

## How to: Log your hours in Galaxy Digital

Step 1: Select "Volunteer Resume" from the main GD page.

The screenshot shows the Galaxy Digital dashboard for a volunteer. The top navigation bar includes links for RETURN TO OUR WEBSITE, MANAGER, MY PROGRAMS, CALENDAR, and a notification bell with 2280 alerts. The main header features the Humane Society of the Americas logo and the text "VOLUNTEER SHARE YOUR SKILLS, TALENTS, AND TIME WITH THE ANIMALS AT HSC." Below this, a welcome message says "Welcome back, Sydney! Here's your volunteer snapshot for February 7, 2023". The dashboard includes several metrics: 0 VOLUNTEER HOURS, \$0.00 IMPACT VALUE, 1 OPPORTUNITY RESPONSES, 0 EVENTS RSVP'D, and 8 PROGRAMS FANNED. A sidebar on the left contains links for DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, HOW TO USE THIS SITE, SIGN UP FOR VOLUNTEER ORIENTATION, and YAP GROUP. A blue banner at the bottom says "Welcome HSC Volunteers! Find out more details on how to use Galaxy Digital" with a "CLICK HERE TO LEARN MORE" link. The "View your full Volunteer Resume" link is circled in yellow.

Step 2: Click on the "Track Hours" tab and then click "add hours"

The screenshot shows the "Track Hours" page in Galaxy Digital. The top navigation bar is the same as the previous screenshot. The main header features the Humane Society of the Americas logo and the text "VOLUNTEER SHARE YOUR SKILLS, TALENTS, AND TIME WITH THE ANIMALS AT HSC." Below this, a breadcrumb trail shows "My Profile > My Hours". The "Track Hours" section has tabs for VIEW PROFILE, EDIT PROFILE, TRACK HOURS (which is circled in yellow), VOLUNTEER SCHEDULE, MY FILES, OPPORTUNITY RESPONSES, MY TEAMS, and MY USER GROUPS. Below the tabs, there are links for QUALIFICATIONS and INBOX. The "Volunteer Hours" section includes an "ACTIONS" menu with "EXPORT HOURS" and "ADD HOURS" (which is circled in yellow). The "Start" and "End" date fields are set to 02/28/2022 and 02/28/2023, respectively, with a "GO" button. Below this is a table with columns for DATE, DETAILS, TYPE, HOURS, MILES TRAVELED, and STATUS. The table currently shows "No hour entries." and a "TOTALS" row. At the bottom, there are sections for "Hour Type" and "Hour Details".

Step 3: Select the volunteer shift you want to add hours for from the opportunity drop down. Then select the date and the number of hours worked. Click "Submit Hour Entry" and that's it! Your hours are logged.

[RETURN TO OUR WEBSITE](#) [MANAGER](#) [MY PROGRAMS](#) [CALENDAR](#)

[DASHBOARD](#)  
[OPPORTUNITIES](#)  
[EVENTS](#)  
[PROGRAMS](#)  
[HOW TO USE THIS SITE](#)  
[SIGN UP FOR VOLUNTEER ORIENTATION](#)  
[YAP GROUP](#)  
[COLLAPSE MENU](#)

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
No hour entries.					
TOTALS					

### Hour Type

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes

☐ No

Opportunity \*

### Hour Details

Date Worked \*

Hours Worked \*

User Groups

[SUBMIT HOUR ENTRY](#) [CLEAR FORM](#)

[f](#) [t](#) [v](#) [in](#) [i](#) [PRIVACY POLICY](#)