

**Posting Your Volunteer Hours** – Print these instructions and place it close to your computer so that you may develop the new habit of posting frequently. Thank you for your cooperation. This information will be to the benefit of our council.

**Do not let the length of these instructions discourage you..... it is really very easy! Once you complete a few entries, you will not even need this guide.**

To get started go to [www.kofc5086.org](http://www.kofc5086.org) which is our council website.

Find the **Members Only** link on the left side of the webpage and login.

Find **Record Your Volunteer Hours and Visits** and **For Every Member**

First, choose **Enter Your Personal Volunteer Hours Goal and Blood Donor Status**

Read the provided text and with some careful consideration enter your **Average Monthly Volunteer Hours Goal** and **Blood Donor Status**.

Click **Submit Your Goal** How easy was that?!

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Now that you have set your goal you are ready to begin posting your hours!

On the same page and just above where you set your goal, find and click **Post Your Volunteer Hours and Visits**

Verify the correct year and date before making your entry.

Choose the appropriate category and type a description of your time in the text box below it.

Enter your total time, hours and minutes, to the nearest 15 minutes.

At the bottom of the window select **Submit All Entries**.

At the next window, check or correct your entries and at the bottom choose **Confirm All Entries**.

At the top of the next window you can choose **Make More Entries** or close the window if you are finished..... or you can

Confirm your entry with new YTD totals, print the page, check the event entered, check hours entered, and just click to make more entries.

You can make changes to the dates and correct entries, even enter negative numbers to make adjustments at any time.

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See the next page for easy instructions to put a link on your Android or iPhone for the UKnight Volunteer Hours Tracking App

**Put a Link on Your SmartPhone**

**Android:**

Go to [www.kofcmobile.org](http://www.kofcmobile.org)

Select the “more icon” at the top of the screen (3 vertical dots)

You may need to scroll down the menu to find “Add to Home Screen”

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**For older iPhones:**

Go to [www.kofcmobile.org](http://www.kofcmobile.org)

Tap “Add to Home Screen” on the menu

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**For Newer iPhones:**

Go to [www.kofcmobile.org](http://www.kofcmobile.org)

Tap on the New Bookmark icon

Choose “Add a UKnight Icon to your iPhone Home Screen”