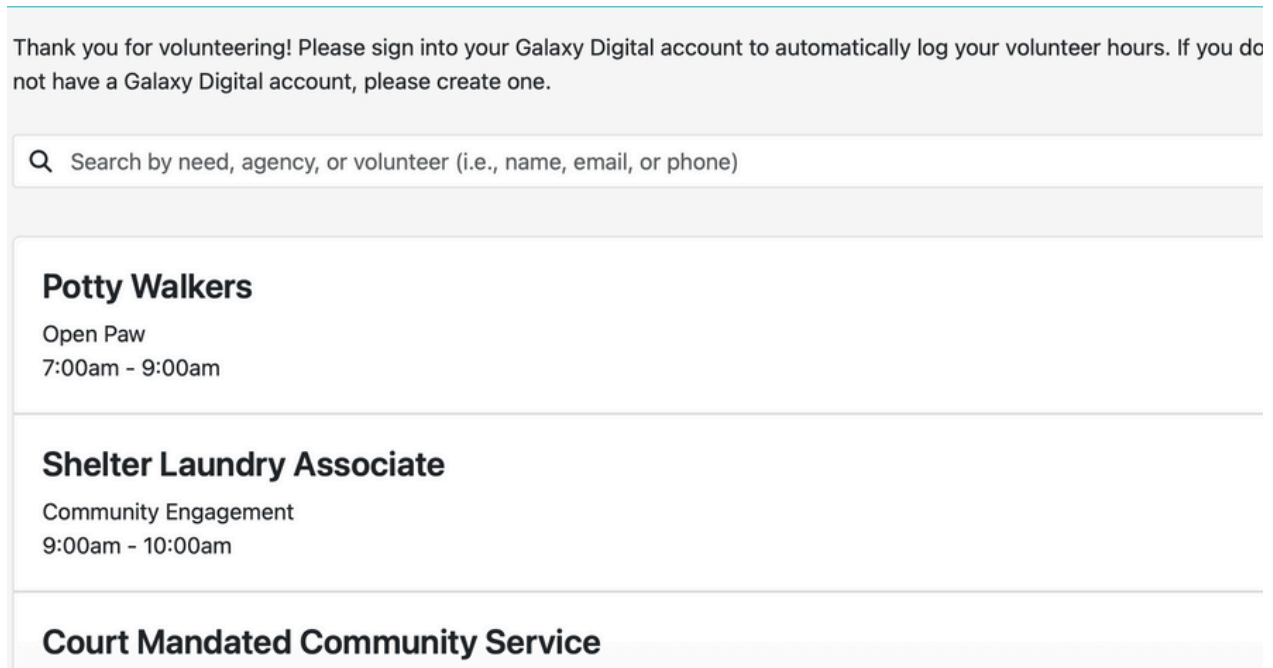


How To: Use The Check In/Out Kiosk

Step 1: Go to the kiosk located in the volunteer office, the front screen should look like the photo below. *The screen will only show today's opportunities.*



Thank you for volunteering! Please sign into your Galaxy Digital account to automatically log your volunteer hours. If you do not have a Galaxy Digital account, please create one.

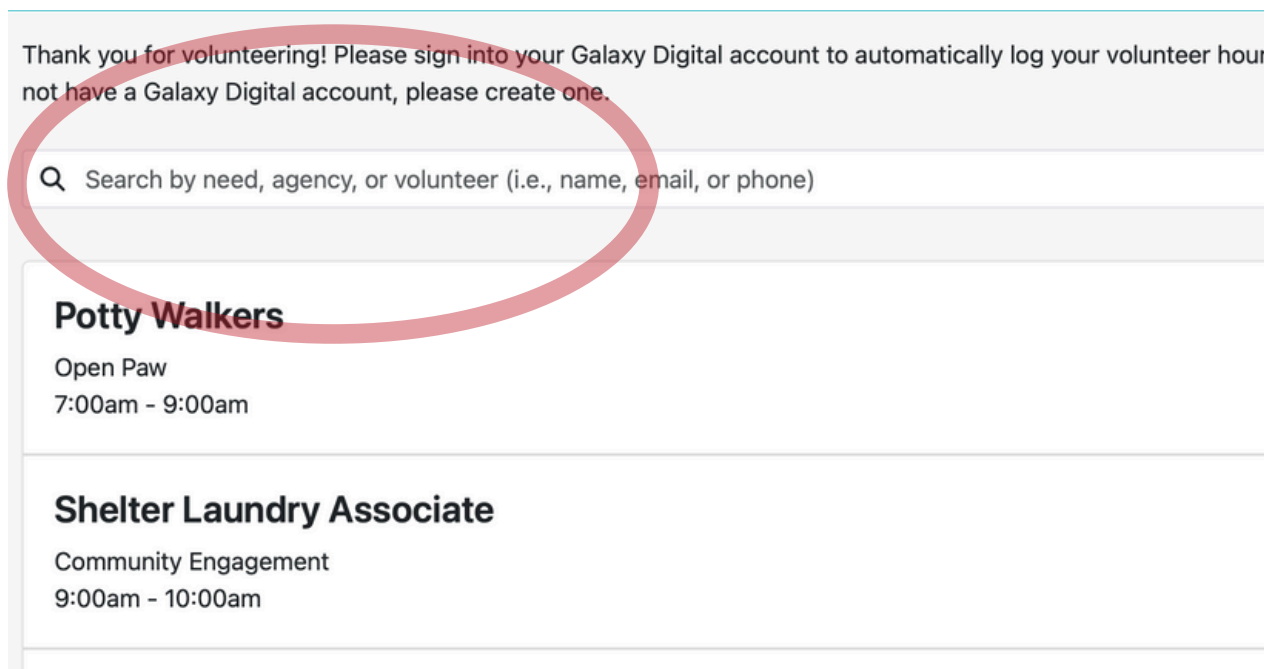
Q Search by need, agency, or volunteer (i.e., name, email, or phone)

Potty Walkers
Open Paw
7:00am - 9:00am

Shelter Laundry Associate
Community Engagement
9:00am - 10:00am

Court Mandated Community Service

Step 2: You can either scroll down to find the shift you are scheduled for, OR, type your name in the search bar. If you have previously signed up for the opportunity then that will show up on the screen. **If you have not previously signed up, you can click the “sign up” button. Be sure to use your email tied to your Galaxy Digital Account.**



Thank you for volunteering! Please sign into your Galaxy Digital account to automatically log your volunteer hours. If you do not have a Galaxy Digital account, please create one.

Q Search by need, agency, or volunteer (i.e., name, email, or phone)

Potty Walkers
Open Paw
7:00am - 9:00am

Shelter Laundry Associate
Community Engagement
9:00am - 10:00am

Step 3: Click on the opportunity you are there to serve for. If your name shows up simply click “This is me” then “check in now”

Step 4: **CHECKING OUT**- You will repeat the same process as above. When you click on the opportunity, you will see an orange button that says “Check out” then “Check out now”