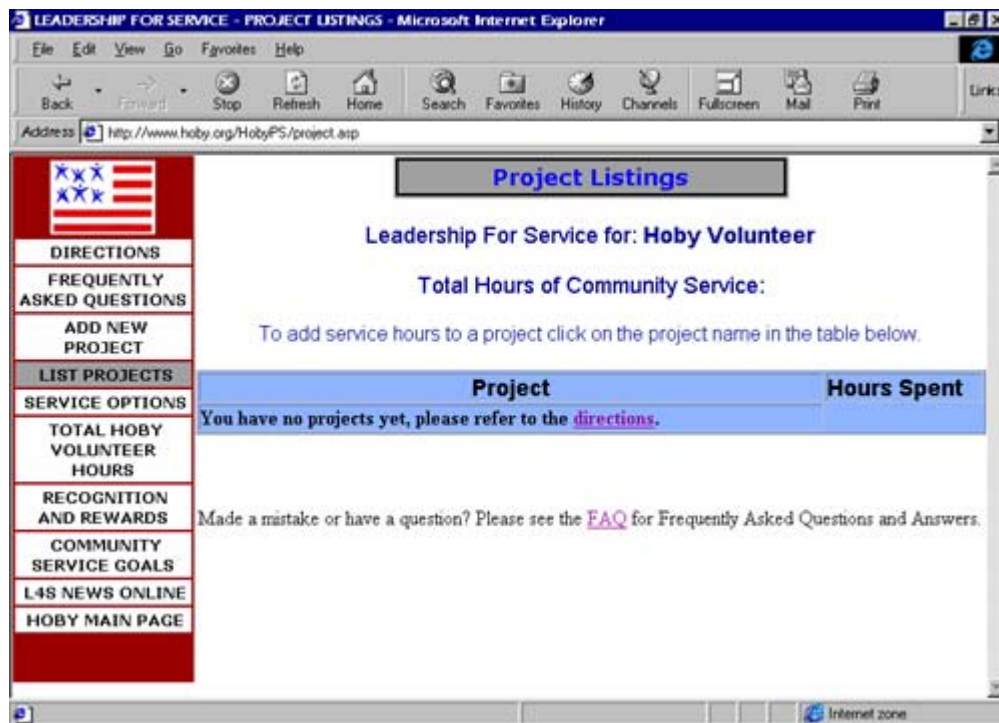


HOBY Leadership for Service Directions and Helpful Tips for Entering Your Hours

NOTE: Be careful and make sure the information you provide is accurate. Any incorrect information you enter can only be deleted at HOBY International. If you need to make corrections please e-mail us at L4S@hoby.org, and don't forget to keep a personal log of your community service hours as well.

1. Once you have successfully created your username and password, your **Project Listings** will be displayed.

If you have not previously entered a service project, your screen should appear as shown in this example.

