

# LOGGING YOUR HOURS USING AMERICA LEARNS



1

**LOGIN TO AMERICALEARNS:  
<https://americalearns.net/index.cfm?event=user.login>**

E-mail:    
Password:  [Reset Password](#)

-----

2

**SELECT THE TIME SHEET  
UNDER "SUBMIT TIME  
SHEETS".**

[Submit Time Sheets](#)

[June 13, 2023 - June 13, 2023](#)  
(continue saved sheet)

[July 24, 2023 - July 30, 2023](#)  
(continue saved sheet)

New time sheets launch at 12:01 AM U.S. Pacific.

# LOGGING YOUR HOURS USING AMERICA LEARNS



3

## SELECT FOR TIME IN AND TIME OUT

Time In:	09:00 AM	AM
Time Out:	04:15 AM	PM
Service	04:30 AM	
	04:45 AM	
Training	05:00 AM	
	05:15 AM	
	05:30 AM	
	05:45 AM	
Fundraising	06:00 AM	
	06:15 AM	
	06:30 AM	
	06:45 AM	
	07:00 AM	

4

## IF YOU DID NOT SERVE CLICK DID NOT SERVE, THEN USE THE DROPBOX "PLEASE SELECT ONE REASON" AND SPECIFY.

LVI Office on Monday, July 24, 2023

<input checked="" type="checkbox"/> I did not serve.	
Here's why:	Please Select One Reason
Time In:	Please Select One Reason
Time Out:	Holiday
	Illness
Service	Not Scheduled to Serve
	Weekend
	None

# LOGGING YOUR HOURS USING AMERICA LEARNS



5

**LOG YOUR SERVICE, TRAINING,  
AND FUNDRAISING HOURS,  
BASED ON HOURS WORKED.**

Service

None ▼

Training

None ▼

Fundraising

None ▼

6

**IF PROMPTED, DESCRIBE YOUR  
SERVICE, TRAINING, AND  
FUNDRAISING**

Service

8:00 ▼

\* Please describe your service activities for the day. For example: Today I tutored eight students and sent a newsletter.

381 characters remaining

# LOGGING YOUR HOURS USING AMERICA LEARNS



6

**PRESS SAVE.**

---

[Save](#)

**\*\*It's Not Required to Click "Save" For Each Day.\*\***