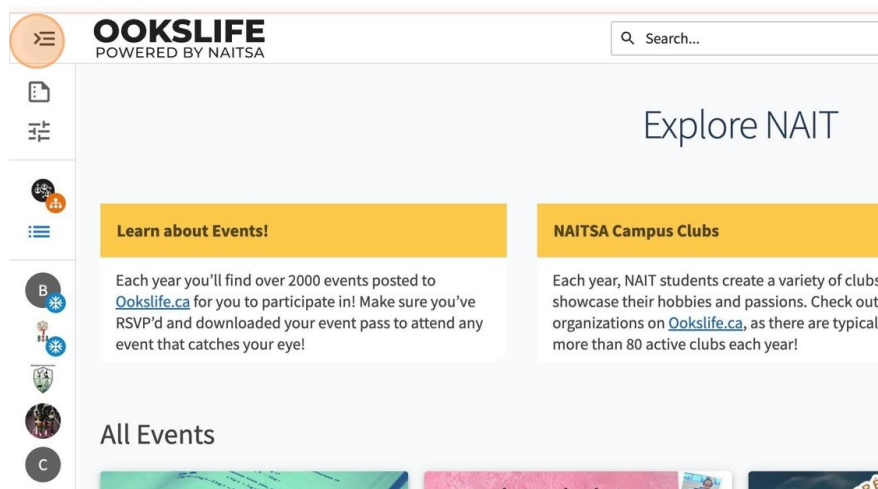




How to Approve Service Hours at the Organization Exec/Admin Level:

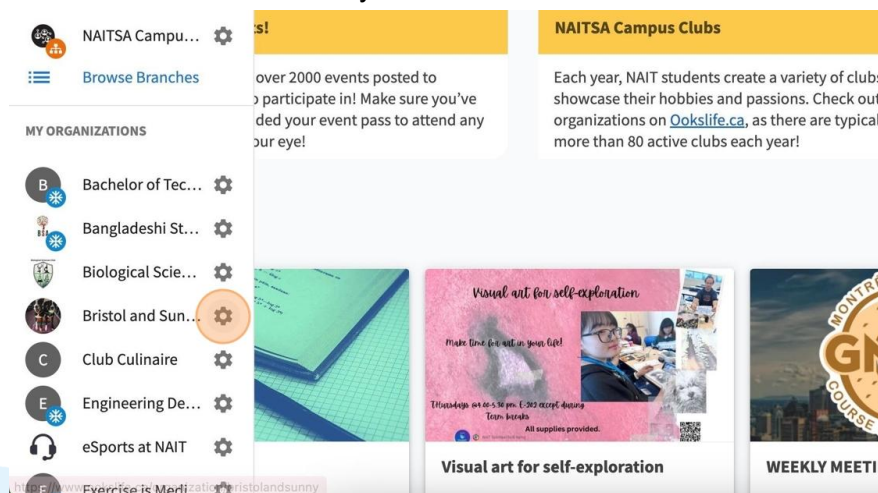
Step 1:

Open Ookslife.ca and expand the left-hand menu



Step 2:

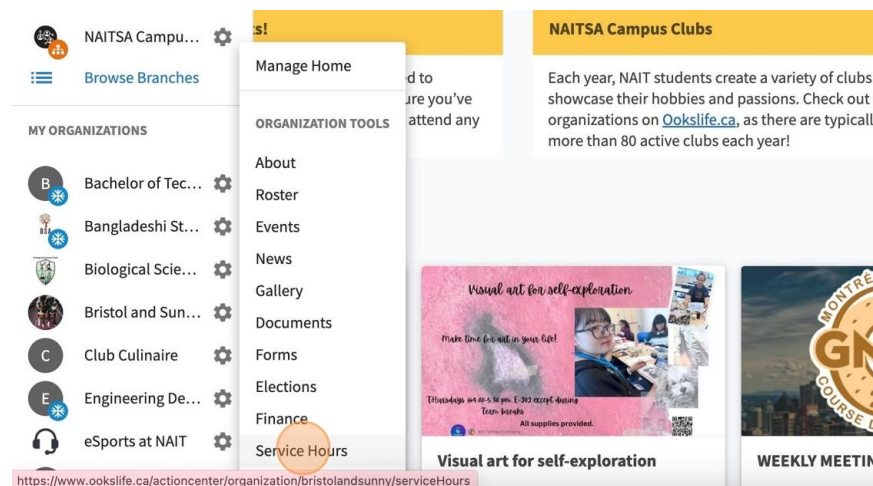
Click the *Gear Icon* next to your club's name





Step 3:

Click the *Service Hours* tab at the bottom of the *Organizational Tools* list



Step 4:

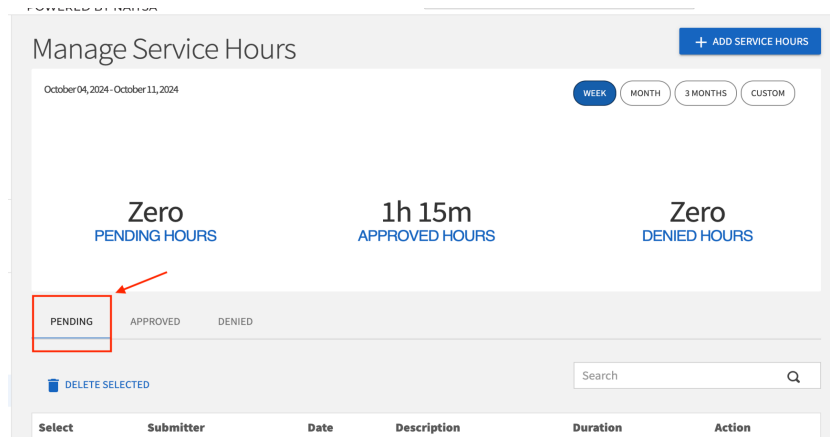
This should bring you to the *Manage Service Hours* screen. Here you have three tabs to switch between when viewing service hours:

Pending - These are incoming service hours that require your action to approve or deny.

Approved - Entries that have been approved.

Denied - Entries that have been denied.

For this guide we are going to **stay** in the **Pending** tab.





Step 5:

Locate the service hours you are looking for. To review the details initially, choose either to approve or deny the request. You'll have the chance to proceed or cancel the action after reviewing the details.

Step 6:

If all the details are all correct, please proceed and click the final *Approve* button!

Step 7:

Congratulations! You've finished approving your Service Hours 🎉

If you have any questions, please reach out to askclubs@nait.ca