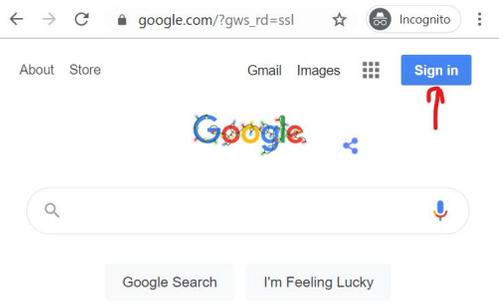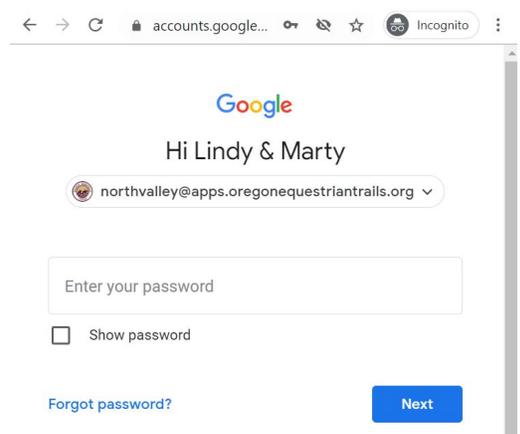# Chapter Setup of Volunteer Hours Reporting Spreadsheet

Open The Chrome Web Browser and go to www.google.com to Login to Your Chapter Account

Login to the Google account you want to use to manage your Chapter's Volunteer Hours Reporting. Select Sign In, Upper Right Corner.

Open the Google Drive App and select folder "OET Shared Drive->A-Volunteer Hours Reports-> 20XX Chapter Hours Report"
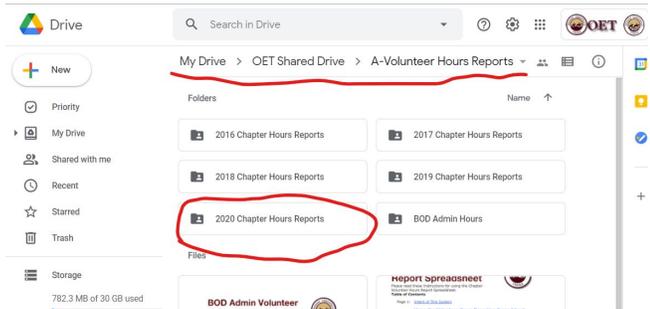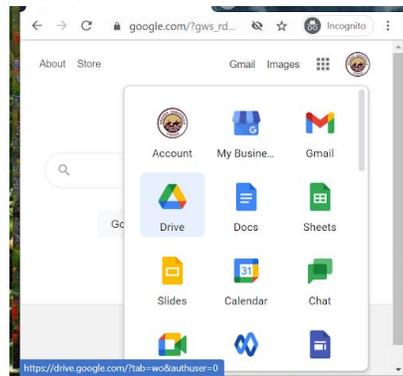
In Data Tab, Enter volunteer Hours and select Menu "Build Reports-> By Individuals and Agencies"
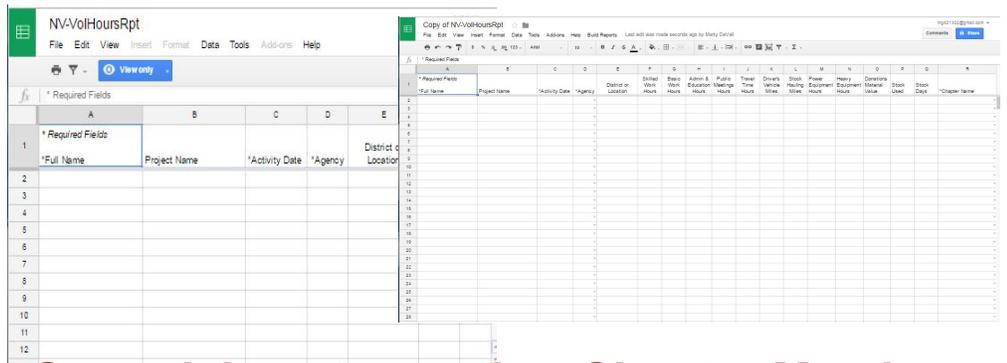
Optional - Share the Spreadsheet to another Chapter Member

This allows your crew leaders and other members responsible for collecting volunteer hours to enter data into the chapters active volunteer hours spreadsheet.

Select the Blue Share button in the upper right corner..
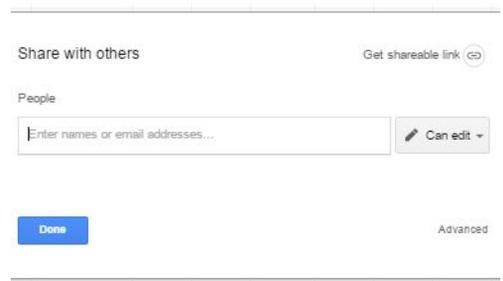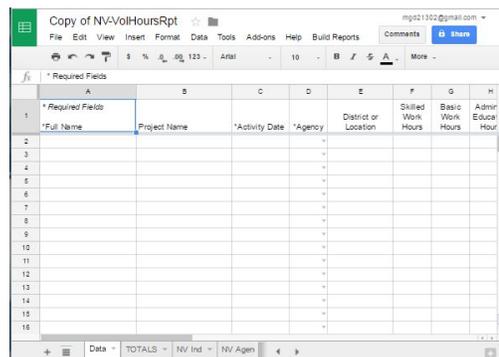
Enter a member's Gmail address, click "Send" An Email will be sent to the member's address with a web link to the shared Spreadsheet.