

## KOCF Account Creation and Hours Tutorial

I have made the requested change to the Hours tool. There is now a drop down with several categories. If there is one that you think should be added just let me know and I will add it.

I will try and offer up a step by step of how to create an account, login and add hours.

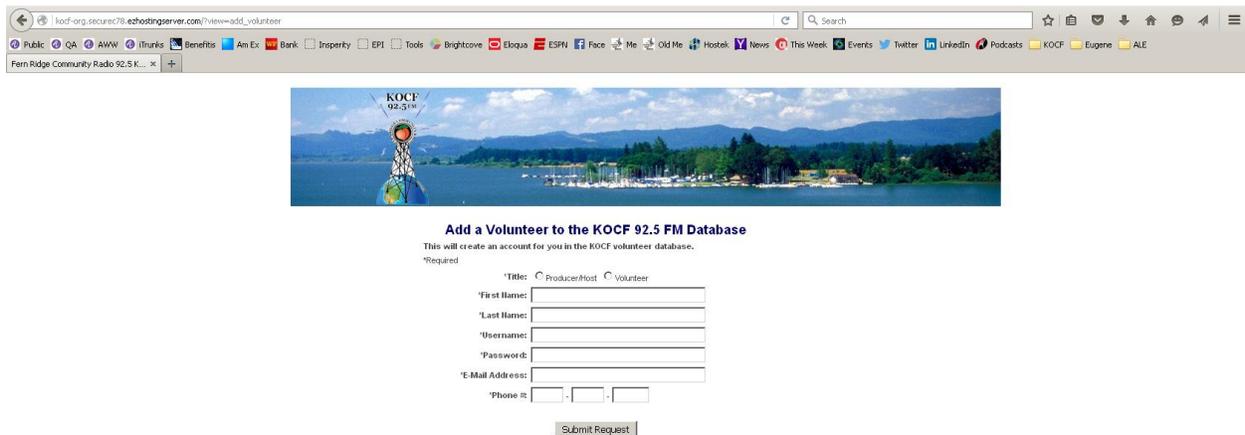
Step 1 – Add the link below to your bookmarks or to your favorites, or click on it and then add it to your bookmarks or favorites. If you're not sure how to do this the local library can provide a tutorial. Clicking on this link (<http://tools.kocf.org>) will bring you here:



Once you are here you will need to decide/remember if you already created an account. You probably did not, but if you DID create an account then enter the username and password you created to and go to Step 3 below. If you do NOT remember what you created then you can use the “Forgot Password” or the “Forgot Username” links to retrieve that information. You will however need to remember the email address you used to retrieve the information.

Step 2 – Did NOT create an account

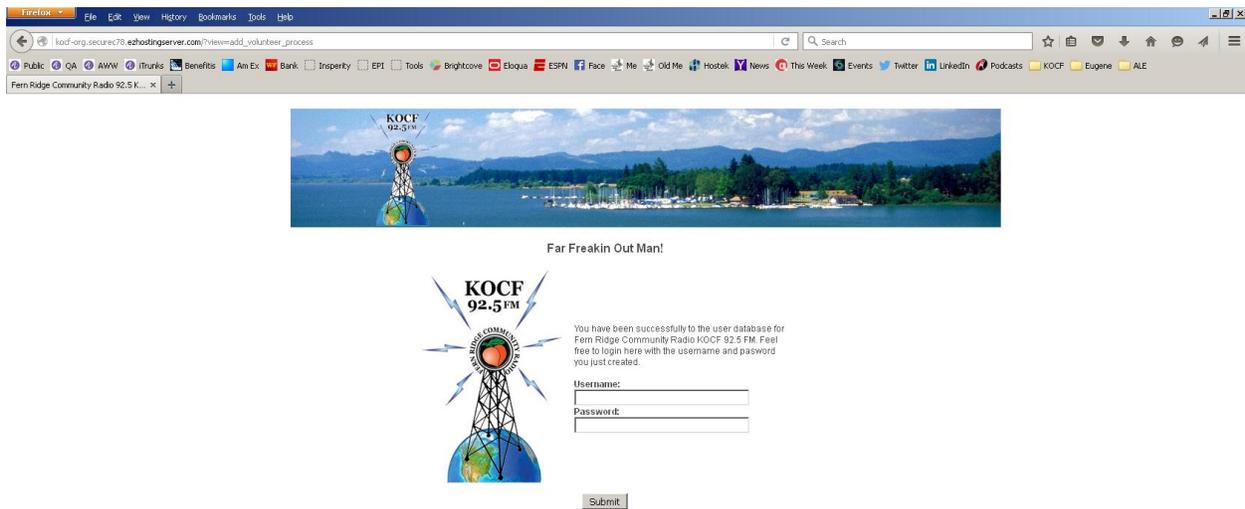
Click on the bold red “Create Account” link. That will bring to the page below:



In this section all fields are mandatory. The username and password can be literally ANYTHING you want, there are no restrictions at this juncture. The email address is whatever email address you want information to come to. If I need to explain the remaining fields further we have a serious problem.

## Step 2a –

After submitting this form you will be brought to a thank you page where you can now login to record your volunteer hours.



If you do not remember the username and password you just created an email is on its way and it will contain the username and password you just created. You can also return to the landing page (<http://tools.kocf.org>) and avail yourself to the retrieval links "Forgot Password" and "Forgot Username" to get that information.



### Step 3 – Recording Your Volunteer Time

Once you have successfully logged in you will land on the hours recording page below. There are three fields to select, all are mandatory.

- The calendars field is the day you volunteered hours.
- The project description drop down is the type of volunteer time you provided
- The final field is the number of hours you worked/provided



The screenshot shows a web browser window with the URL `http://kocf-org.securec78.ezhostingserver.com/?view=add_hours`. The page features a header image of a radio tower and a lake. Below the image, the text reads "Record Your Volunteer Hours For KOCF 92.5 FM" and "This will allow you to add your volunteer hours to the KOCF database." The form includes the following fields:

- Volunteer Name:
- Volunteer Email:
- Date Worked:
- Project Description:
- Hours:

An "Add Hours" button is located at the bottom of the form.

Once completed you will be taken to a confirmation page where you can add additional hours if necessary. Each entry will generate an automatic email notification sent to you with the record of what you have just entered.



The screenshot shows a web browser window with the URL `http://kocf-org.securec78.ezhostingserver.com/?view=add_hours_process`. The page features a header image of a radio tower and a lake. Below the image, the text reads "Far Freakin Out Man!" and "You have successfully added your volunteer time for Fern Ridge Community Radio KOCF 92.5 FM. Need to add more time?? Please to [click here](#)".