

## ALR 347 Miles & Hours Reporting App Instructions

### Greetings!

As has been discussed at many of our Chapter Meetings, there is a need to record our miles & hours so we can get proper volunteer credit when the Legion goes to Washington and tells their story to Congress every year. We do lots of things besides weekly lunch rides that count toward that effort, so we need your help to capture all those miles and hours! All the meetings you attend, the events you support (at the Post or elsewhere), all the charity rides and events we participate in, whether on our rides or in cages.....it all adds up!! So, we've tried to make it as easy as possible for you, too! Read along below, and print or save this page for future use to refer to, and you'll find it a piece of cake!

First thing to remember is: If you are in a Group Ride (Weekly Lunch, Unity Ride, Toy Run, etc.) the Ride Capt. will make 1 entry for all the miles & hours for the whole group! No need to make individual entries yourself.

The next thing to keep in mind is that you don't always have to make entries right at the moment you finish an activity! Just jot down the info, keep a log or list, then at the end of the month, make one entry in the app (explained in a bit) for your total miles & hours. Voila! You're done!

Now for the moment of truth – The App (Short for application) In this case, it's nothing more than a short 5 question form that you fill out online. You can do it on a computer or tablet, or you can open link below on your phone which will open the Google Form, and "Save" it to your Home Screen where you can open it when you want to enter your data. You will need to figure out based on the type of phone you have exactly how to do that because it might be different for iPhone vs Android. I'm sure there are people in our Chapter smart about those things that can help, so shout out if you need help!

Once you get the App loaded somewhere, try to get your data loaded by the end of the month so we can roll up our totals for Dist. 6 and the Post by the 1<sup>st</sup> Wed. It really isn't as hard as it may sound or appear, and we'll help anyone who needs it. Bottom line is, we need to get this done, and we need your help to do it!!

Link to App: <https://forms.gle/1xW4ggeZyqKZsfdL7>

### Thanks for your support!!! GH

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