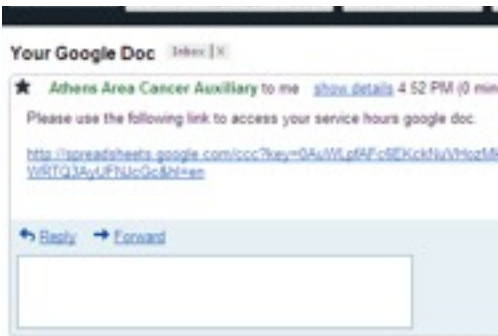


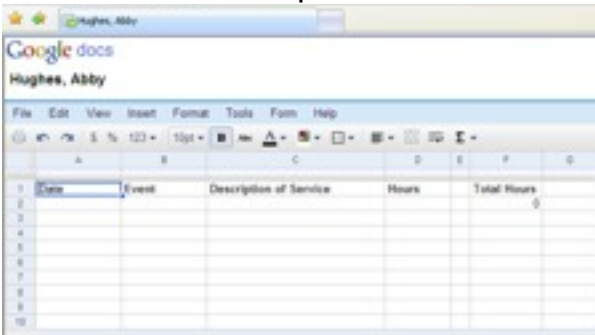
Using Google Docs to Track Service Hours

****PLEASE SAVE THE EMAIL THAT CONTAINS YOUR SERVICE HOURS LINK!****

1. Open your email from Athens Area Cancer Auxiliary and click on the link provided. This will take you directly to your service hours spreadsheet.

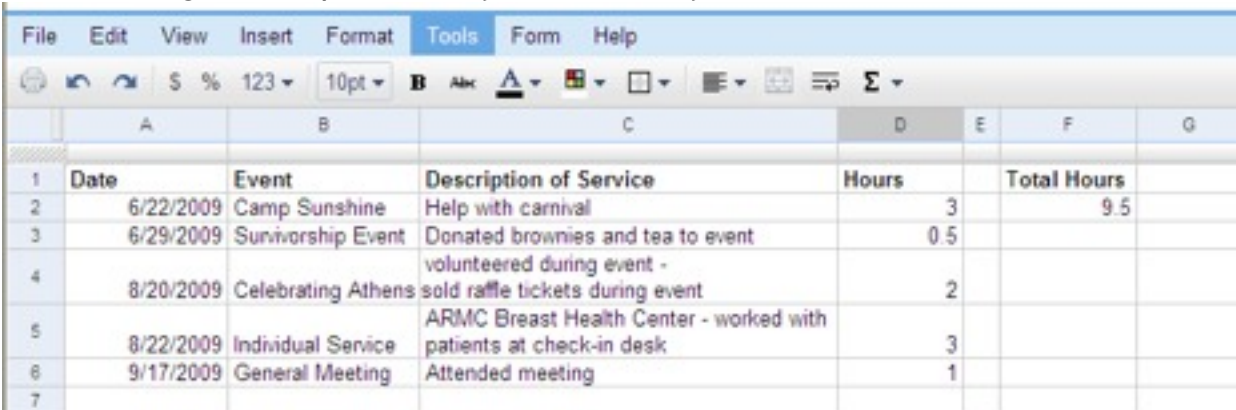


2. You should see a spreadsheet like the one below with your name at the top.



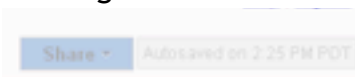
Your Google document is set to open without signing into Google. If you arrive at the Google Login page, you can try closing the window and reopening the link. Email aacaservice@gmail.com if the link continues to go to the login page. Google users are welcome to login if they wish!

3. Enter the date (Google will auto-format), the event, a couple of words describing the service activity, and the total number of hours. The spreadsheet will update the total hours for you. The following is a sample of how you will enter your service hours.



	A	B	C	D	E	F	G
1	Date	Event	Description of Service	Hours	Total Hours		
2	6/22/2009	Camp Sunshine	Help with carnival	3	9.5		
3	6/29/2009	Survivorship Event	Donated brownies and tea to event	0.5			
4	8/20/2009	Celebrating Athens	volunteered during event - sold raffle tickets during event	2			
5	8/22/2009	Individual Service	ARMC Breast Health Center - worked with patients at check-in desk	3			
6	9/17/2009	General Meeting	Attended meeting	1			
7							

4. Google Docs will Auto Save your work. When you finish entering hours, just close the window!



Questions? Contact Abby or Becky, Service Chairs aacaservice@gmail.com