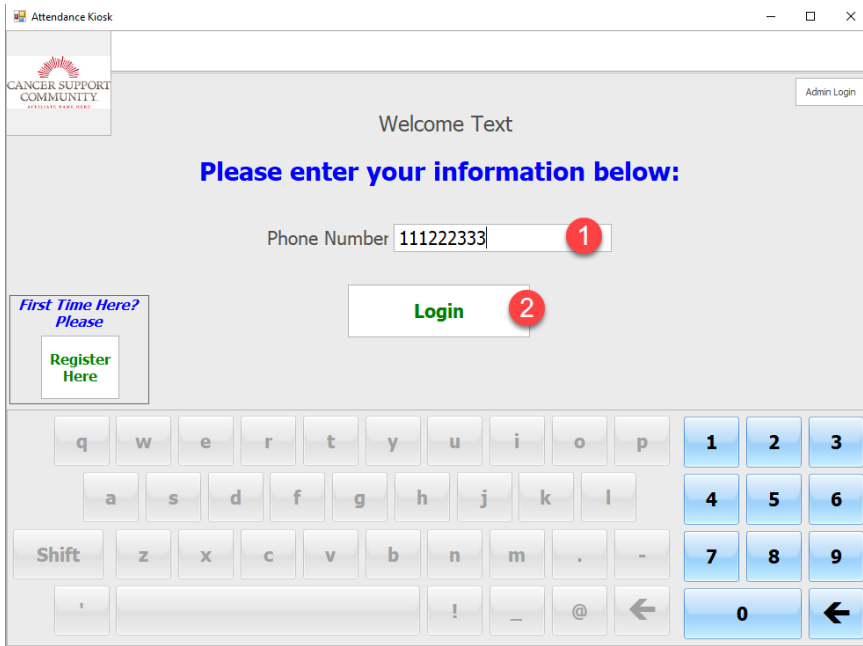


Volunteer Time Check-In

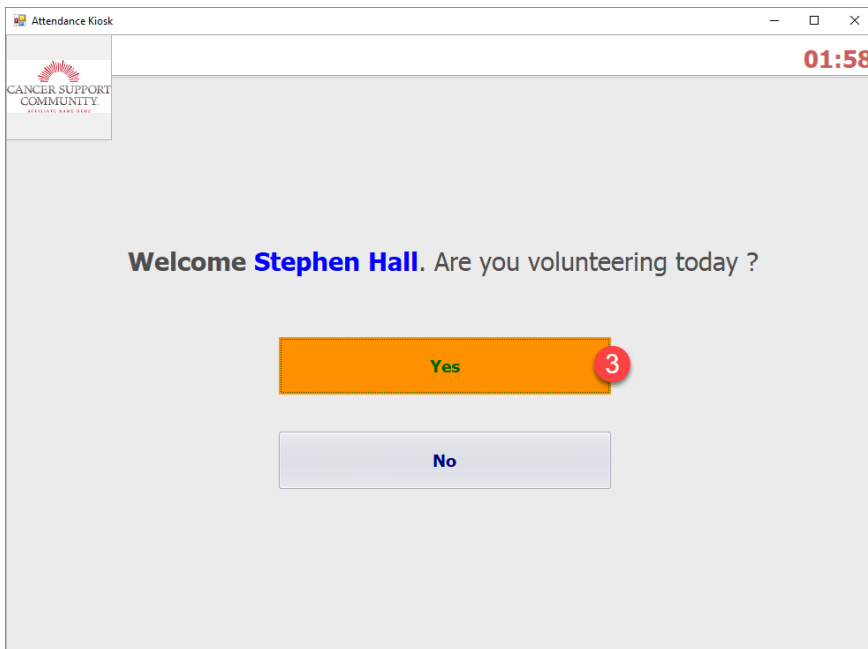
NOTE: The Volunteer attribute (General Attributes > Roles) must be checked in the volunteer's personal Gnosis Record.



