NOTE: If you are unable to search for the Group in NobleHour, email Ning (sovatha1@fau.edu) and she should be able to send you the link for the Group.
**Entering Your Hours:**

1. Log into NobleHour.
2. At the top right of the page, click on the **+** icon.
3. Select **Hours (by clicking on clock icon).**
4. In the box under ‘What is the Opportunity name?’, type **Fall 2017 CLASS AST Volunteer Hours.** A drop-down menu will appear. Click **+Add New.** [If this is not your first time entering hours for this opportunity, just select the opportunity in your dropdown and move on to step 6.]
5. Add the required information below in the following fields:
   - **Organizer Email:** sovatha1@fau.edu
   - **Organization Name:** CLASS
   - **Contact First Name:** Ning
   - **Contact Last Name:** Christopher
6. Select the date(s) you performed your volunteer hour(s) on the calendar under “When did it take place?”
7. Enter the time(s) for each date(s) selected. (You can log multiple days at a time, but take extra care to make sure they are correct. If one thing is incorrect, the entire submission gets denied.)
8. Click **Next.**
9. Check the box next to **Get your hours verified by the opportunity!**
10. Check the box next to **Contribute your hours to groups in your community.** Then type **Fall 2017 CLASS AST Volunteer Hours** into the box for Group Name. [If the Owl-to-Owl group does not show up in the list, select the Weppner Center Volunteer group for the current semester.]
11. Click **Save.**
12. Enter your full name for the E-signature. Then check the box confirming that the information is true and correct.

**Resending hours to supervisor for approval**

1. Log into NobleHour.
2. Select the **Track** symbol at the top center of the page.
3. Select the **My Submissions** tab.
4. Click on the “i” icon under “Info” column for the set of hours you’d like to resend the invitation. Select **Send a Reminder.**

   You are done! Thank you 😊