


GRAND HAVEN WOMANS CLUB

STEPS TO ENTERING VOLUNTEER HOURS AND DONATIONS November 2020

KEEP TRACK OF YOUR HOURS & DONATIONS ON A MONTHLY BASIS

1. Go to GHWC website www.ghwomansclub.org
2. Click on the **Time Reporting** button on the left side of the screen.
3. When the **Time Reporting page** appears, click on the button marked **Click HERE to enter your hours**.
4. When the **Time Reporting Form** appears, do the following:
 - a. Complete the boxes for First Name, Last Name, and Email.
 - b. Click on the **Date From** and **Date To** calendars to select the date range for your hours.
 - c. Select the CSP/Program for which you are entering hours.
 - d. Click on the down arrow  in the *** click arrow to make selection *** box.
 - e. Select on the activity for which you are entering hours.
 - f. Enter the applicable hours, cash/check donation, value of In-Kind donation.
 - g. Click on **Submit Form**.
5. An email confirmation will be sent to the email address you provided.