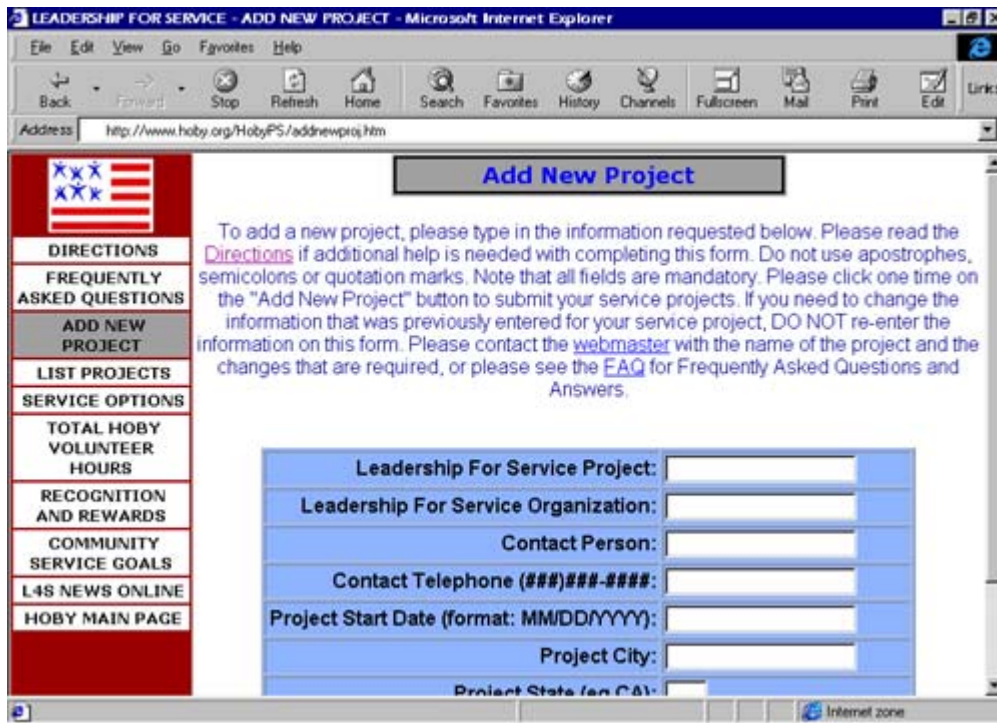


Review the menu on the left panel of your screen. These buttons will help you navigate the Leadership for Service page.

If you have previously entered service projects, and want to add more hours to one of your projects already listed on your screen, skip to # 4.

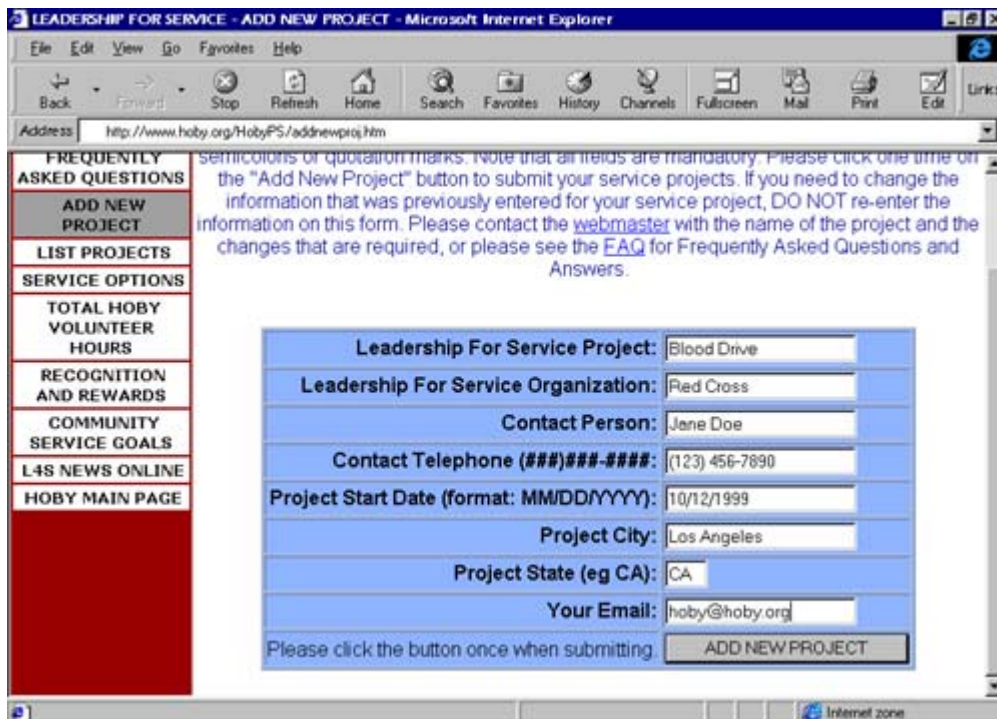
2. To add a service project, click the button called **Add New Project** from the menu on the left and a new screen will appear as shown in this example.

