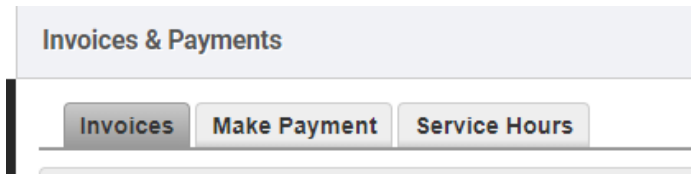


# How to check your Service Volunteer Hours

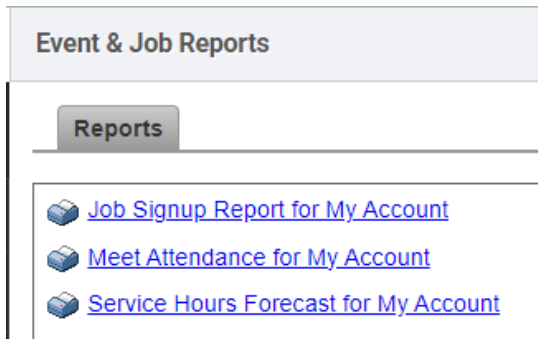
There are several ways to check your Volunteer Hours after a meet to make sure your hours have been accounted for.

- Log into your Team Unify Account via a web browser ([www.teamunify.com](http://www.teamunify.com))
- Under My Account – Invoices & Payments this is where you can see any charges to your account and then you can see your Service Hours.

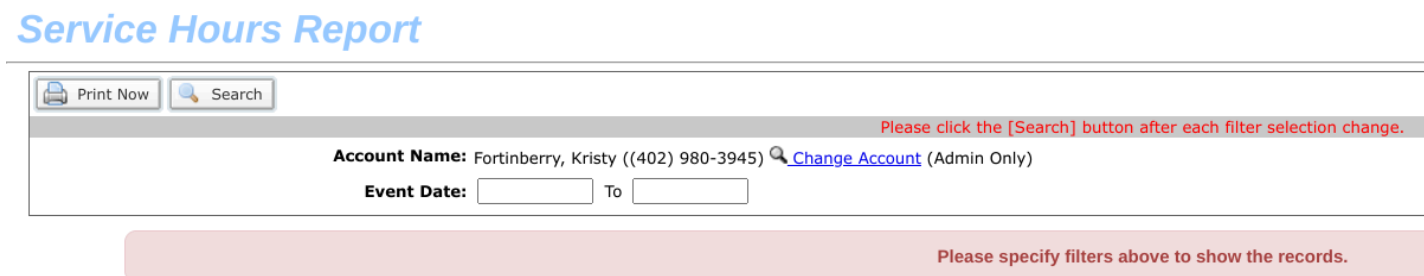


Another place that you can find your Service Hours on Team Unify is:

- Go down to **Events & Competition** – then to **Event & Job Reports**



- Click on **Service Hours Forecast for My Account** which will bring up the next screen looking like this:



- In the Event Date put in the date range like I put in the picture above then click on Search button. (Our service hours obligation is from JAN 1 -JUN 30 & JUL 1- DEC 31)
- Then it will bring up your service hours for you to print out. It is always good to look to make sure your hours are accurate from what jobs you have signed up for from the meets and/or events.
- Click on **Job Signup Report for My Account** will also give you your service hours report too.