

# Directions to enter Volunteer Service Hours in JSS

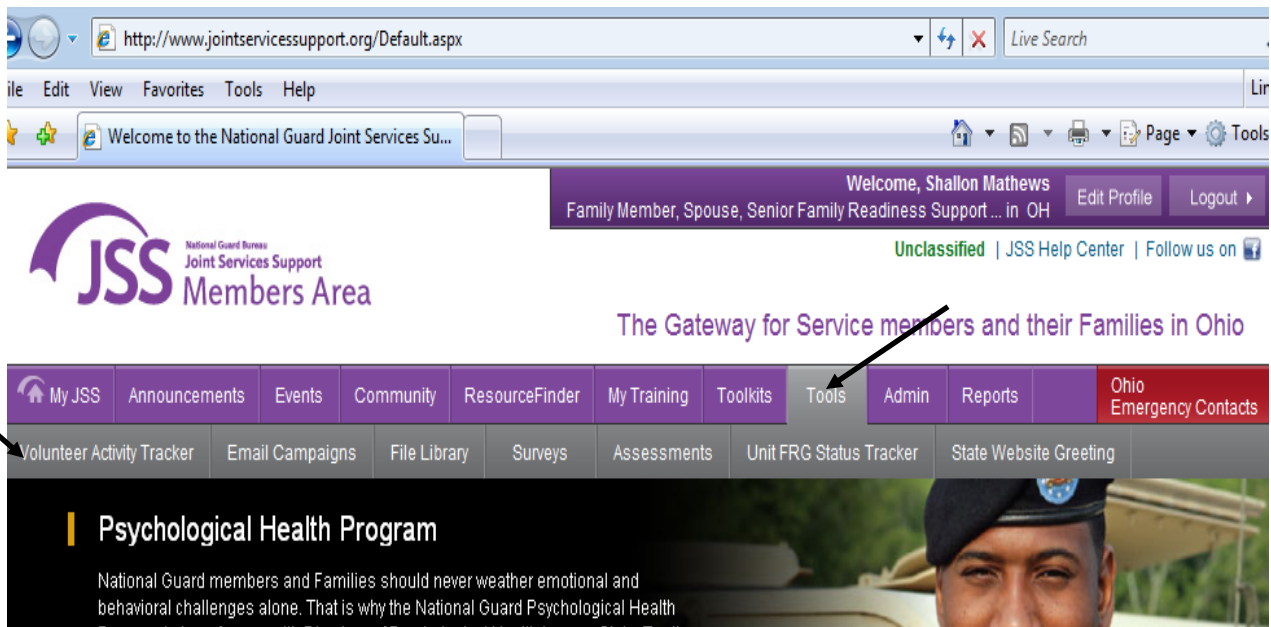
Go to Joint Services Support Website: [www.jointservicesupport.com](http://www.jointservicesupport.com)

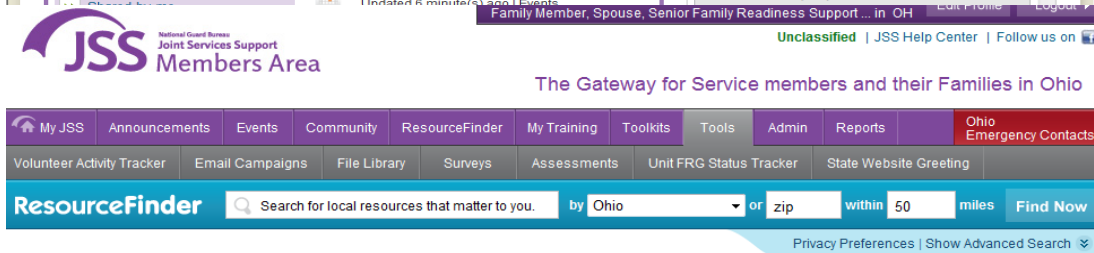
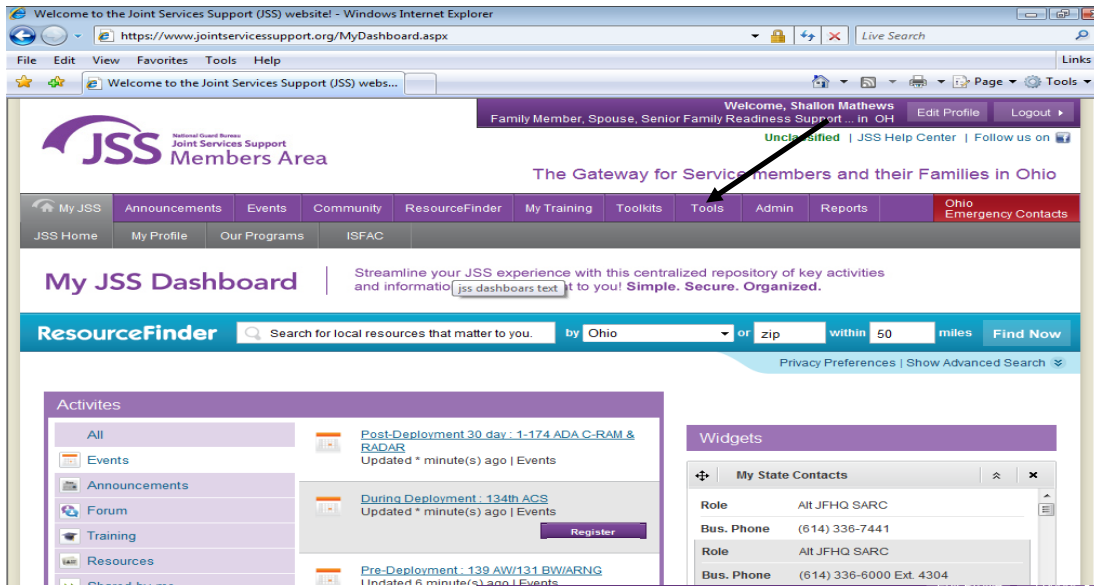


