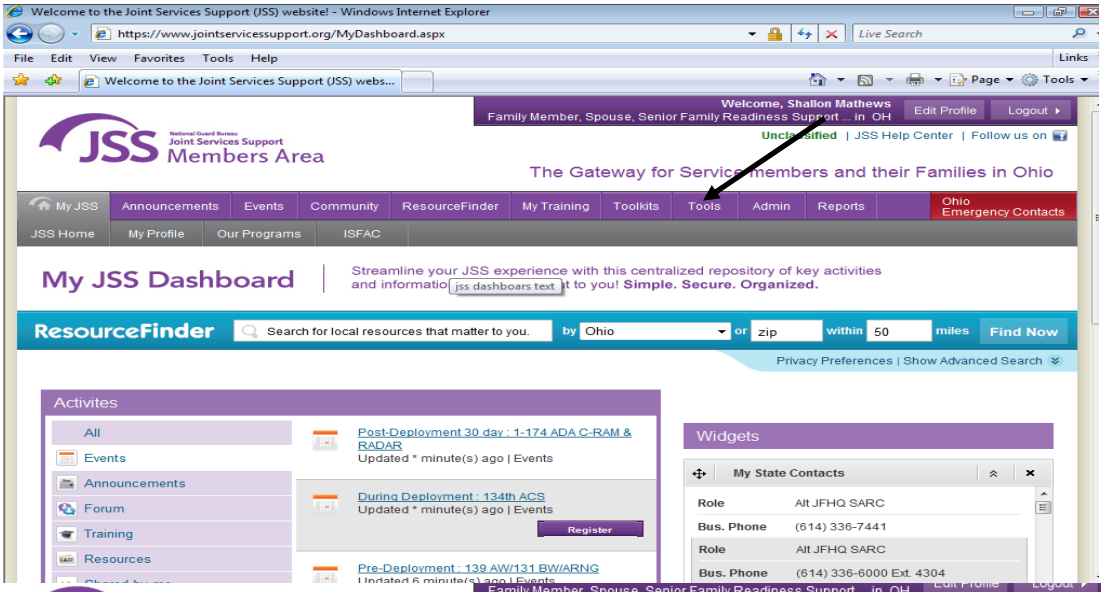
Directions to enter Volunteer Service Hours in JSS

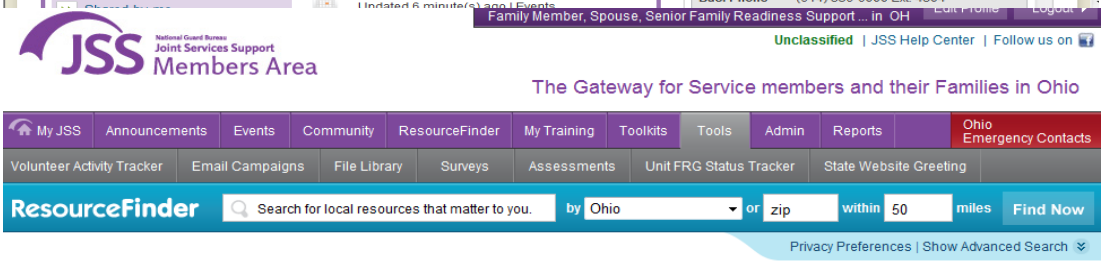
Go to Joint Services Support Website: www.jointservicessupport.com

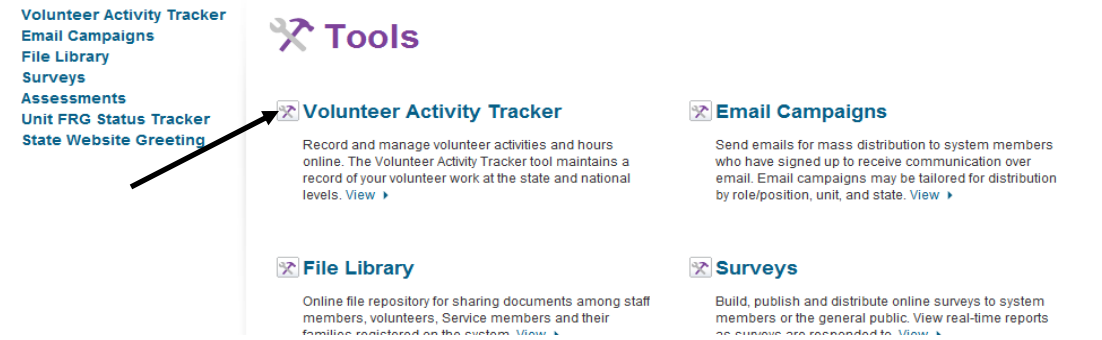
Log in with your user name and password

Be prepared: when registering for JSS, please note you will need to create a user name as well as a 15 character password*

