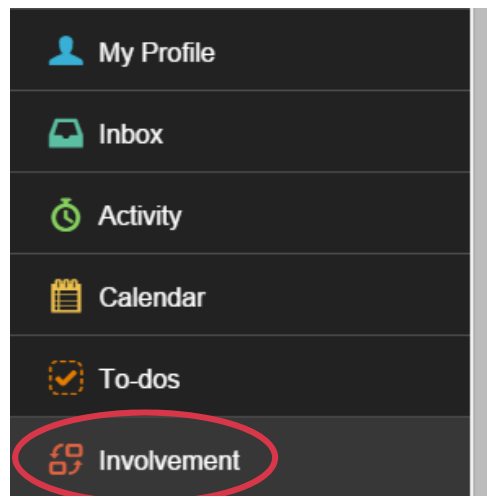


Submitting Involvement Hours in OrgSync

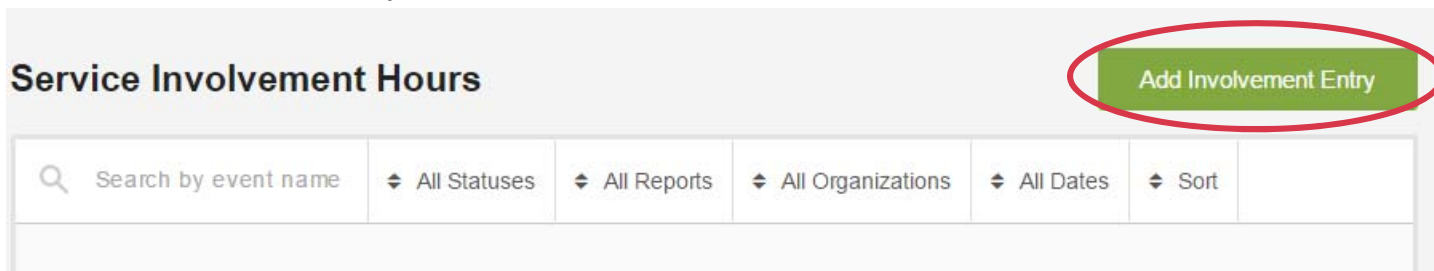
1. Click on your name in the top right-hand corner.



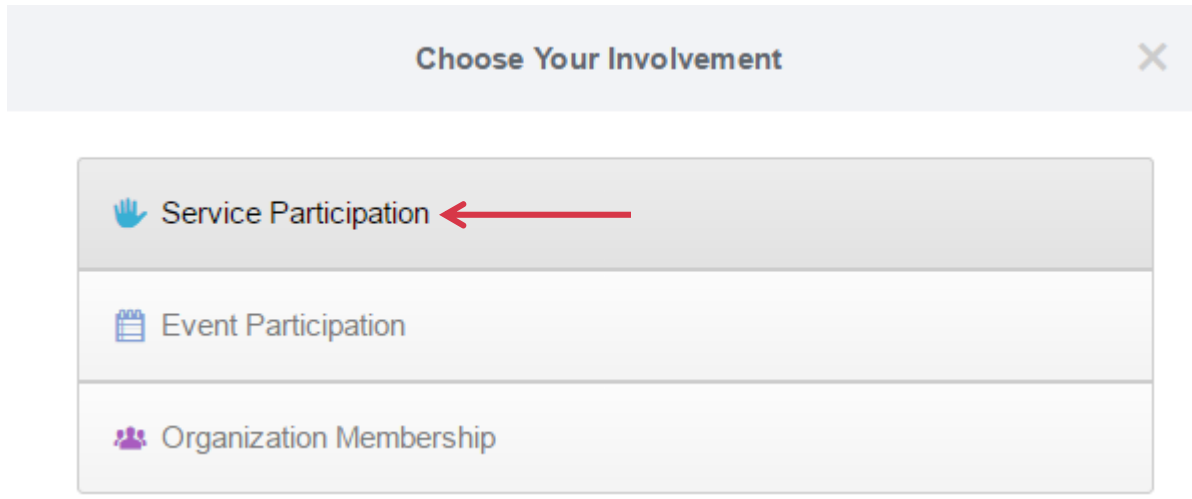
2. A menu will appear on the right side of the screen. Click on **“Involvement.”**



3. Click on **“Add Involvement Entry.”**



4. Click on "Service Participation."



Choose Your Involvement

- Service Participation
- Event Participation
- Organization Membership

5. Complete the form and click "Submit Involvement Entry."