Modifying or Deleting An Hours Entry

Note: This is only possible while your entry is 'Pending'. Once approved a change request will need to be made to the Committee Head.

If you want to change or remove an entry that you've submitted follow these steps.

1. From the Log Hours screen, click the entry you want to change

2. Click the blue 'edit' text.

3. Make your changes, click SAVE or DELETE to remove.