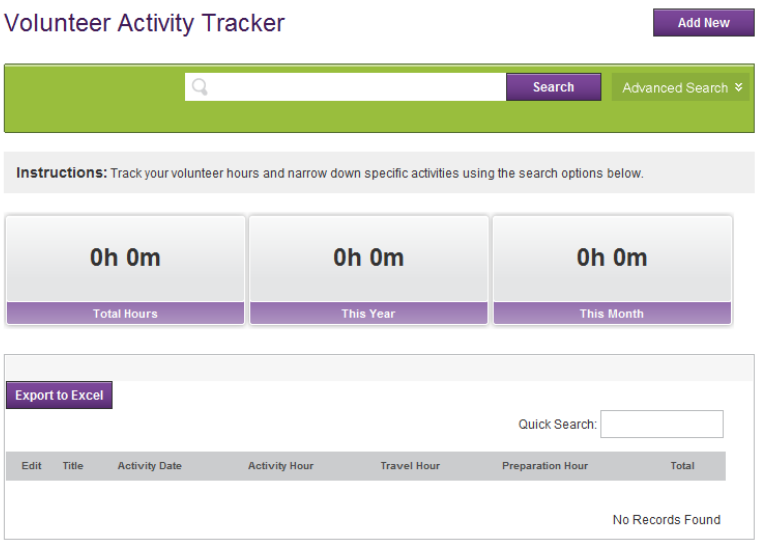
Once into JSS, high light tools or select the **Tools** icon in your management tool bar, looking for **Volunteer Activity Tracker** selection:



