

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.

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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 |

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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

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6

PRESS SAVE.

[Save](#)

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