Log in to: https://rcevv.com/
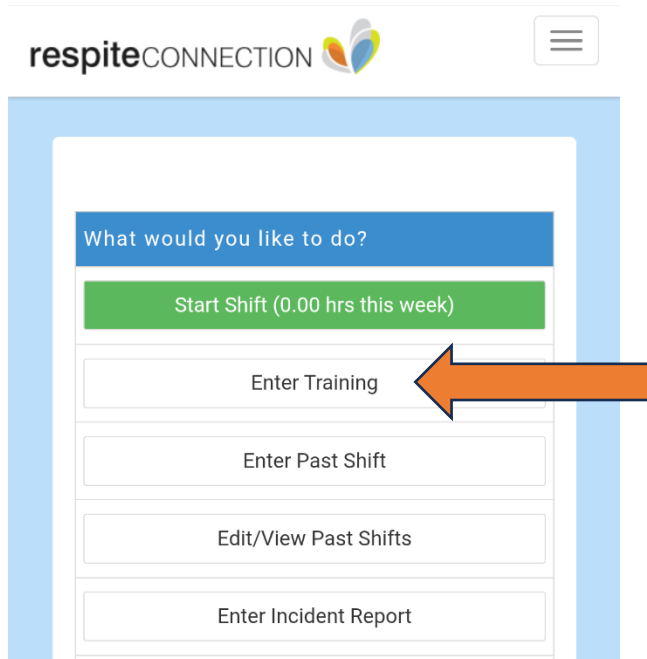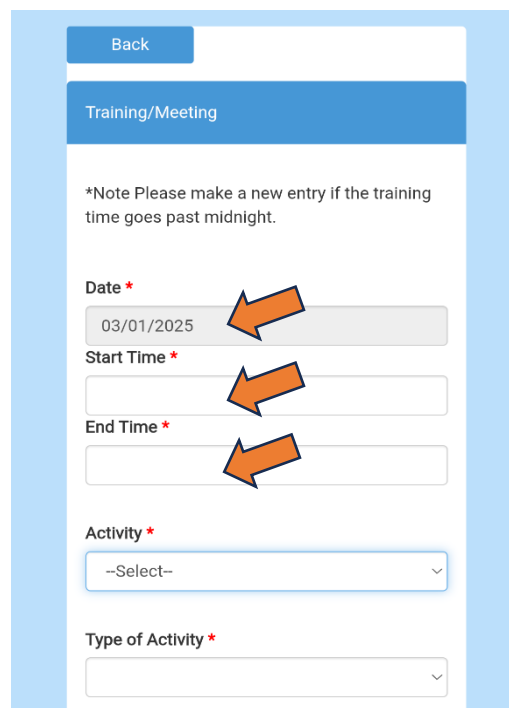
Choose "Enter Training"

You'll use this tab to enter shifts outside of the services you provide. For example: RC trainings you've completed, meetings with your RC Supervisor, client related meetings, or if you are assisting at RC community activities.
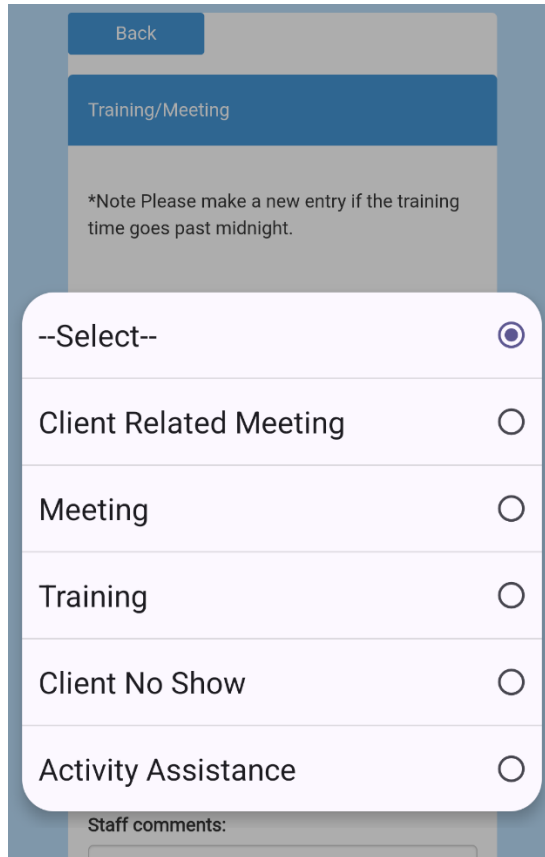

Enter the date, start time, and end time.

Select "Activity".

For "**Client Related Meetings**" such as Intros, No-shows, or other client meetings please enter the client name.

After you choose the "Activity", pick the "**Type of Activity**" in the corresponding dropdown.

Then click **Submit**!

Your training/meeting shifts will be visible in your **Timecard** on your dashboard.