

VOLUNTEER PROGRAM

Galaxy Digital: Submitting Hours After Volunteering




Let us know you volunteered at a Tennessee State Park by entering your time in our volunteer management system. This guidance is for those who have an online account and submitted a response through our site.

If you signed into the opportunity electronically:

- You will automatically be credited with the default hours for the opportunity if the park checked you in online, you signed in via the check-in kiosk or you checked in on the Causer app.
- If you volunteered less or more hours, edit the time in your account under **Track Hours** if the hours are still pending – a yellow clock with a pencil. Click on the pencil and increase or decrease time volunteered.

DATE	DETAILS	USER GROUP	BLOCK	TYPE	HOURS	MILES TRAVELED	STATUS
Jun 12, 2023	Magical Brew-rista's Needed for the Cafe! Adventure Books				4.00	0	
Jun 8, 2023	Comfort Kits Gloria County Cat Rescue				5.00	0	

- If your hours have already been approved  (green check box), you will need to email tnstateparks.volunteer@tn.gov to adjust the entry.

If you did not check in electronically:


For example, you entered contact information on a sign in sheet at the park or didn't sign in at all.

- Soon after volunteering, sign into your account and enter your time by clicking the Add Hours button on the top menu bar.



This will take you to the **Track Hours** section where you can enter your time.

If the park submitted the hours before you, a pop-up would appear telling you they were already entered, and it is possibly a duplicate entry. Click “No” to cancel the submission.

Alternatively, add hours through the **Causer App**. Click on the hamburger  in the left corner of the Dashboard screen and then select **Add Hours**. Complete all required fields and submit.

What if I had a friend, family member or co-worker serve with me, but they don’t have an online account?

- Easy, just add their hours in the **Plus One** section of your time entry.

Plus-one Hours

Did you volunteer with one or more people who do not have an account?

☒ Yes

☐ No

Complete the fields below to add hours anonymously for each additional person in your group.

Number of additional volunteers *

Who volunteered with you? *

Do I need to fill in the Description field?

This is optional and is a space to share more about your volunteer experience.

Description

Brief Description