**Log in with your user name and password**

***\*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:**





- Volunteer Activity Tracker
- Email Campaigns
- File Library
- Surveys
- Assessments
- Unit FRG Status Tracker
- State Website Greeting

## Tools

### Volunteer Activity Tracker

Record and manage volunteer activities and hours online. The Volunteer Activity Tracker tool maintains a record of your volunteer work at the state and national levels. [View >](#)

### Email Campaigns

Send emails for mass distribution to system members who have signed up to receive communication over email. Email campaigns may be tailored for distribution by role/position, unit, and state. [View >](#)

### File Library

Online file repository for sharing documents among staff members, volunteers, Service members and their families registered on the system. [View >](#)

### Surveys

Build, publish and distribute online surveys to system members or the general public. View real-time reports as surveys are completed. [View >](#)

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

[Add New](#)

Advanced Search ▾

**Instructions:** Track your volunteer hours and narrow down specific activities using the search options below.

0h 0m

Total Hours

0h 0m

This Year

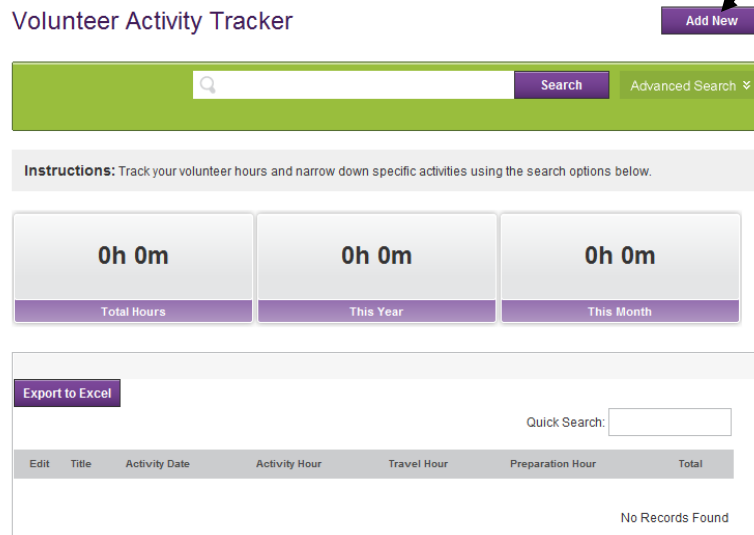
0h 0m

This Month

Export to Excel

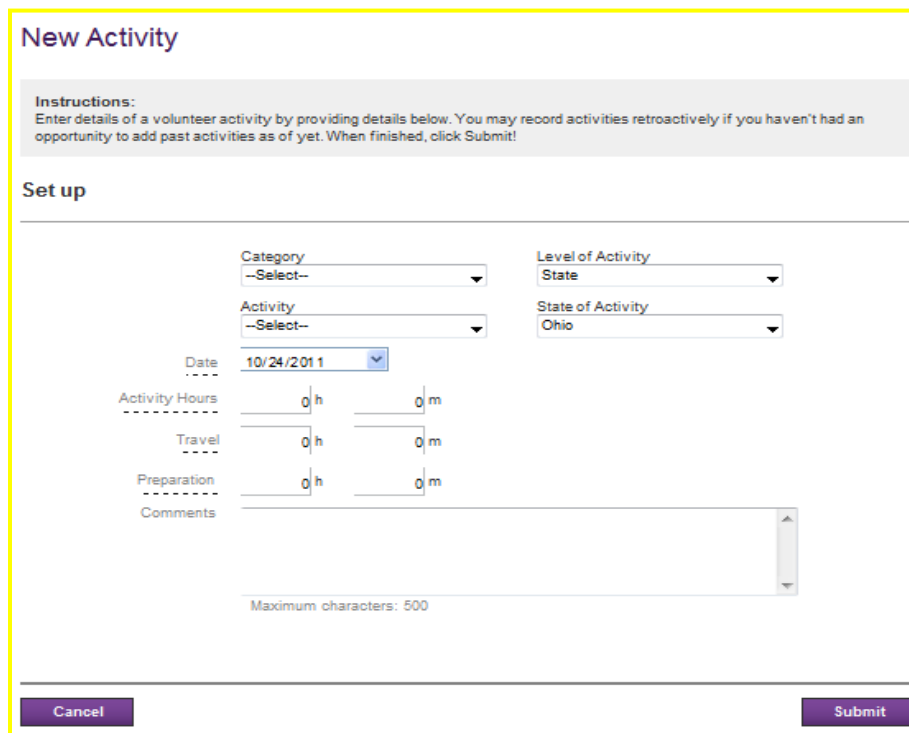
Edit	Title	Activity Date	Activity Hour	Travel Hour	Preparation Hour	Total
No Records Found						

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



The screenshot shows the 'Volunteer Activity Tracker' interface. At the top right, there is a purple button labeled 'Add New' with a black arrow pointing to it. Below the header is a search bar with a magnifying glass icon, a 'Search' button, and an 'Advanced Search' dropdown. A grey instruction box reads: 'Instructions: Track your volunteer hours and narrow down specific activities using the search options below.' Below this are three summary cards: 'Total Hours' (0h 0m), 'This Year' (0h 0m), and 'This Month' (0h 0m). Further down is an 'Export to Excel' button and a 'Quick Search' input field. A table header is visible with columns: Edit, Title, Activity Date, Activity Hour, Travel Hour, Preparation Hour, and Total. The table content is empty, with 'No Records Found' displayed at the bottom.