**ADD NEW
PROJECT**

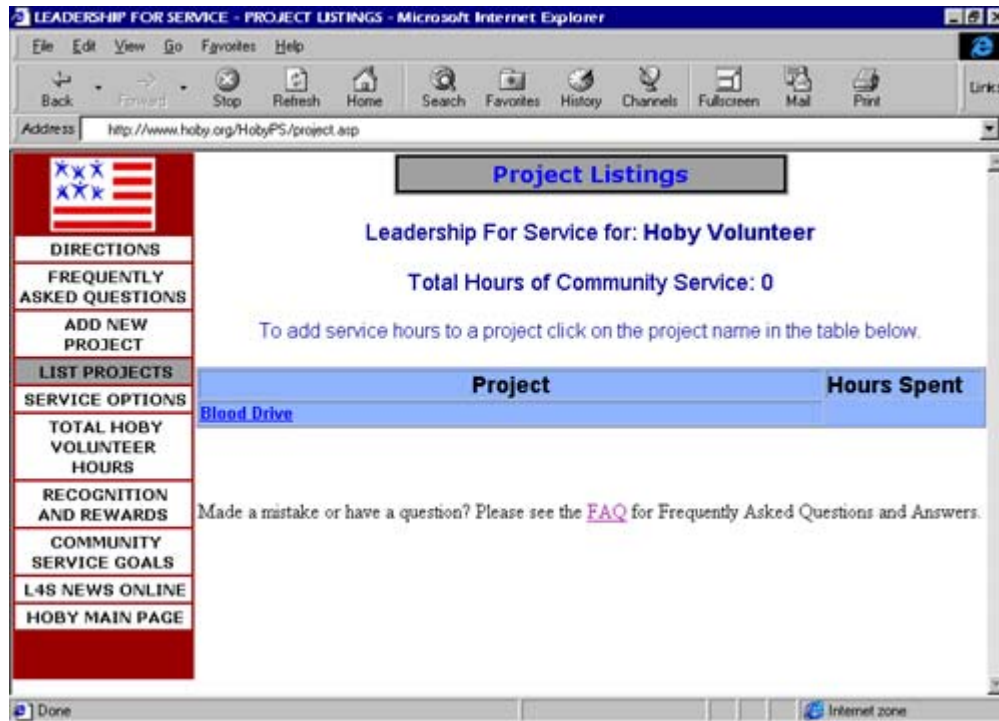


Enter all of the information requested in the form, all fields are mandatory. Do not use semicolons, quotation marks or apostrophes. Be careful and make sure the information you provide is accurate. Any incorrect information you enter can only be deleted at HOBY International. If you need to make corrections please e-mail us at L4S@hoby.org, and don't forget to keep a personal log of your community service hours as well.

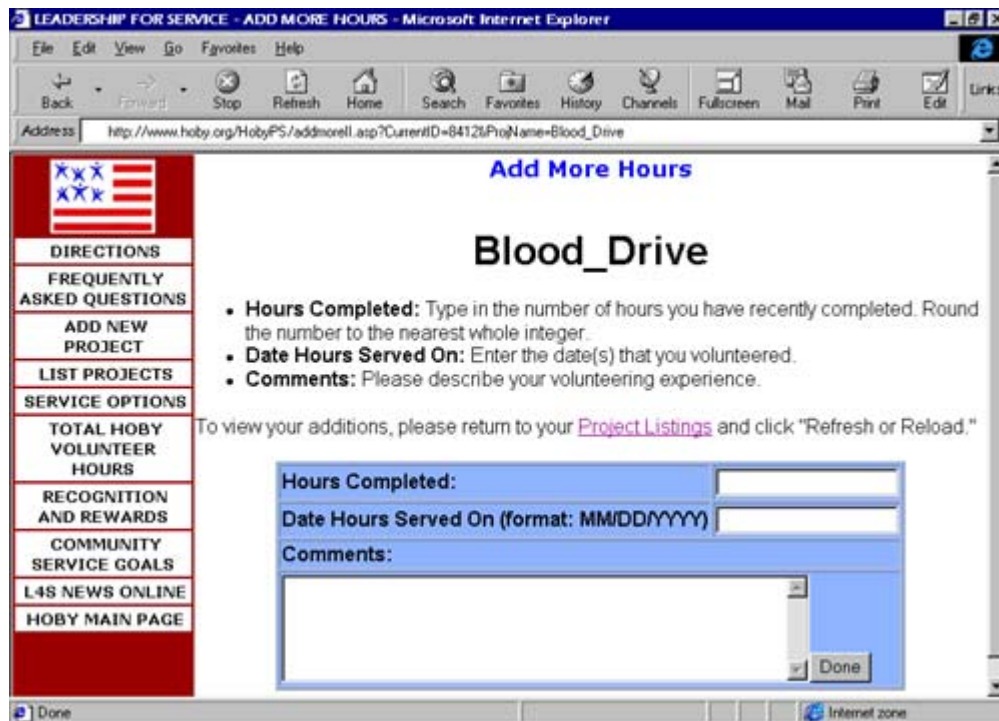
When you are finished, click the **Add New Project** button.



