

Cleveland GiveCamp Volunteers How to Log Hours for Indians Tickets

Go to BVU's website: www.bvuvolunteers.org, click on the **Volunteer Center Tab** then click **"Volunteer - Get Started"**.

Under VOLUNTEER LOGIN, **Enter Username and Password**. If you are not a registered volunteer, choose: "Not registered? Sign up now". You are now on your Volunteer Homepage

1. Scroll to the bottom right-hand corner, you will see YOUR HOURS. Below this, click on **LOG HOURS**.
2. You will be asked to FIND EXISTING ORGANIZATION
3. Enter the name of the agency that you volunteered with. *Tip: The system will search most effectively if you choose a key word in the organization's name, for example: **Cleveland GiveCamp**, - type "**GiveCamp**".*
4. Enter the START DATE and END DATE, TOTAL NUMBER OF HOURS, and then click OK.

*To view your volunteer hours log, go to your Volunteer Homepage and under YOUR HOURS, click VIEW YOUR HISTORY.

TIPS for the Indian's Volunteer Challenge: BVU will submit a ticket request to the Indians every Friday afternoon. We will then send you an email with instructions to retrieve your electronic tickets as soon as we receive them from the Indian's Ticketing Office.

- Please do not request a game less than 2 weeks away from the Friday after you log your hours.
- During the Indian's Volunteer Challenge, **please wait until you've volunteered at least 4 hours before logging hours and choosing your Indian's game.**

PLEASE SEE THE FOLLOWING TIMELINE EXAMPLE FOR REQUESTING YOUR TICKETS!

Questions:

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	BVU submits hours to the Indians Ticket Office
7	8	9	10	11	12	
14	15	16	17	18	19	20
21	22	23	24	25	26	Volunteer will receive email with electronic tickets by this date
28	29	30	31			