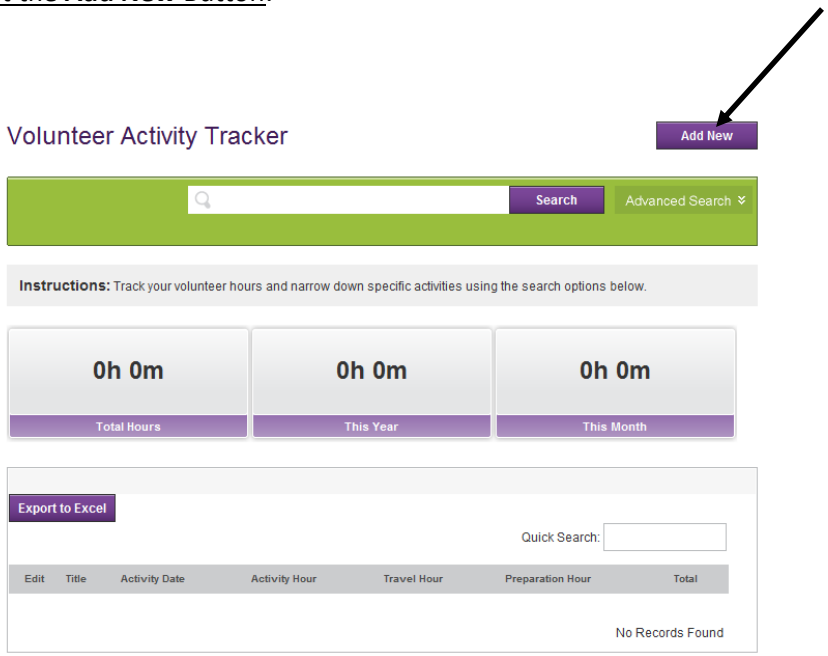




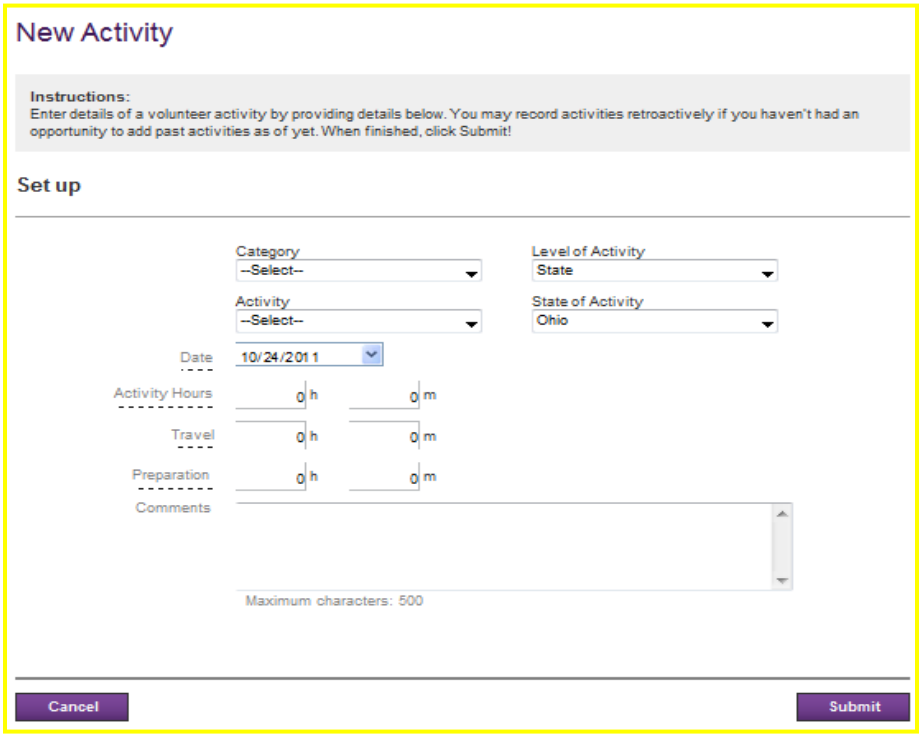
Select **Volunteer Activity Tracker** and it will take you to your platform to enter your volunteer hours:



To start entering hours, select the **Add New** Button:



Once you select **Add New**, it will take you to this platform:



Options for Category:

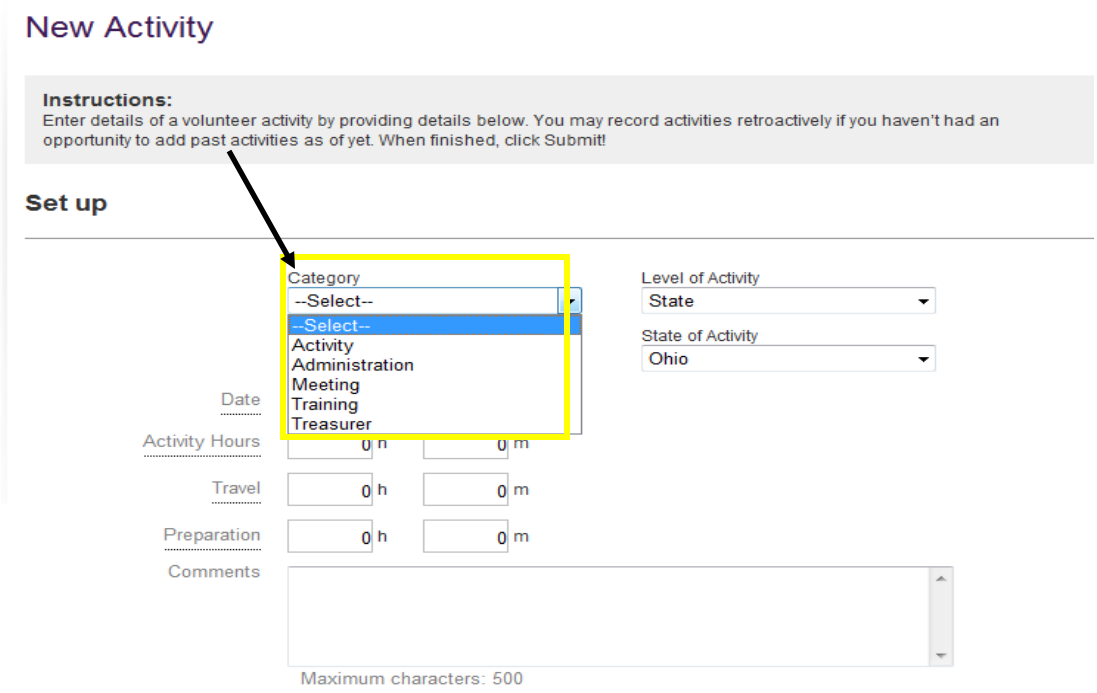
Activity includes all Holiday Parties, Family Day Picnics, etc.

