

## Adding Your Own Community Hours

**Step 1:** Log-in to on-line portal. If you have already set up your account from [noreply@seattle.gov](mailto:noreply@seattle.gov) you can go directly to: <https://web7.seattle.gov/DON/PPatch/Account/Login> and log-in with the user name and password you set up.

\*\*If you have NOT set up through [noreply@seattle.gov](mailto:noreply@seattle.gov) and wish to use the system you need to reach out to your staff member to have them send you the automated email to set up your account. DO NOT register on the above website you will just set up an account that is not linked to the plot you are assigned.

**Step 2:** Click on 'gardener dashboard' in the upper right-hand corner.

**Step 3:** Look for "community hours" section and click on "Edit/Add community hours" or "View/Add" both take you to the same place.

Community Hours	
Hours this year:	8.50
In-garden hours this year:	8.50
Hours remaining this year:	0.00

[View/Add](#)

[Edit/Add Community Hours](#)

**Step 4:** Click on "community hours" under volunteering window that pops up when you click on add. \* **Note please round up your hours to the nearest 30 minutes and do not enter smaller amounts.**

**VOLUNTEERING**

Hours Required	
Total	8.00
(4 hours of the 8 must be completed in garden you are assigned.)	

Hours Worked (Press F5 to refresh totals)	
In Garden	8.50
Total (including in-garden)	8.50

[Community Hours](#)

**Step 5:** Click on "Add Hours" button and enter date, task performed in drop down menu and add your hours worked. **Round hours to 30-minute intervals**, if you do less please combine to make it to a 1/2 or full hour. **Please note you cannot leave any field blank when entering if you enter just hours you need to put a 0 in the minutes and you will need to enter a 0 in the hours section if you are entering less than 1 hour.** Please choose the closest task available. If there is a task you would like added reach out to staff person, we can add specific tasks for a garden but make sure first that something like it is not already in the drop-down menu. That is all you need to do. **Remember to enter your totals by November 1<sup>st</sup> yearly. Any hours dated after November 1<sup>st</sup> will roll into the new year.** \*\* The system automatically saves your entry, however, to SEE hours entered, refresh using Microsoft F5 key and using Mac press the "Command Key" and the letter "R" at the same time. You may need to log out and then log back in if the refresh isn't working.



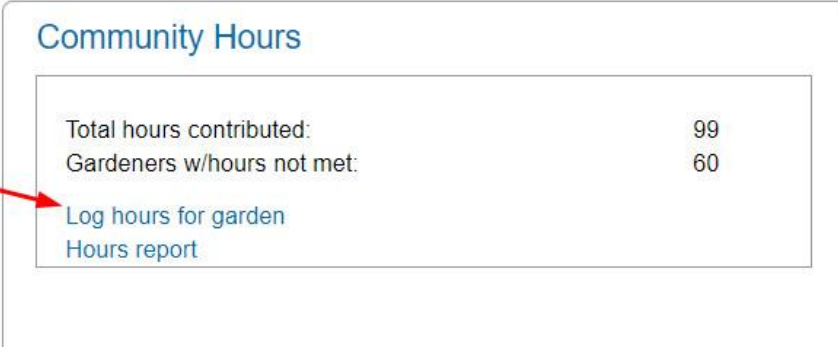
## Adding Hours for someone else-must be listed as a leader in the garden and given permissions

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**Step 2:** Click on 'Site Leader' dashboard' in the upper right-hand corner.

**Step 3:** Click on 'log hours for garden'

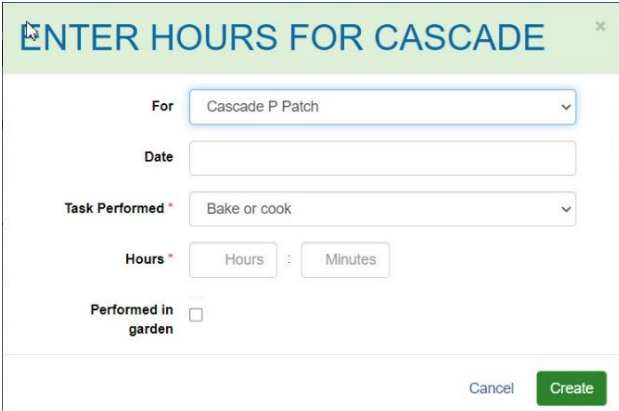


Community Hours	
Total hours contributed:	99
Gardeners w/hours not met:	60

[Log hours for garden](#)  
[Hours report](#)

**Step 4:** Click on 'Add Hours' in the upper right-hand corner

**Step 5:** Find the person in the drop down 'For', enter date, task performed if you know it, and time. Use "other" for a cluster of hours. That is it, go on the next person. **Round hours to 30-minute intervals** if you do less please combine to make it to a ½ or full hour. It would be helpful to combine work in the same area together if possible. **Please note you cannot leave any field blank when entering if you enter just hours you need to put a 0 in the minutes and you will need to enter a 0 in the hours section if you are entering less than 1 hour.** \*When entering hours after November 1<sup>st</sup> deadline make sure to use a date prior to November 1<sup>st</sup> to count those hours for this year, anything dated after November 1<sup>st</sup> will rollover into the new year. \*\* *The system automatically saves your entry, however, to SEE hours entered, refresh using Microsoft F5 key and using Mac press the "Command Key" and the letter "R" at the same time. You may need to log out and then log back in if the refresh isn't working.*



**ENTER HOURS FOR CASCADE**

For: Cascade P Patch

Date: \_\_\_\_\_

Task Performed \*: Bake or cook

Hours \*: Hours : Minutes

Performed in garden:

Cancel Create