1. Get Registered with OrgSync:
   ✓ Go to OrgSync.com
   ✓ Select “Sign Up”
   ✓ Find Long Beach City College and Click “New User Register”
   ✓ Complete your Account Information
   ✓ Complete your Profile Information

2. Join Viking Volunteers for Spring 2015
   Once you are logged in:
   ✓ In search field (top of your screen) type in “Viking Volunteers” in search field
   ✓ Select “Volunteers Spring 2015”
   ✓ Select “Join Now”
   ✓ Enter password: “service”

3. Inputting your Service Hours:
   Once you are logged in:
   ✓ Select “More”-located on menu banner
   ✓ Select “Involvement”
   ✓ Complete “Add Involvement Entry”

New Timesheet Entry

Agency:
Full name of the organization you are volunteering with.

Category:
Select “General” from drop down list

Activity Name:
Include detailed description of duties performed
Ex: Jackson Elementary School-Tutored students in Math and English

Start Date and End Date:
✓ If you are volunteering more than one day at the same organization, please include the First Date you began your volunteer service (Start Date), and the Last Date of your volunteer service (End Date).
✓ If you volunteered only one day, please include the day of service as Start and End Date.

Total Hours:
✓ If you are volunteering more than one day at the same organization, please include total number of hours for entire semester.
✓ If you are volunteering just one day, put total number of hours for that date.

Role:
Select the role you had at the event you participated in.

Reference Name:
Supervisor Full Name (cannot be a student, relative, or family member)

Reference Email Address: (NOT REQUIRED)
** Supervisor email address is only needed if you would like for your supervisor to approve your hours online. An email will be sent to your supervisor requesting your approval of hours.
** Students who do not have their hours approved online, must submit their Timesheet with service hour information, and Supervisors Signature.

Reference Title & Reference Phone Number:
Supervisors Title/Position and Phone Number

Updated: 12/30/2014