

Generating Service Hours Report

1. Go to our team website: <https://www.gomotionapp.com/team/pchhs/page/home>

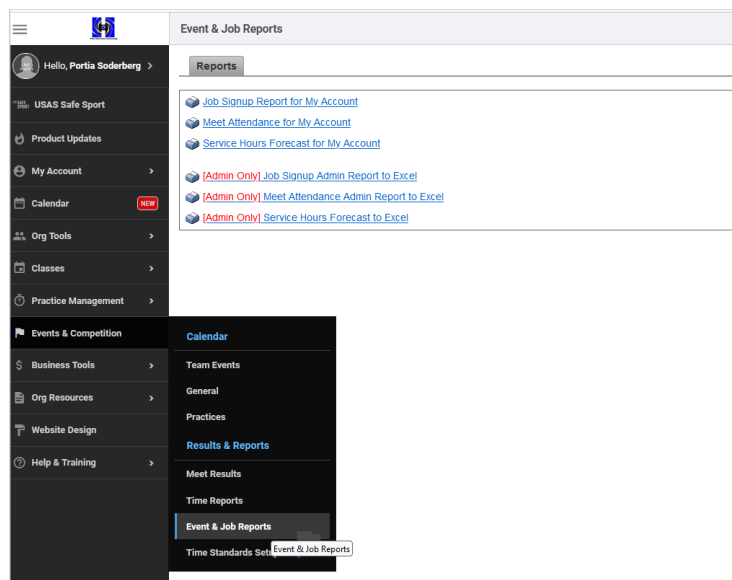
2. On the top right hand side, you'll either see:

a. 'Sign In' ---> this means you'll need to log in. Sign in using your account and password, proceed to step b below.

OR

b. 'Hello,' + your name --> This means you're already logged in, in which case, click your name and click 'My Account'

3. The system will take you to your Account Info (inside the account layer of our team website). On the left side, click Events & Competition > Event Job Reports (see below)



4. You will see the Event & Job Reports page (also above). Click on the 'Job Signup Report for My Account'.

5. A pop-up reporting window will appear. Enter the from and to date for the quarter and click search. It should show you the hours you currently have.

Job Signup Report

Print Now

Search

Please click the [Search] button after each filter selection change.

Account Name: Soderberg, Portia ((510) 435-0173) [Change Account](#) (Admin Only)

Jobs Signed Up In This Period: To

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Event Title	Date Time of Job	Slot	Credit	Job Name/Notes
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