

Quick Steps to Log Hours

To submit hours please follow these instructions:

- Log into your [Beehively](#) account.
- Click on My Info.
- Use the drop down menu and select Submit Volunteered Hours.
- Under Subject, find the event you worked. (Mustang Kitchen, Fashion Show etc.)
- Choose the date of the event from the Date/Calendar pop up.
- Under Task, use the drop down menu to select your job/task.
- Under Hours Worked, enter the number of hours worked at the event.
- Click Add Hours.
- Your hours will be submitted to the Volunteer Coordinator.
- Once the hours have been verified by the Event Chair, your hours will be approved.



****NOTE: All hours must be logged within two weeks of event date. Events will be closed after that time for logging hours.***