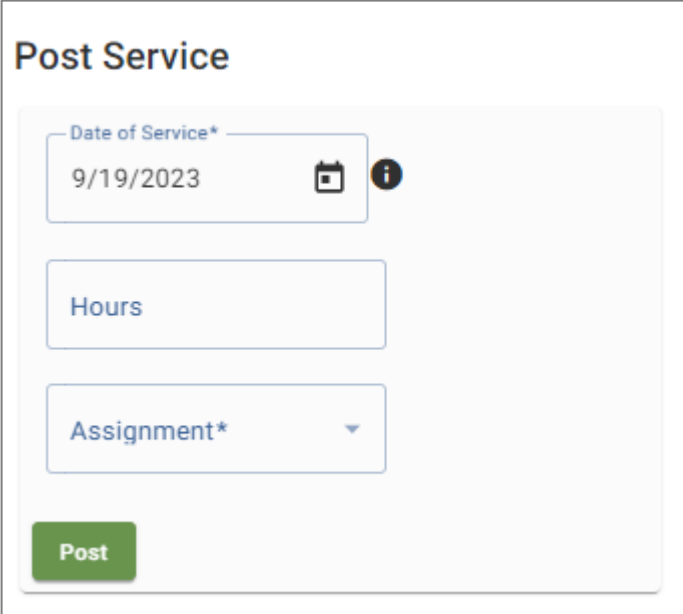


Updating Your Hours from Home

Volunteers will continue to record their hours using the touch screen computers or scanning the QR code located at Hillwood in the visitor center kitchen, mansion volunteer lounge, and greenhouse.

If you have forgotten to login for a volunteer shift or the touch screen computer is not available, you can record your hours from Volgistics using the "Service" page by following the instructions below:

1. Log into your Volgistics account.
2. Click on "Service" found in the menu at the top of the page.
3. Enter the date you served, the number of hours served, and the volunteer assignment you served in.

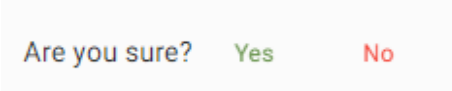


The screenshot shows a form titled "Post Service" with the following fields:

- Date of Service***: A date picker field containing "9/19/2023".
- Hours**: A text input field.
- Assignment***: A dropdown menu.
- Post**: A green button at the bottom of the form.

Posting past volunteer hours through the Volgistics desktop or mobile app

4. Once you select the Post button, you will be prompted to select either a green "Yes" button to confirm the hours or select the red "No" button if the entry is incorrect.



Are you sure? Yes No

Friendly Reminder: If the touch screen computer is unavailable, please inform Jordan Hansen or the visitor services staff.

Questions? Contact Jordan Hansen, volunteer programs coordinator, at 202.243.3943 or volunteers@hillwoodmuseum.org.