

## How to add workhours

After logging into your account, you will land on the **'My Info'** tab.

Click on the **Club Info** tab



My Hull Yacht Club Account

<--EXIT

Club Info My Info Memberships My Boats My Crew My Calendar Next Race My Purchases

Use this form to **EDIT** your contact information.

Email Address:

First Name:

*\*\* One first name only. Do not enter one person's name here and another in last name. If there are multiple owners of the boat you can submit the co-owner later.*

Last Name:

Primary Phone:

Text Alerts? Yes  No  Do you want this number to get text alerts?

Country:

Zip Code:

Optional Information:

Click on Submit Hours



My Hull Yacht Club Account

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Welcome to your Hull Yacht Club Membership page.

Membership Year:

Member: Eifion James Member No:

Work History

Billing

Committees

Member Directory

### Work History

This is a summary of your work hours by committee:

Job Date	Committee	Job Description	Hours Credited	Status	Apprv by
2020-08-03 09:29:33	Executive	Web site, eboard and house work	10.0	Approved	
Total Hours:			10		
Total Approved Hours:			10		

Submit Hrs

<--EXIT

There is a calendar for date entry when you click on the **Date Completed** field.

There is also a drop down listing the various committees, select the appropriate committee and it will be submitted to the right approval person.

The screenshot shows the 'My Hull Yacht Club Account' page. A modal window titled 'Submit Work Credit Hours For Eifion James.' is open, displaying a calendar for December 2020. The calendar has a grid with days of the week (Su to Sa) and dates (1 to 31). The date '7' is highlighted in yellow. The modal also includes fields for 'Date Completed:', 'Committee:' (set to 'no'), and 'Job Description:'. A 'Submit Hrs' button is visible on the main page.

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On completion press Submit and it will inform the approver of the request.

The screenshot shows the 'My Hull Yacht Club Account' page. A modal window titled 'Submit Work Credit Hours For Eifion James.' is open, displaying the 'Submit' button circled in black. The modal also includes fields for 'Date Completed:' (2020/12/07), 'Committee:' (House), and 'Job Description:' (Club opening -). The 'Hours Completed:' field is set to 1. A large black arrow points to the 'Submit' button.

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The status will be Pending until it's approved, then it will be updated to approved.

Once submitted the hours can't be adjusted. For any adjustments please email Club Secretary [secretary@hullyc.org](mailto:secretary@hullyc.org)



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Member: Eifion James Member No:

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2020-12-07 00:00:00	House	Club opening -		Pending	
2020-08-03 09:29:33	Executive	Web site, eboard and house work.	1.0	Approved	
			<b>Total Hours:</b>	<b>11</b>	
			<b>Total Approved Hours:</b>	<b>10</b>	

Submit Hrs

<--EXIT