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



The screenshot shows the 'New Activity' form. At the top, it says 'New Activity' and includes instructions: 'Instructions: Enter details of a volunteer activity by providing details below. You may record activities retroactively if you haven't had an opportunity to add past activities as of yet. When finished, click Submit!'. The 'Set up' section contains several fields: 'Category' (dropdown, --Select--), 'Level of Activity' (dropdown, State), 'Activity' (dropdown, --Select--), 'State of Activity' (dropdown, Ohio), 'Date' (dropdown, 10/24/2011), 'Activity Hours' (0h 0m), 'Travel' (0h 0m), and 'Preparation' (0h 0m). There is a large text area for 'Comments' with a character limit of 500. At the bottom, there are 'Cancel' and 'Submit' buttons.

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

### New Activity

**Instructions:**

Enter details of a volunteer activity by providing details below. You may record activities retroactively if you haven't had an opportunity to add past activities as of yet. When finished, click Submit!

#### Set up

Category  
--Select--  
--Select--  
Activity  
Administration  
Meeting  
Training  
Treasurer

Level of Activity  
State

State of Activity  
Ohio

Date

Activity Hours 0 h 0 m

Travel 0 h 0 m

Preparation 0 h 0 m

Comments

Maximum characters: 500

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.

Category  
--Select--

Activity  
--Select--

Date  
10/24/2011

Activity Hours 0 h 0 m

Travel 0 h 0 m

Preparation 0 h 0 m

Comments

Maximum characters: 500

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

**Under Activities:**

- Select--
- Awards and Recognition
- Ceremony
- Change of Command
- Council
- Deployment Event
- Fallen Soldier Networking
- Family Assistance Center (FAC) Support
- Family Day Activities
- Family Readiness
- FRG Leadership
- FRG Meetings
- Fundraiser
- Guard Youth Team Building
- Holiday Events
- Marriage Enrichment Support
- Newsletter
- Operation Military Kid
- Other
- Phone Tree Calls
- Program Marketing
- Retirement Activities
- Reunion
- Separation
- Soldier Readiness Processing (SRP)
- Volunteer Service Participation
- Volunteer Support
- Website Development/Maintenance
- Welcome Home Activities
- Youth