3. The **Project Listings** screen should now appear with your new service project listed as shown in this example.



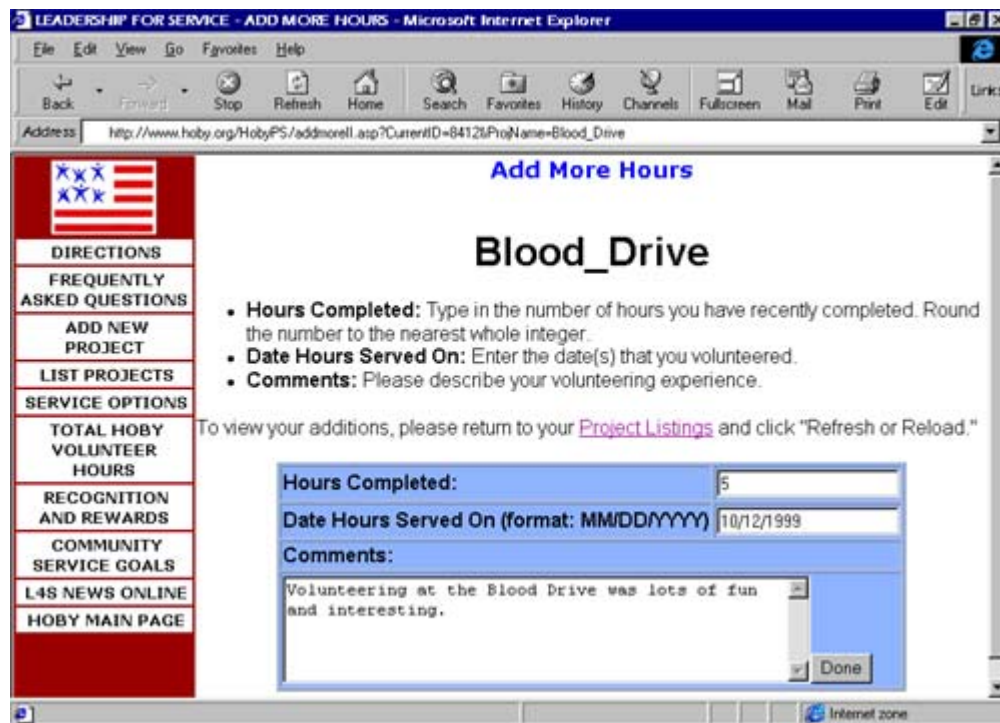
4. To add service hours, click on the title you assigned your service project. The **Add More Hours** screen will now appear as shown in this example.



