



AMBASSADOR GROUPS INSTRUCTIONS FOR LOGGING YOUR HOURS WORKED

Thank you for being an Ambassador to the USA Science & Engineering Festival!

Please follow the instructions below to log your volunteer hours as an Ambassador. This is the amount of time you spent spreading the word about the USA Science & Engineering Festival by sharing on social media, hanging posters and distributing flyers and other Festival materials in your community.

Instructions to Log your Ambassador Volunteer Hours

1. **Login to your account here:** <https://usasefambassadors.my-trs.com/>

If you forgot your login, click “Forgot Password?” This login was created by your group leader.

2. Go to your DASHBOARD

3. Locate the BLACK BOX for USASEF Ambassadors and click “View Guests” (see diagram below):

If you don’t see a black box or the “View Guests” button, this means you have not yet added any group members to your account. To add your members’ names, click “View Schedule” from the BLUE BOX (see diagram below) and scroll down to select “Add Another Person” to add your group member names ([click here](#) for detailed instructions for adding group members).

Remember that in order to track community service hours for individual group members, you must enter your group member names in your account!

Events you signed up for

Individual Registrations Group Leader Registrations

USASEF Ambassadors
Sep 1st, 2017 - Apr 9th, 2018

Edit Profile View Schedule

USASEF Ambassadors
Sep 1st, 2017 - Apr 9th, 2018

Edit Profile View Guests

CLICK HERE TO LOG HOURS

4. Locate the individual’s name and select “Edit Profile”

5. Scroll down to enter the Total Ambassador hours worked for 2018 Expo Year, and click the Update button.

6. If you require a signed letter verifying your hours, send a request to nancy@usasciencefestival.org and include the following information in the request: Ambassador Group Name and the individual you are requesting verification for

Contact nancy@usasciencefestival.org with questions about the Ambassador program.