- Youth Camp
- Youth Service Learning

**Under Administration:**

Category  
Administration

Activity  
--Select--  
Administration

**Under Meeting:**

Category  
Meeting

Level of State

Activity  
--Select--  
Ohio

- Select--
- Community Based
- Conference Call/Video Teleconference (VTC)
- Council
- FRG Board Meeting
- FRG Meeting
- GFAP
- Inter-Service Family Assistance Committee
- Other
- Website Development/Maintenance
- Workgroup

**Under Training:**

Category  
Training

Date

Activity Hours

Travel

Preparation

--Select--

- Select--
- Activity
- Administration
- Meeting
- Training
- Treasurer

0 h 0 m

0 h 0 m

0 h 0 m

- Select--
- 7 Habits
- Awards/Recognition
- Deployment Briefings
- Developing a Reintegration Plan
- FAC Support
- Family Assistance Center
- Family Program Marketing
- Family Readiness
- Family Readiness Group
- FRG Leadership
- FRG Meetings
- Fundraising-FRG Money Matters
- GFAP
- GFAP: What on Earth Is it?
- GFTB AITC
- GFTB Attitude What Attitude
- GFTB Chairperson's Binder
- GFTB Challenges of Reintegration
- GFTB Conflict Management & Resolution
- GFTB Dealing with Deployment 2nd Time Around
- GFTB Decipher This
- GFTB Deployment & Reunion
- GFTB Effective Leadership
- GFTB Family Finance
- GFTB FRG Meeting Team UP
- GFTB FRG Meetings Break the Ice PT 2
- GFTB FRG's: Where are we going
- GFTB Having a Volunteer Recruiting Plan
- GFTB History of NG

- GFTB How to Handle the Tough Ones
- GFTB If I talk Will You hear me
- GFTB Intro NG
- GFTB ITC
- GFTB Keeping It Positive
- GFTB Life After FRG
- GFTB Media & You
- GFTB Professionalism For Volunteers
- GFTB Program Marketing
- GFTB Recruiting a Diamond in the Rough
- GFTB Replenish Revitalize Your Volunteer Treasure
- GFTB Resources Around You
- GFTB Staying Connected
- GFTB Stress Management
- GFTB Volunteer 3 R's
- GFTB What an Adventure
- GFTB Who Moved My Treasure Chest
- Guard Family Management System
- Guard Youth Team Building
- GYTB: Adapting to change
- GYTB: Teen Finances
- GYTB: Youth Leadership Lesson Plan
- Information & Resources
- Inter-Service Family Assistance Committee
- Marriage Enrichment (Strong Bonds)
- Military Leadership
- MOD I-Crisis & referral

- MOD II-Community I&R
- MOD III-Finances
- MOD IV-Tricare
- MOD V-DEERS & ID
- MOD VI-Legal
- Newsletter
- NGB National Volunteer Workshop
- NGB National Youth Symposium
- NGB Professional Development Seminars
- Operation Military Kid
- Operation Ready
- Other
- Phone Tree
- Post Traumatic Stress Disorder (PTSD)
- Professional Development Webinar
- Rear Detachment
- Regional Volunteer Team
- Regional Workshop
- Reunion
- Separation
- State Workshop
- Unit FRG Chairperson Appointment Letter
- Unit FRG Leaders Handbook
- Unit FRG Military Point of Contact Appointment Letter
- Unit FRG Newsletter
- Unit FRG Phone Tree
- Unit FRG Predeployment & On going Readiness
- Unit FRG Rear Detachment Commander Handbook
- Unit FRG vFRG/e-mail/website/AKO

- vFRG/Email/Website/AKO
- Volunteer
- Volunteer Orientation
- Volunteer Service Participation
- Volunteer Youth Coordinator
- Website Development/Maintenance
- Youth
- Youth Camp
- Youth Council

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

## New Activity

### Instructions:

Enter details of a volunteer activity by providing details below. You may record activities retroactively if you haven't had opportunity to add past activities as of yet. When finished, click Submit!

### Set up

Category: Training  
Level of Activity: State  
Activity: --Select--  
State of Activity: Ohio  
Date: 10/25/2011  
Activity Hours: 0 h 0 m  
Travel: 0 h 0 m  
Preparation: 0 h 0 m  
Comments: [text area]

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

Category: Training  
Level of Activity: State  
Activity: --Select--  
State of Activity: Ohio  
Date: 10/25/2011  
Activity Hours: [input] h [input] m  
Travel: [input] h [input] m  
Preparation: [input] h [input] m  
Comments: [text area]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: 10/25/2011

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.

Category: --Select--  
Level of Activity: State  
Activity: --Select--  
State of Activity: Ohio  
Date: 10/28/2011  
Activity Hours: [input] h [input] m  
Travel: [input] h [input] m  
Preparation: [input] h [input] m  
Comments: [text area]