Administration would include meetings with your FRSA, your CDR, your ML, or just the FRG Statutory Volunteer Team

Meeting would include all meetings for the entire FRG for the entire Unit

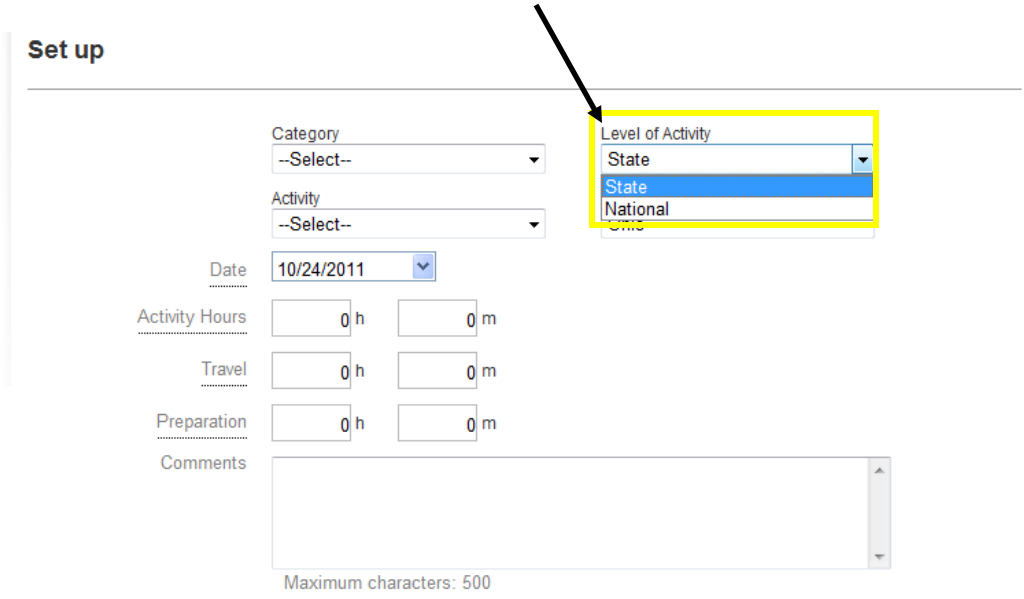
Training would include things like RFC, ARFC, State Conference, RTA, ASIST, etc.

Treasurer would include all things that you complete as a Treasurer, such as balancing books, accepting checks/making deposits, and running reports



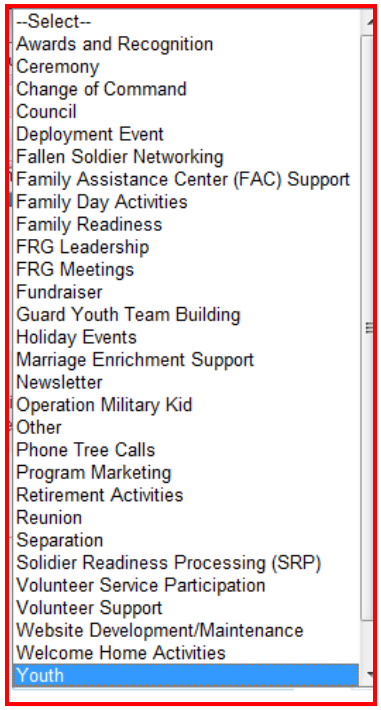
Once you have your **Category** selected, select **Level of Activity**:

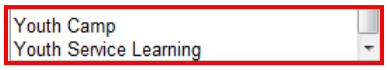
State Level is everything you will typically host/ attend, **National Level** is if you attend a National Workshop, Event, Camp, etc.