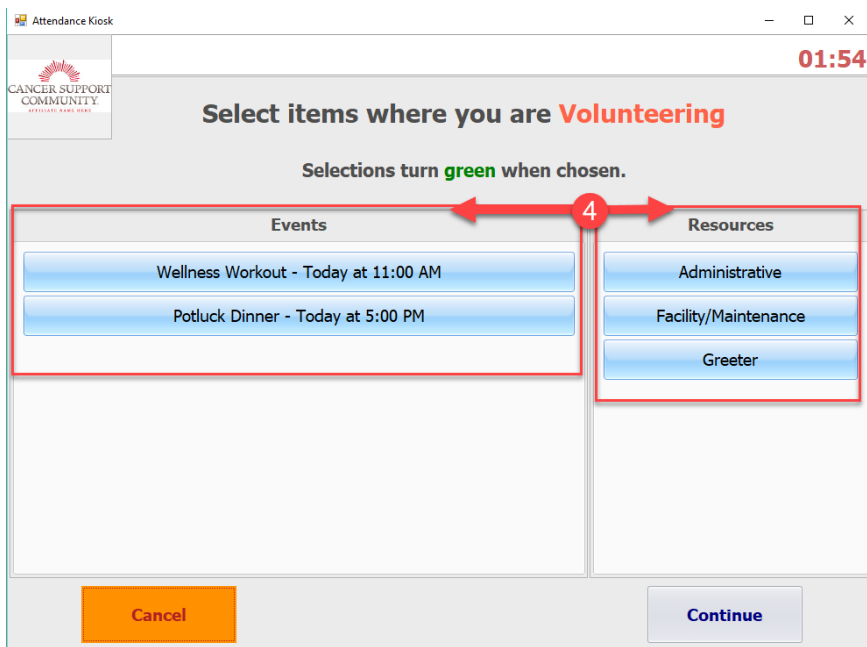
1. Enter Phone or Scan Barcode/Card

NOTE: Phone Number check-in requires a Home or Cell phone in the person's Gnosis record.

