

How to Check Volunteer Points Using SCSC Website



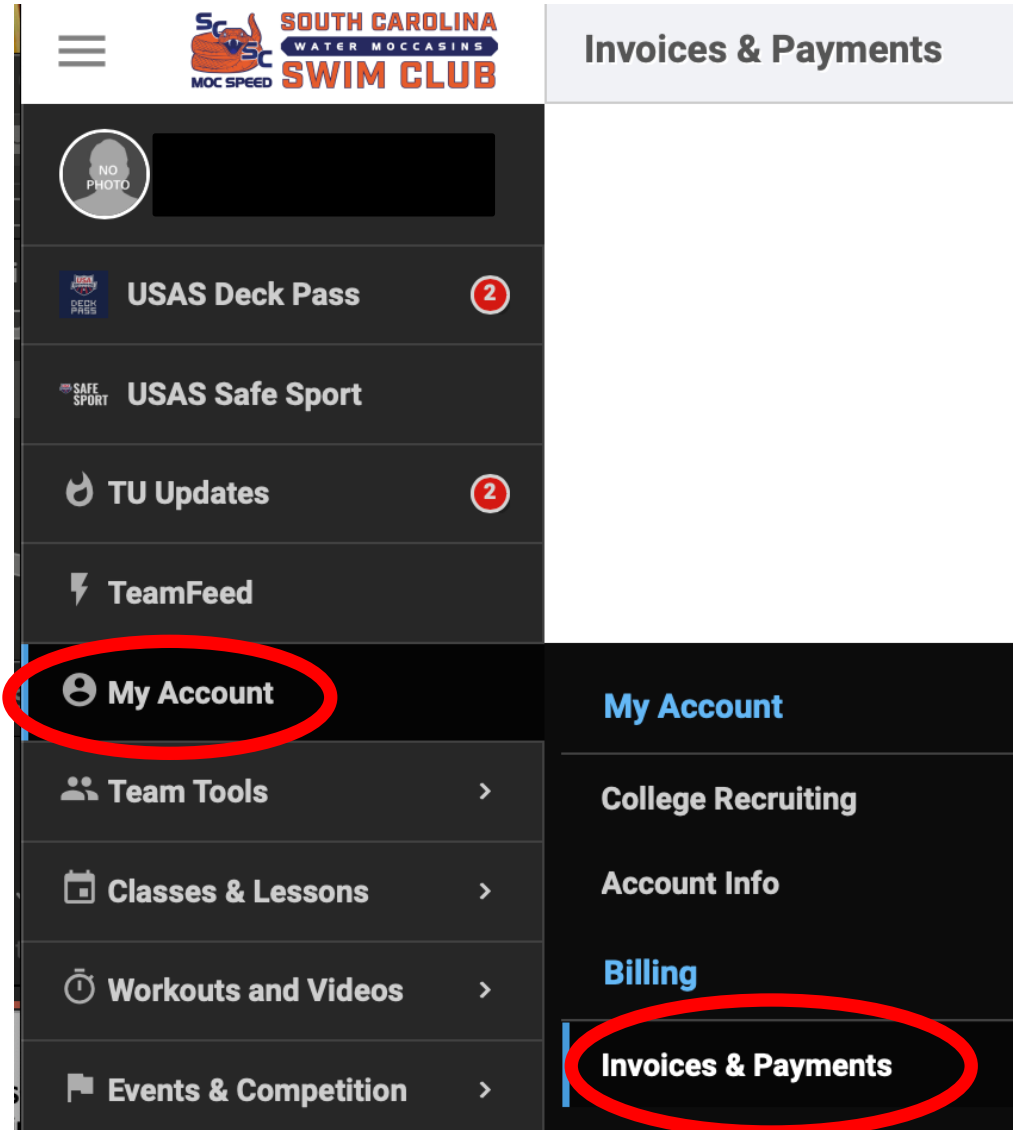
Step #1: Sign into account



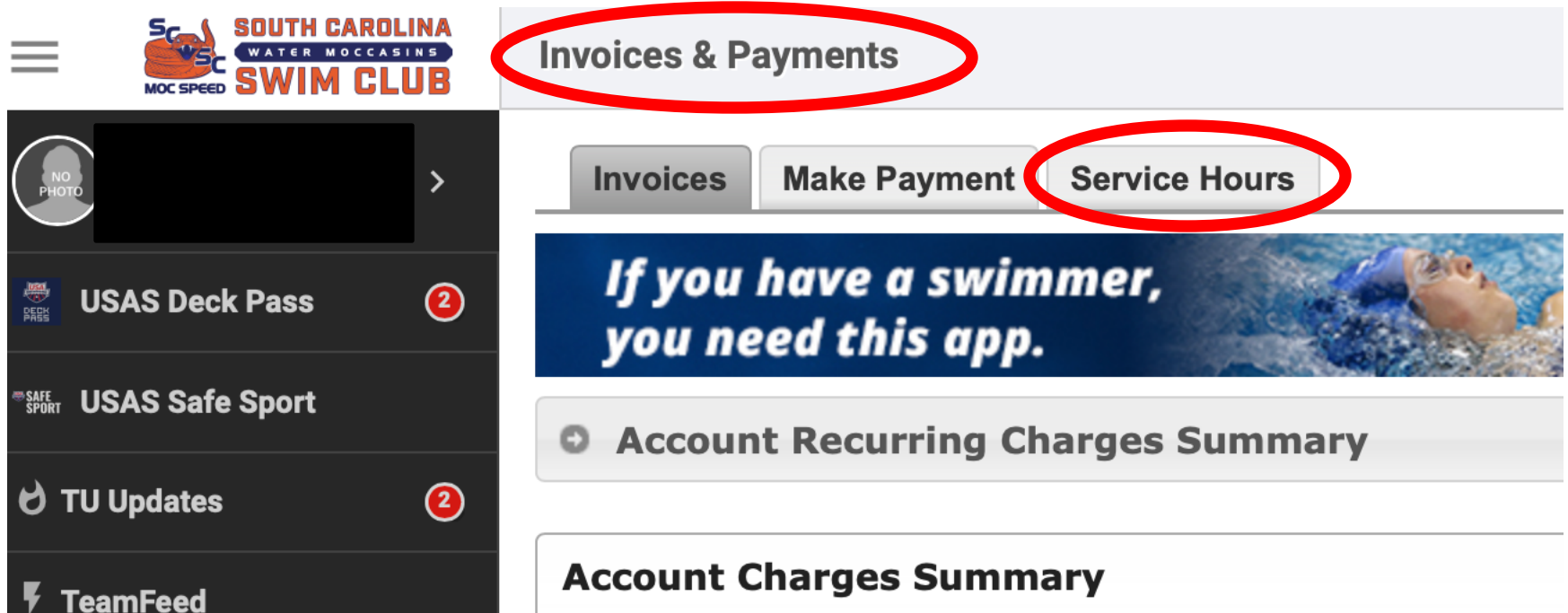
Step #2: Enter email and password and select Login

The image shows the login form on the website. At the top is a navigation bar with links: 'HOME', 'ABOUT', 'TEAM INFO', '2020-21 REGISTRATION', 'SWIMMERS', 'MEETS/EVENTS', and 'BOARD'. Below the navigation bar is a white box containing the login form. The form has two input fields: 'Email' with a person icon and 'Password' with a lock icon. Below these fields is a checkbox labeled 'Remember me' and a link 'Forgot password?'. At the bottom of the form is a blue 'Login' button. The entire login form area is circled in red.

Step #3: With left navigation, select My Account and then Invoices & Payment



Step 4: With Invoices & Payments near the top of the screen, look for 3 tabs and select Service Hours



Step 5a: Look for most recent row dated 2020

Step 5b: Review Worked columns and far right column called “Balance;” you may need to hover over row and scroll right to see all columns.

Service Hours Tracking

Invoices

Make Payment

Service Hours

Account Name: [REDACTED]

> = Current Obligation

Invoice Created	Obligation & Adjustments	Worked	Balance
>> 04/2020	04/01-VH Obligation: [REDACTED] :4.00 hr. 04/01-**Manual Reset Obligation by Admin :0.00 hr. 09/18-**Manual Reset Obligation by Admin :5.00 hr.	09/27-July Safe Sport Training:1.00 hr. [REDACTED]	4.00 hr.
04/2019	[REDACTED]	10/03-Event (7700000-2): Official (2019) Off-	

- In this example, 1 hr of volunteering has been completed compared to a 5 hr volunteer requirement that started in September so the balance is 4 hrs of volunteering not yet completed.
- A balance of 0 or a negative value means you have met or exceeded the 5 hr volunteer commitment
- Jobs worked will be listed in rows in date order.