



Miracles in Motion

THERAPEUTIC EQUESTRIAN CENTER

YOUR VOLUNTEER HOURS

As a Miracles Volunteer your **scheduled** hours in service of Chores, Side Walking, Horse Leading, Barn Assisting, Team Leading and Gardening are automatically recorded for you.

An average of 1 hour travel time for all volunteers is added to each trip you make to the farm.

For volunteer activities that are not on the Volgistics schedule (exercising the horses would be an example), or to look up or print your volunteer hours:

- Go to <https://miraclesinmotion.com/>
- Click **Volunteer Now**
- Click **Access your volunteer account**
- For mobile site only: Click the menu (three lines in the top left hand corner)
- Choose **Time Sheet**
- Choose the date you want to log hours on
- Choose the assignment
- Choose the number of hours you volunteered
- Click **save**. YAHOO! Your volunteer hours have been recorded.
- You will then be asked to confirm your entry.
 - Include your drive time. If you volunteered at Miracles for 2 hours and it took you 30 minutes to get there, your total would be 3 hours.
 - The date only goes back 2 months. The correct date is not as important as the time you volunteered. Change the date so you can enter your hours.

You can look up and print your hours using Volgistics Information Center, My Service History tab:

Miracles Volunteer Information Center

Volunteer information for Maggie Elliott

Home Mail My Profile My Schedule **My Service History** Time Sheet Account

Instructions
Your volunteer service information appears below. Expand a year to see details.

My 2021 Service Records
Click on any date to view the service record for that date.

Date	Hours	Merit hours
08-07-2021	4:00	5:00
08-02-2021	3:00	4:00
2021 total:	7:00	9:00

If you have any questions, contact the volunteer coordinator at volunteermiraclesinmotion@gmail.com

THANK YOU!