

VOLUNTEER PROGRAM

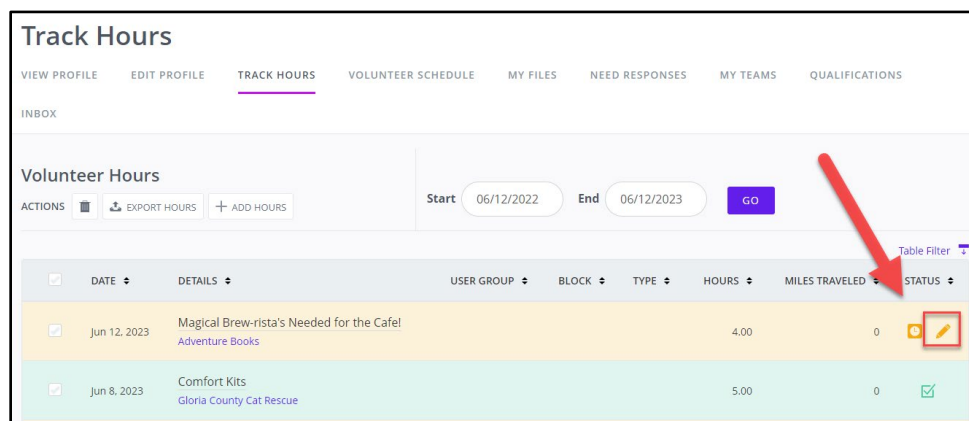
Galaxy Digital: Submitting Hours After Volunteering




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.




- 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