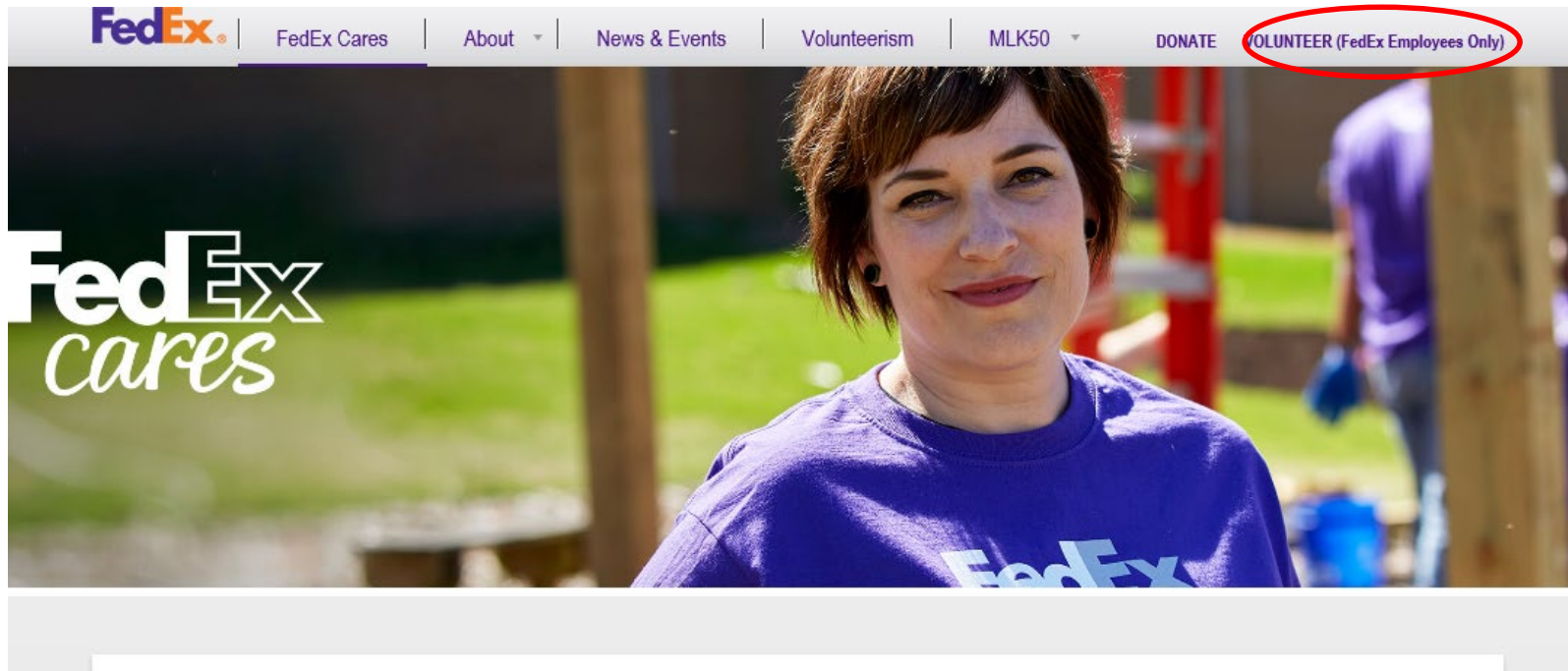


How to Log Hours

Updated: March 2019

Step 1: Log in at Fedexcares.com

Click here



Step 2: Click on Volunteer

Click here



FedEx.

Community

Volunteer

Home

Messages

My Account

Step 3: “Record Hours”

Click here



FedEx

Community

Volunteer

My Volunteering

Search Opportunities

Create Event

Manage Events

Record Hours

My Volunteering

FedEx

Step 4: Enter those hours!!



Community

Volunteer

My Volunteering

Search Opportunities

Create Event

Manage Events

Record Hours



Record Individual Activity

If you volunteered on your own, simply create an activity here and start recording hours. You can come back at any time and add new hour entries to your activities. If you are trying to create an event that multiple participants can sign up for and attend, you can do so on the Create Event page.

Get Started

Click here to get started



Step 5: Complete Activity Details



Create New Activity

Test

[Back to Individual Activity](#)

Activity Details

Activity Log

Review & Confirm

Activity Details ?

ACTIVITY NAME *

Test

ACTIVITY DESCRIPTION *

planted trees and painted benches



ACTIVITY LOCATION:

Shelby Farms Park
Memphis, TN, 38018 US

[Reset Location](#)

Complete required fields; a map will appear once the location is entered (new feature)!

Step 6: Select Your Charity

Benefiting Organization *

We do our best to include eligible charitable organizations on a global scale. If you are unable to find your organization from our search tool, you may enter your own outside organization by [clicking here](#).

Search for Your Charity

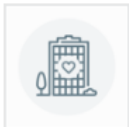



Click here to
select the charity

Cancel

Continue

Benefiting Organization *



United Way Of The Mid-South 
Registration ID: 56-1010742

Cancel

Continue



Click to continue

Step 7: Add Activity Dates and Hours




Add Dates and Hours ?

Total Entries: 0 Total Hours: 0

Enter date



PARTICIPATION DATE

HOURS VOLUNTEERED

 Hrs

Add Entry

Total number of hours for that day



*Entries can only be entered one day at a time

← Entries will appear here after added


Entries Added: 0 Hours Added: 0

Add Dates and Hours ?

[Back](#)

[Review & Confirm](#)

PARTICIPATION DATE

HOURS VOLUNTEERED

 Hrs

Add Entry



Once complete, click here



Step 8: Review and Confirm

Total Entries: 1 Total Hours: 4

Added entry →

03/07/2019 - 4 Hrs New  

Entries Added: 1 Hours Added: 4

[Back](#)

[Review & Confirm](#)

↑
Click here after confirming entry

Step 9: Save Your Activity

Activity Details

Activity Log

Review & Confirm

Review & Confirm

You are adding **1 Entry and 4 Hours** to this activity.



03/07/2019

4 Hrs

[Back](#)

Save

Don't forget to save!

Thank you, you're all done!!



Success! Activity Saved

Test

[Back to Individual Activity](#)

	Entries Added	1		Hours Added	4		Total Hours	4
--	---------------	---	--	-------------	---	--	-------------	---

[Go to My Volunteering](#)