How to add VOLUNTEER TRAINING HOURS to Optima:
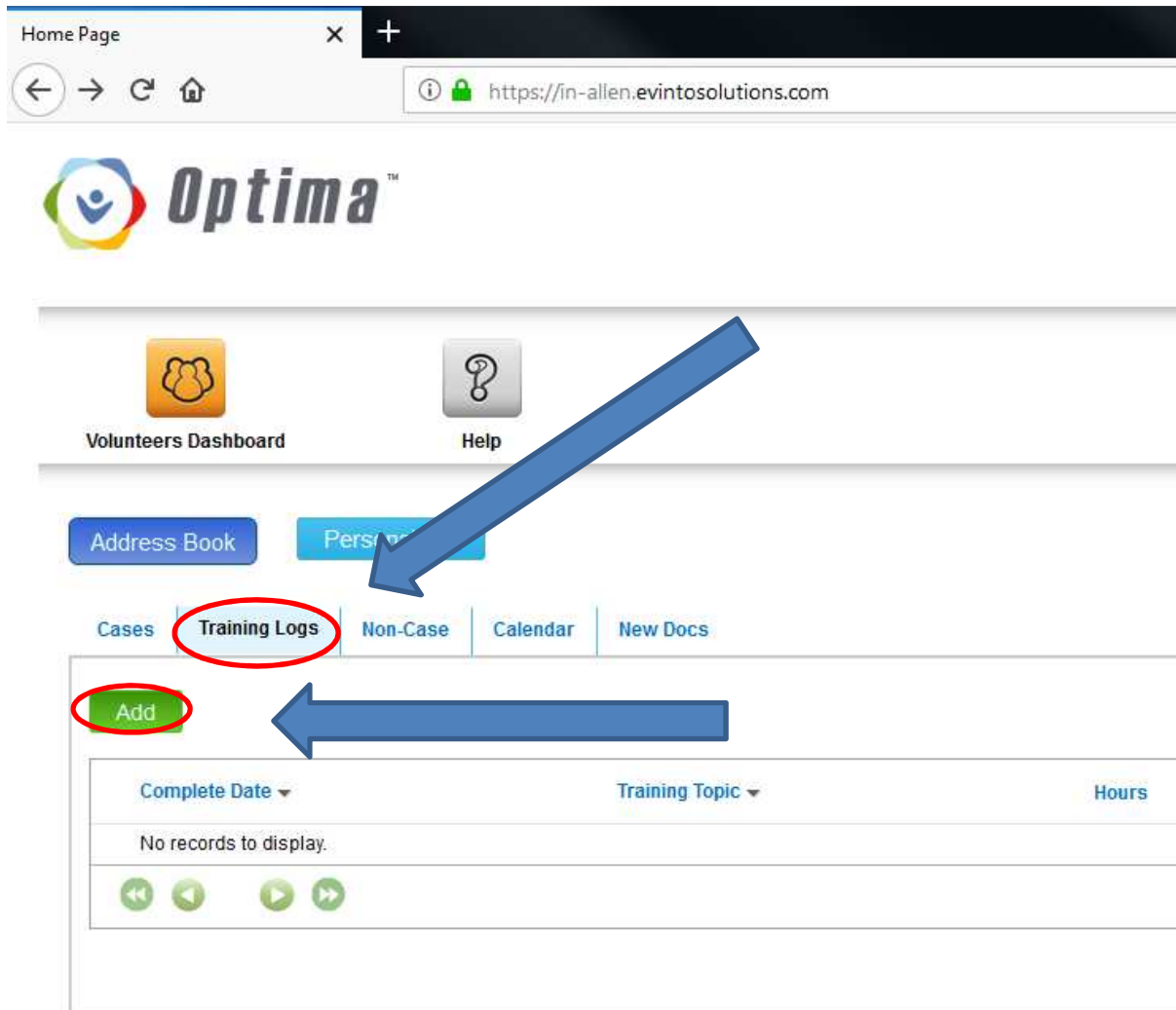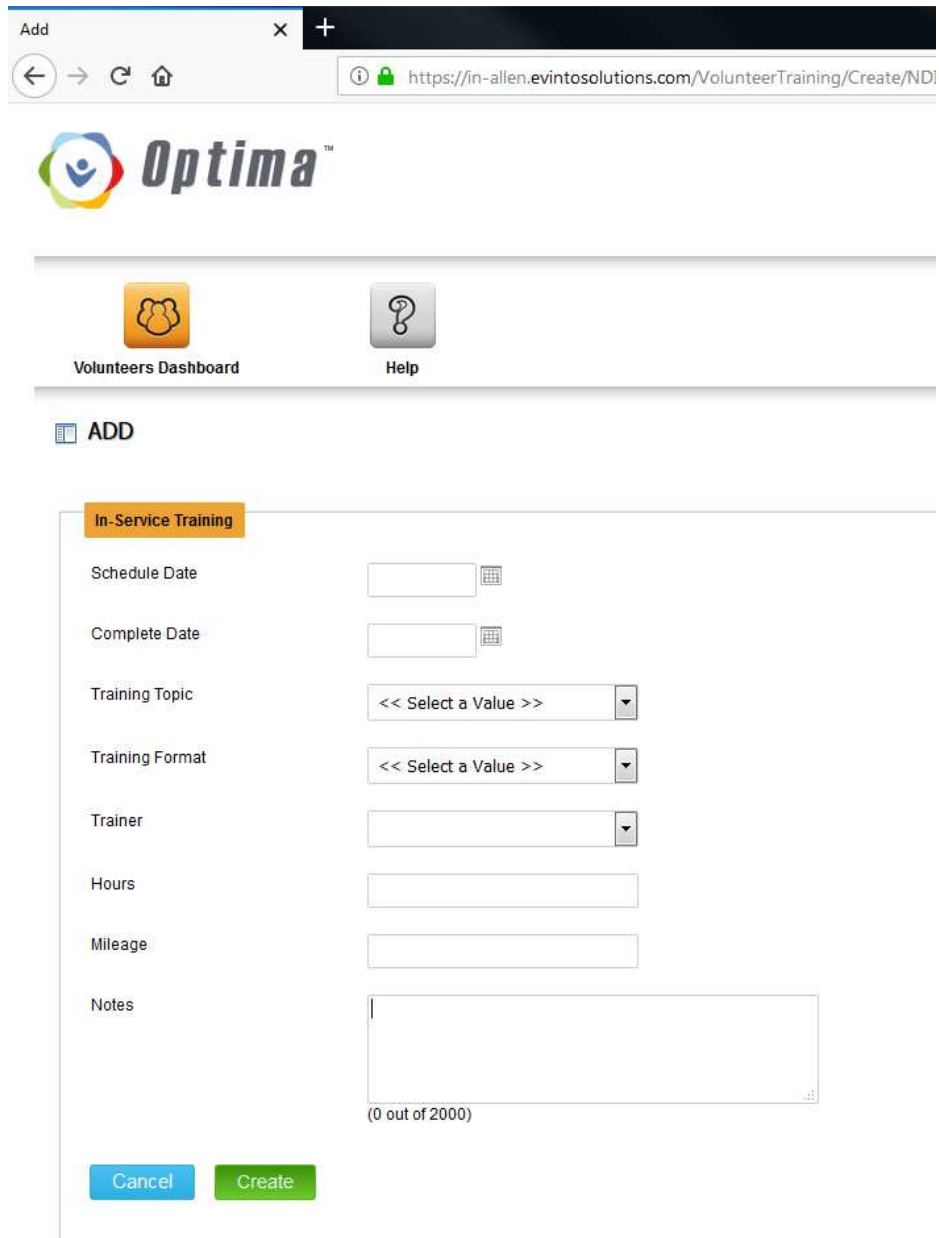
1. Log in to Optima
2. Click on "Training Logs"
3. Click on "Add"

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