

## How to: Log your hours in Galaxy Digital

Step 1: Select "Volunteer Resume" from the main GD page.



Welcome back, Karina! Here's your volunteer snapshot for July 7, 2025 CLOSE SNAPSHOT ↑

**VOLUNTEER  
IMPACT THE MISSION**

**1**  
VOLUNTEER HOURS

**\$33.49**  
IMPACT VALUE

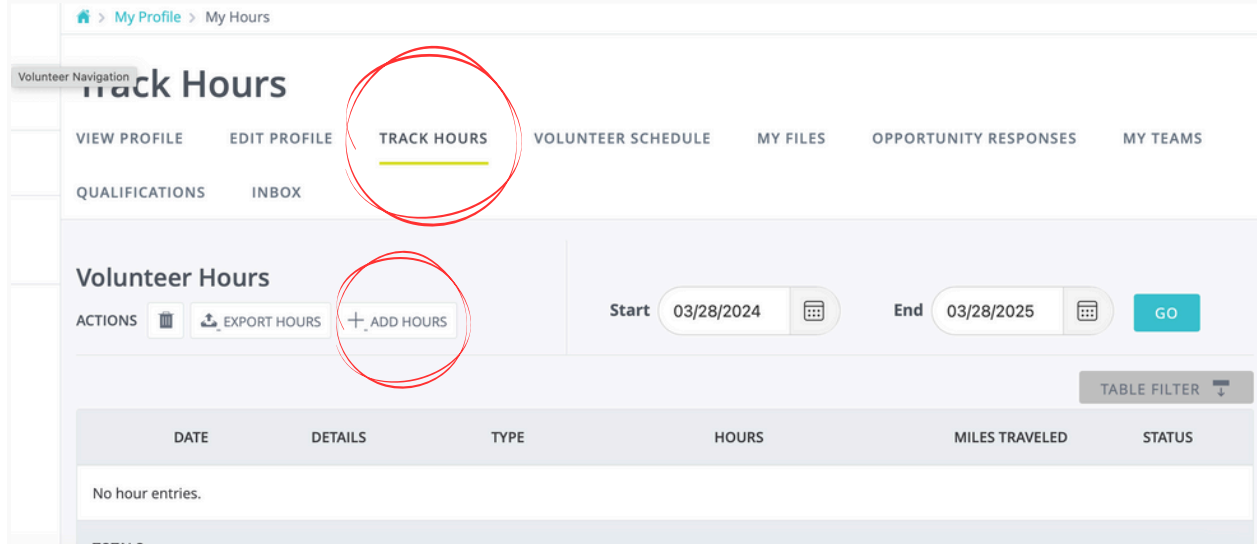
**1**  
OPPORTUNITY RESPONSES

**HOURS BY SKILL**

|                |   |
|----------------|---|
| ANIMALS        | 1 |
| ADMINISTRATIVE | 1 |

[View your full Volunteer Resume](#)

Step 2: Click on the "Track Hours" tab and then click "add hours"



[Home](#) > [My Profile](#) > [My Hours](#)

**Track Hours**

Volunteer Navigation

[VIEW PROFILE](#) [EDIT PROFILE](#) **[TRACK HOURS](#)** [VOLUNTEER SCHEDULE](#) [MY FILES](#) [OPPORTUNITY RESPONSES](#) [MY TEAMS](#)

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**Volunteer Hours**

ACTIONS [EXPORT HOURS](#) **[+ ADD HOURS](#)**

Start  [Calendar](#) End  [Calendar](#) [GO](#)

[TABLE FILTER](#) ↓

| DATE             | DETAILS | TYPE | HOURS | MILES TRAVELED | STATUS |
|------------------|---------|------|-------|----------------|--------|
| No hour entries. |         |      |       |                |        |
| TOTAL            |         |      |       |                |        |

Step 3: Select the volunteer shift you want to add hours for from the opportunity drop down. Then select the date and the number of hours worked. Click "Submit Hour Entry" and that's it! Your hours are logged.

The form is divided into two main sections: "Hour Type" and "Hour Details".

**Hour Type**

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes

☐ No

Opportunity \* Select an opportunity

**Hour Details**

Date Worked \* mm/dd/yyyy

Hours Worked \* Example: 3.5

**SUBMIT HOUR ENTRY** **CLEAR FORM**

Red circles highlight the "Opportunity" dropdown menu, the "Date Worked" input field, the "Hours Worked" input field, and the "SUBMIT HOUR ENTRY" button.