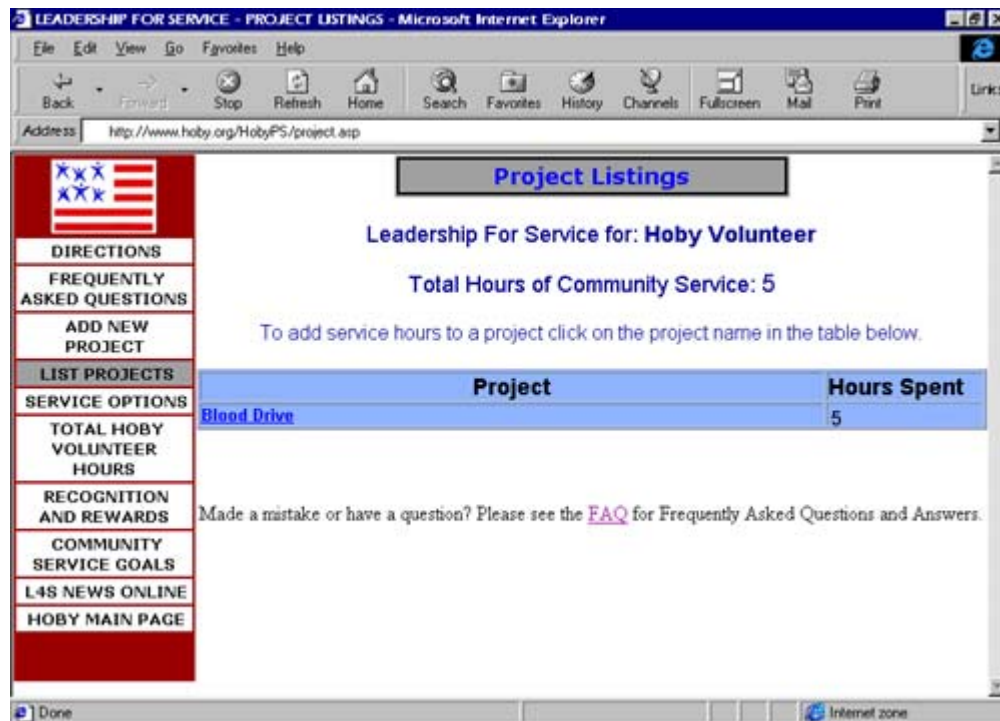
Enter the number of hours and date upon which they were completed, and describe your volunteering experience. Again, do not use quotation marks or apostrophes. Be careful and make sure the information you provide is accurate. Any incorrect information you enter can only be deleted at HOBY International. If you need to make corrections please e-mail us at

L4S@hoby.org, and don't forget to keep a personal log of your community service hours as well.

When you are finished, click on the **Done** button. See the example below:



5. The **Projects Listings** screen should now appear with your completed volunteer hours as shown in this example:



6. **And voila, you are done!**

See the next page for troubleshooting questions and answers.

7. Questions and answers about logging your hours:

Q. I am experiencing difficulties with logging my hours.

A. Please e-mail L4s@hoby.org, and provide the following information:

- Your full name
- The last 4 digits of your social security number
- Your full home address and phone number
- Your date of birth
- The full name of your high school
- Name and version of your web browser (for example, Internet Explorer 4.0)

Q. I typed in the wrong information and I want to change it.

A. Please e-mail L4S@hoby.org, and provide the following information:

- Your full name
- The last 4 digits of your social security number
- The mistake(s) that needs to be changed.
- The correct information for each mistake.

Q. I clicked on the "submit" button too many times! Can I submit a negative number to correct the number of hours?

A. No, do not try to correct the number of hours yourself. Please refer to the previous question and answer in order to request a change.

Q. How do I enter hours for multiple days at once?

A. You should not enter hours for multiple days at once. When adding hours to a project, you need to enter each day individually, entering hours for each day worked.

Q. Why can't I use commas, apostrophes, or quotation marks when entering information?

A. Currently our database does not accept those characters.

Q. I don't have a "Contact Phone Number." What should I do?

A. For accuracy in confirming your volunteer hours, you need to provide a contact phone number.