How to Manually Log Volunteer Hours

1. Go to the Community Involvement Portal:
   www.sarasotacountyschools.net → Find it Fast → Get Involved → Community Involvement Portal → Login

   OR

   • https://volunteer.samaritan.com/custom/528/#/volunteer_login

2. Enter in your User ID and Password. Click “Login”

   **Volunteer Login**

   User ID
   
   Password
   
   ![Login Button]

   **Forgot your password?**

3. Click “Report Hours”

   ![Report Hours Button]

4. In the drop-down box, to add hours, Select an Opportunity

   **Select an Opportunity**
5. Enter in the Start Date, End Date, the Total Amount of Hours, and the Service Performed. Click “Submit Service”