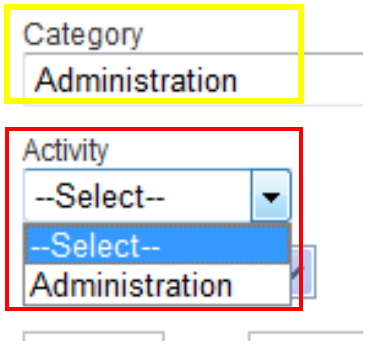
Once you have selected your **Level of Activity**, you can then choose your **Activity**:

Under Activities:

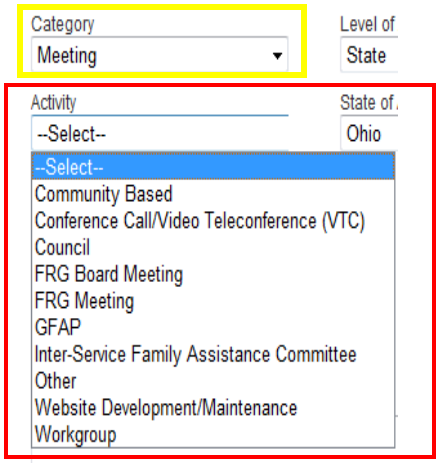




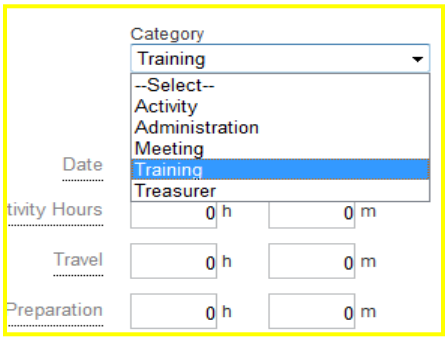
Under Administration:

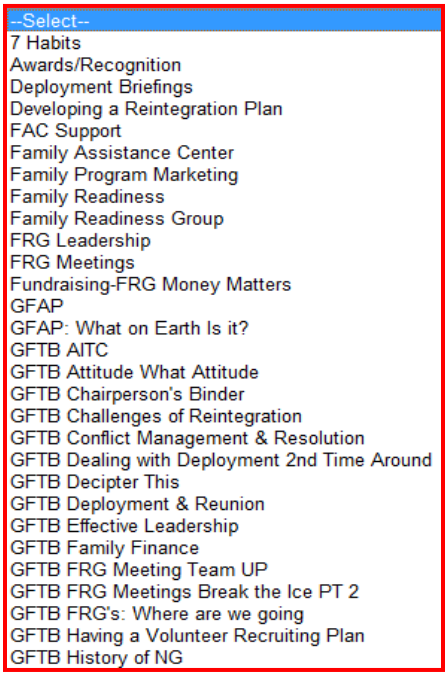


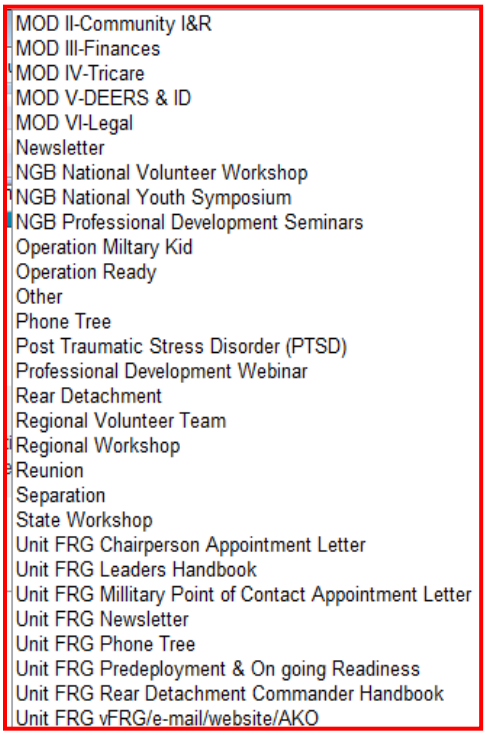
Under Meeting:

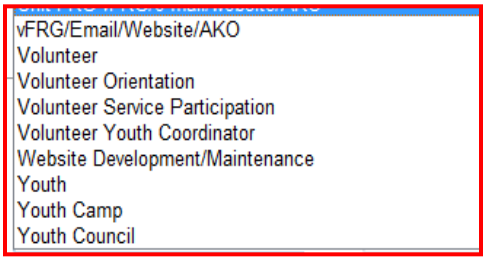


Under Training:

