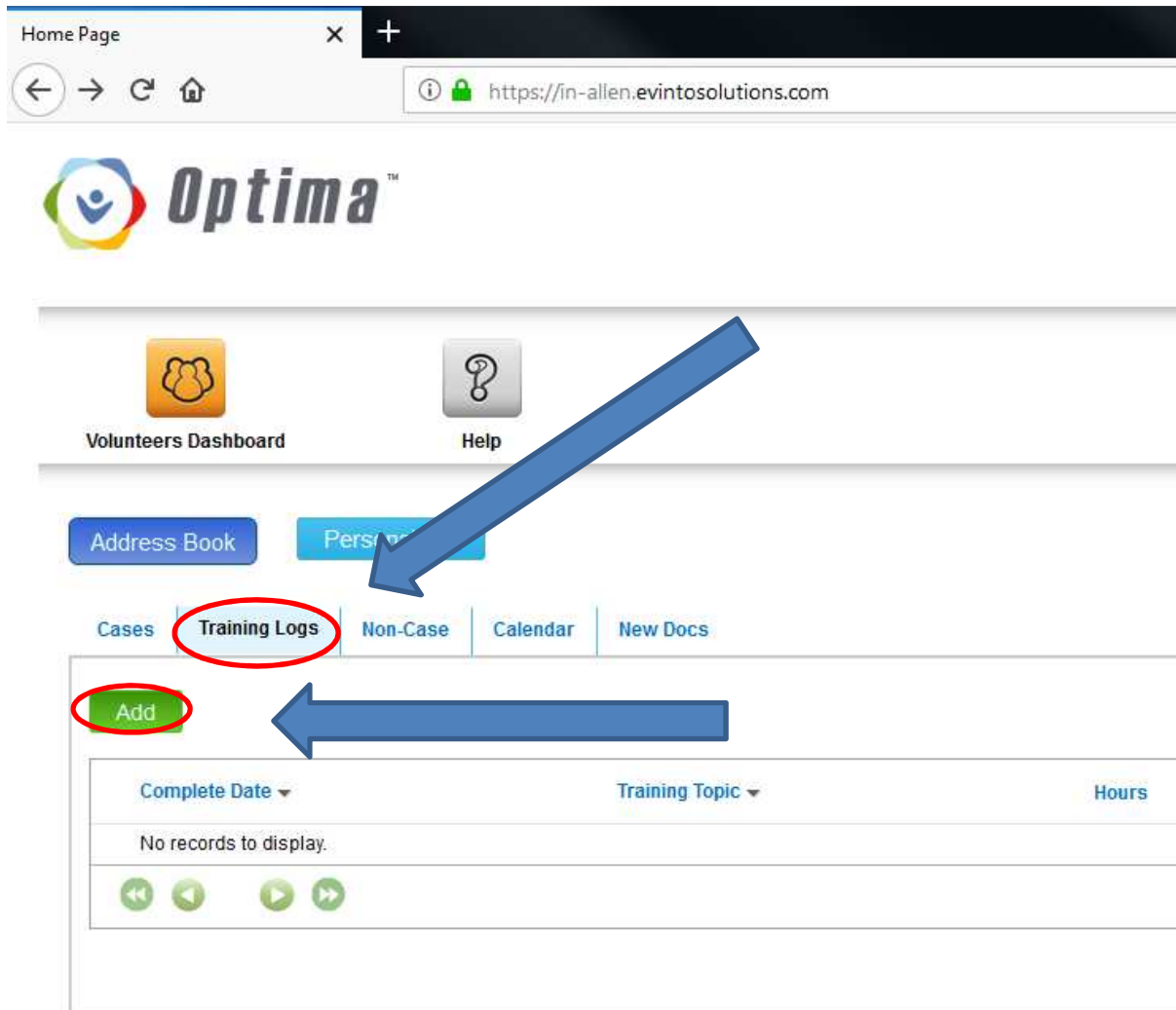


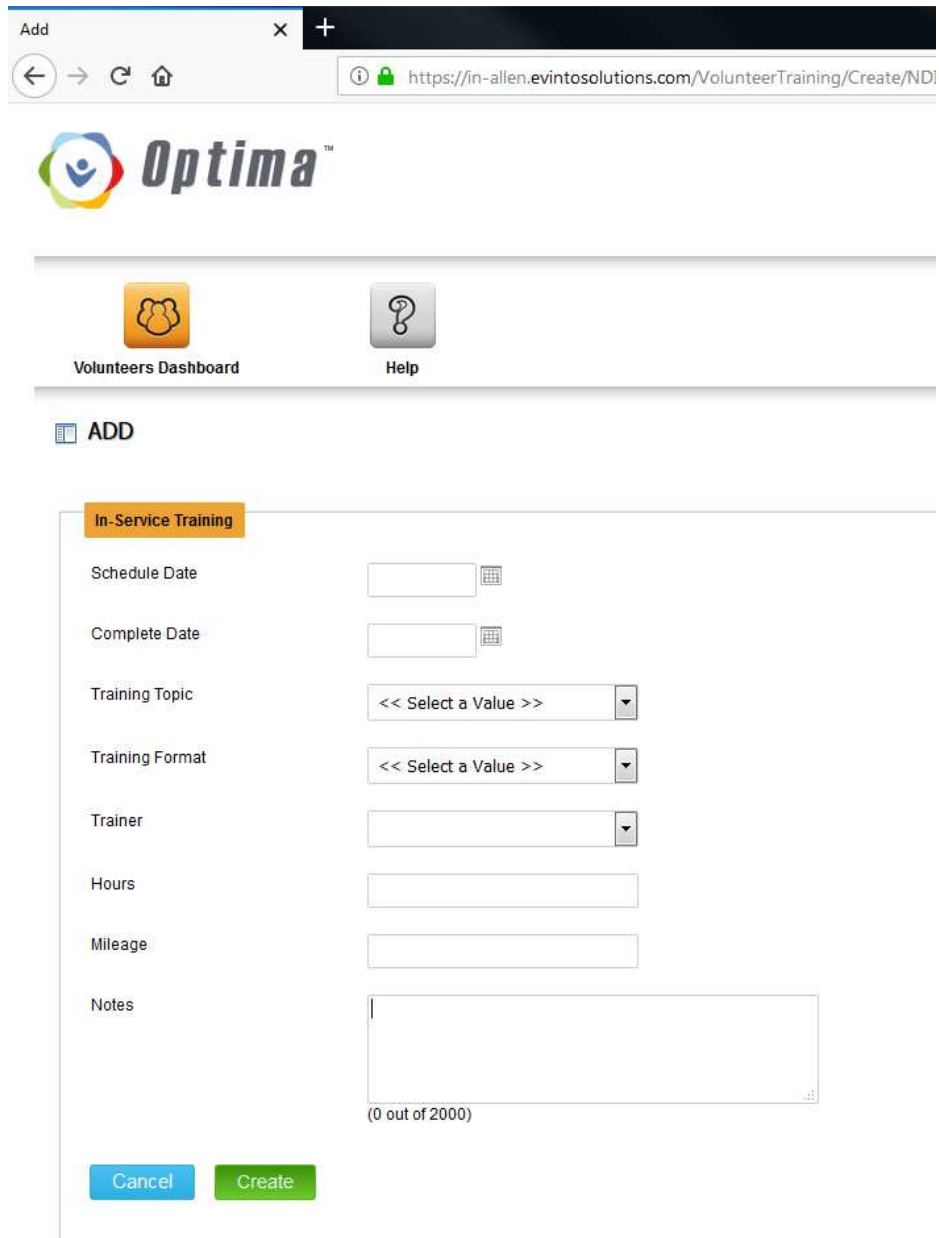
## How to add VOLUNTEER TRAINING HOURS to Optima:

1. Log in to Optima
2. Click on "Training Logs"
3. Click on "Add"



4. Fill out form

- a. The “Schedule Date” and “Complete Date” are the date of the training, and will likely be the same unless the training was multi-day
- b. “Training Topic” – select the best description
- c. “Training Format” – select the best description
- d. “Trainer” –leave this blank if the trainer is not on the list and add their name to “Notes”
- e. “Hours” – be sure to add training hours in the correct format: 15 minutes = .25, 30 minutes = .5, 45 minutes = .75, 60 minutes = 1.0. Don’t enter an amount less than .25
- f. “Mileage” is for your tax records only – it is fine to leave this blank
- g. “Notes” – please add the training topic/title



The screenshot shows a web browser window with the URL <https://in-allen.evintosolutions.com/VolunteerTraining/Create/NDI>. The page features the Optima logo and navigation links for "Volunteers Dashboard" and "Help". Below these is a section titled "ADD" with a sub-header "In-Service Training". The form contains the following fields:

- Schedule Date: Text input with a calendar icon.
- Complete Date: Text input with a calendar icon.
- Training Topic: Dropdown menu with the placeholder "<< Select a Value >>".
- Training Format: Dropdown menu with the placeholder "<< Select a Value >>".
- Trainer: Dropdown menu.
- Hours: Text input.
- Mileage: Text input.
- Notes: Large text area with a character count "(0 out of 2000)".

At the bottom of the form are two buttons: "Cancel" (blue) and "Create" (green).