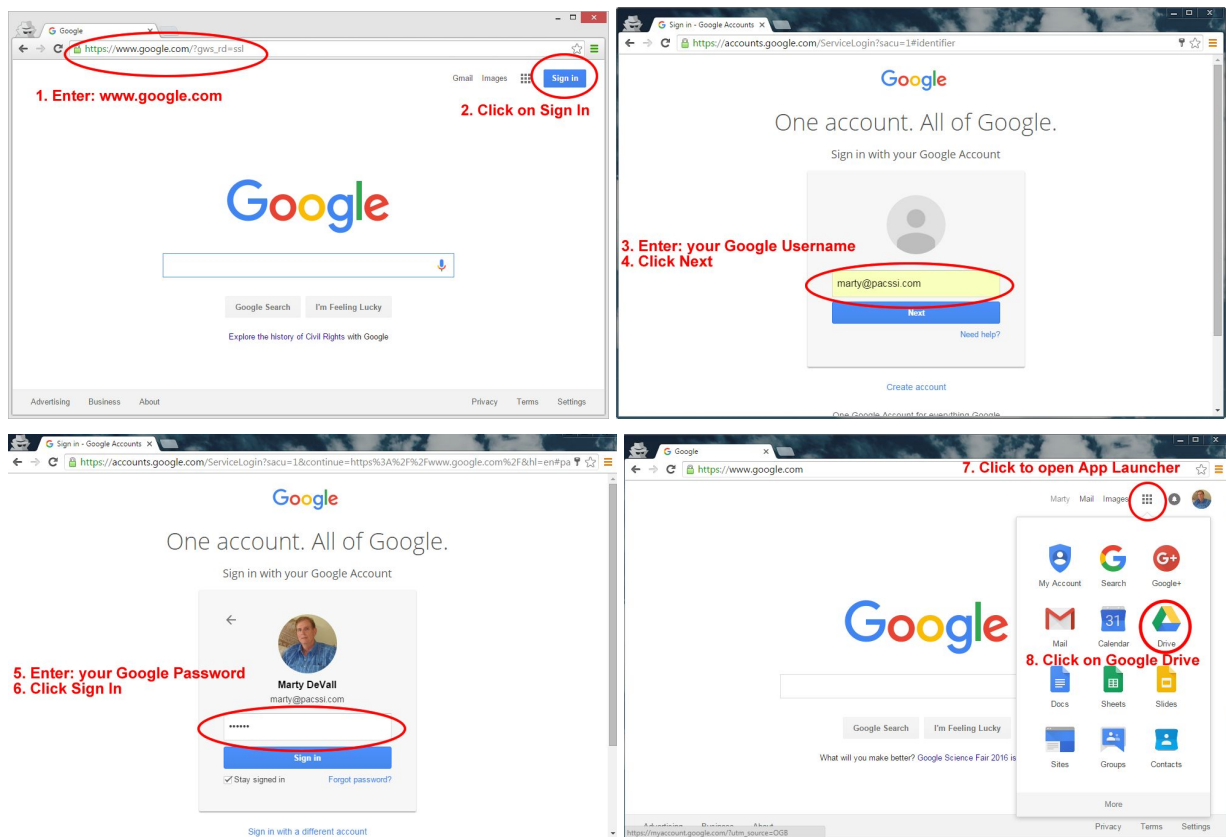


## Log in to My Google Account and Open Google Drive

As when running Google Apps, it is best to use Google Chrome. In Google Chrome or other web browser application go to <http://www.google.com>, in the upper right corner click "Sign in" in the upper right corner. If you see something else you may already be logged in to a Google Account.

If you need to switch or change the account see the section below on switching to another account.

Also see the small square of dots in the upper right hand corner of the Google page. This is the Google App Launcher. When you pick it a drop-down window will appear showing a number of icons. Pick "Drive" to see and access your Chapter's active spreadsheet to enter your volunteer hours.

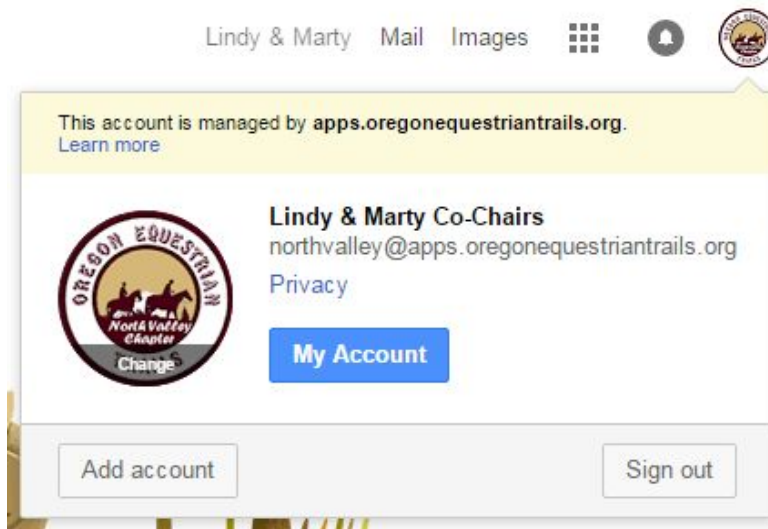


For additional help with getting started with Google Apps.

- <https://apps.google.com/learning-center/products/quickstart/>
- <https://admin.google.com/user/hub>

## Switch to a Different Google Account

If you see the icon in the upper right hand corner in the web browser window click on the icon to enable you to logout or add another user. It could be a picture of you if you have added a profile picture or an icon showing the upper torso and head.



Clicking on the OET logo in this example will give you the option to add an account you can pick from each time or pick Sign out, so you can sign in as a different user.

Next you can Sign in with a different account that provided access to your Chapter's active volunteer reporting spreadsheet.

For additional help with getting started with Google Apps.

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- <https://admin.google.com/user/hub>

  
One account. All of Google.

Sign in with your Google Account

[Create account](#)

One Google Account for everything Google



After logging onto your Google account you will see a 'person' icon near the upper right corner of your screen. This indicates if you're logged on and to which account your logged into.