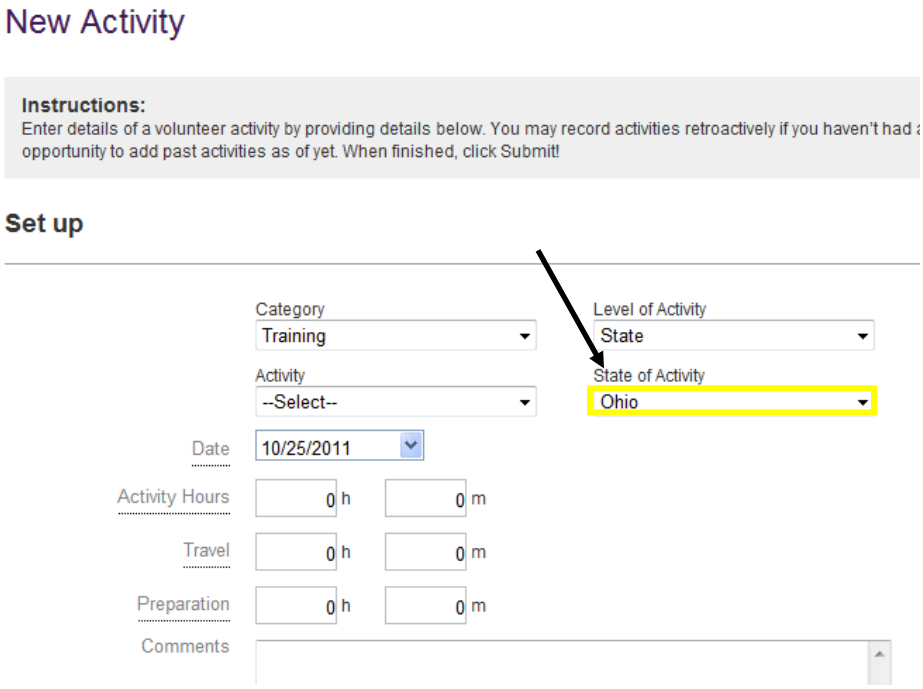




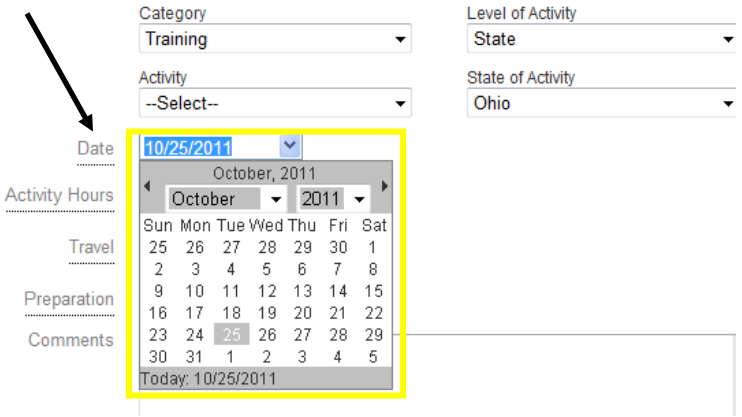
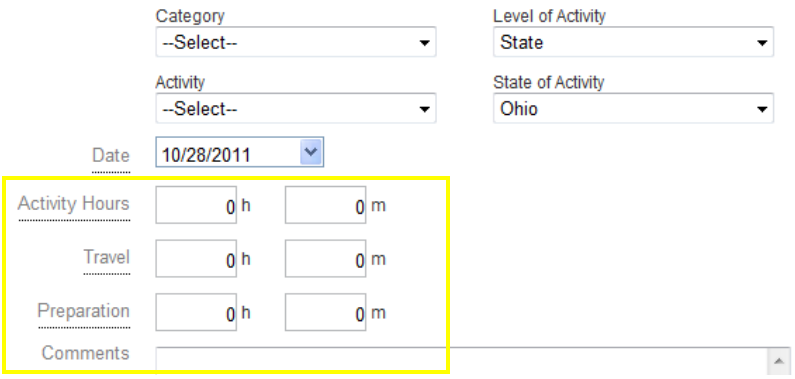




After Selection of **Activity**, confirm your state of Ohio, in the **State of Activity** field:



After selection of **State of Activity**, then select the **Date**:



After Selection of the Date, then start in putting your hours. Your **Activity Hours** is the official time the activity takes place, your **Travel** hours are to and from your activity, your **Preparation** Hours are everything you did for the Activity to include but not limited to, setup, tear down, etc. For the **Comments** section, please feel free to put in there anything you want to comment on about the event.