**Logging your Hours**

To date, almost 200 members have registered and are using the online method of recording their Volunteer and Education hours. It is quite easy and allows you to keep up to date on your SWIMGA time.

If you have not yet registered to log your hours in the data base, here are the step-by-step instructions:

Register for Purdue MG Manager here:[**https://www.purdue.edu/mg-volunteer**](https://www.purdue.edu/mg-volunteer)

* Under “select your primary county,” click VANDERBURGH.  No matter where you live -- if you turn in your hours to Larry Caplan -- click VANDERBURGH.
* Registration code is **vand3986.**
* Password:  Your password needs to be at least 8 characters containing at least 1 letter, 1 number, and 1 special character from the following: @$!%\*#?.  Be sure to write this down so you remember it. Once you’ve done this, you are officially registered, and can begin entering your volunteer and education hours.

A few things to note:

* Over the Backyard Fence (Code 201) should be kept to .5 hour of volunteer time and not to exceed 1.0 hour.
* All members who attend the monthly meeting and stay for the guest speaker are allowed one hour of Education (Code 901).

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