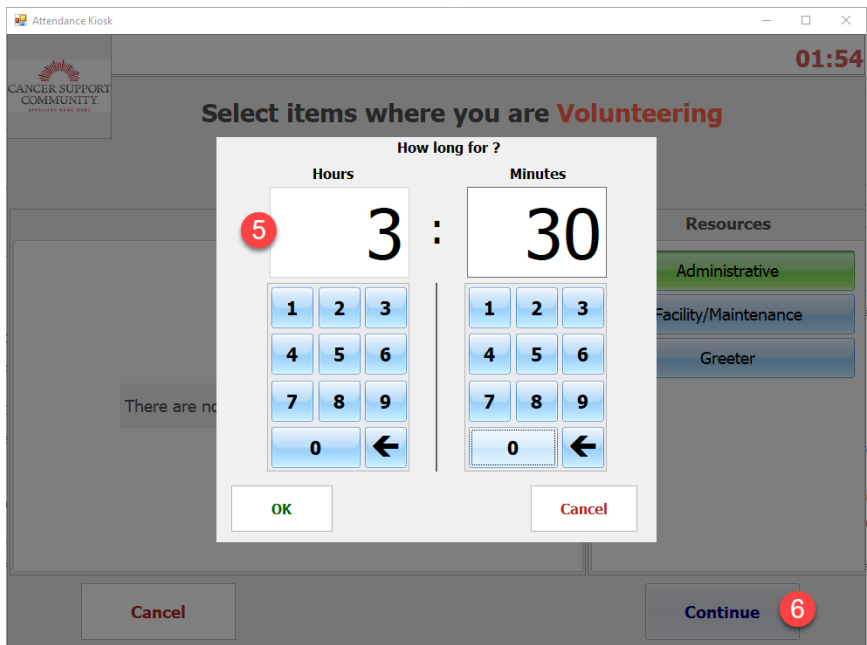
2. Press *Login*



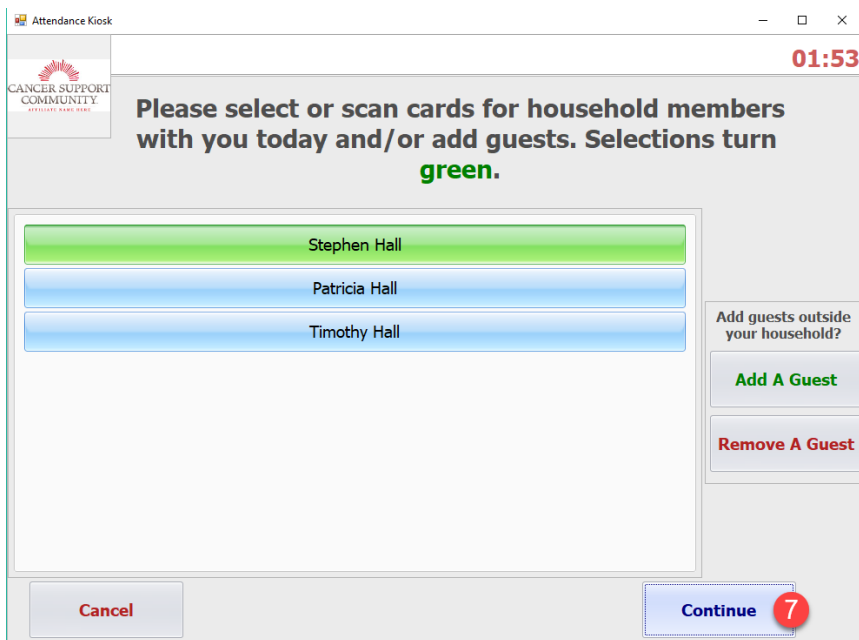
3. Select *Yes* to proceed to volunteer time check-in. Select *No* to proceed to general *Events* and *Resources* check



4. Select all *Events* and or *Resources* to add volunteer time to.



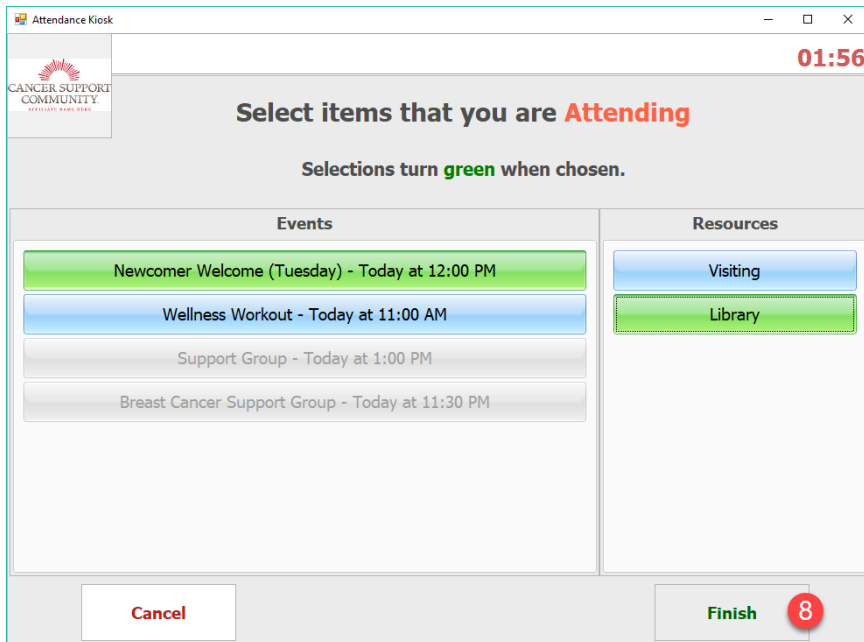
5. For each item selected, enter the length of volunteer time and press *OK*.
6. When all time is has been entered, press *Continue*.



7. The screen will then allow you to complete any necessary attendance check-in, if you happen to also be attending an *Event* or *Resource* as well.

Press *Continue*.

8. If you are not attending anything that day and are only volunteering, make no *Event* or *Resource* selections and press *Finish*.



9. Check-in is complete!

