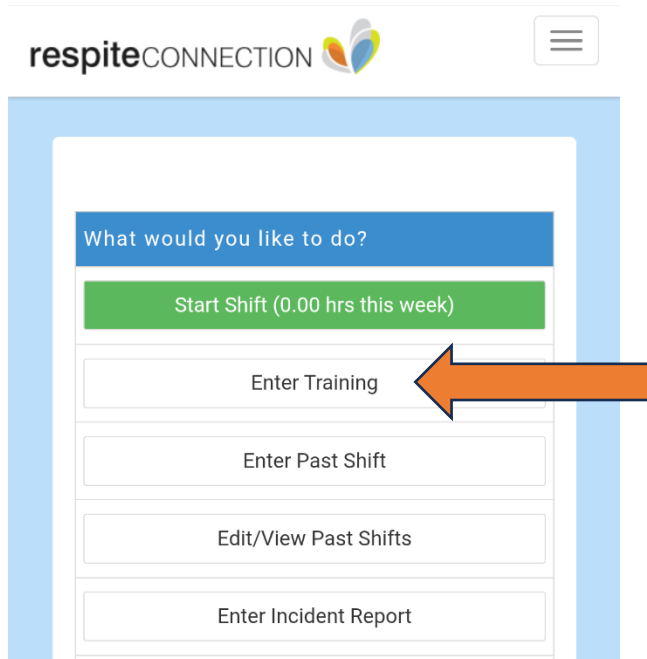


Log in to: <https://rcevv.com/>

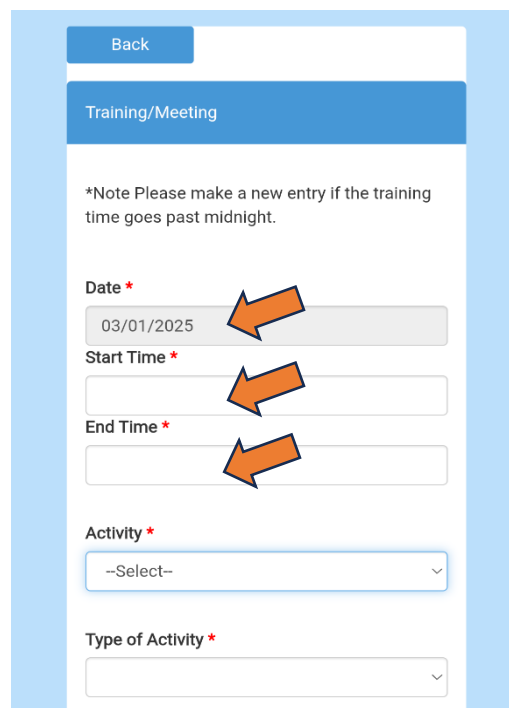
## Choose “Enter Training”

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.



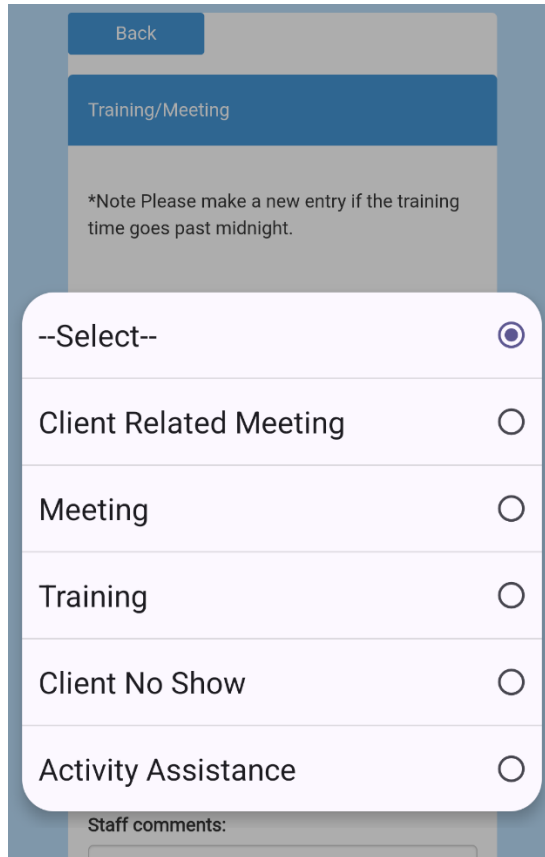
The screenshot shows the respiteCONNECTION login interface. At the top, there is a header with the logo and a menu icon. Below the header, a blue box contains the text "What would you like to do?". Underneath this box, there are five buttons: "Start Shift (0.00 hrs this week)", "Enter Training", "Enter Past Shift", "Edit/View Past Shifts", and "Enter Incident Report". An orange arrow points to the "Enter Training" button.

**Enter the date, start time, and end time.**



The screenshot shows the "Training/Meeting" form. At the top, there is a "Back" button. Below it, a blue header bar contains the text "Training/Meeting". Underneath, there is a note: "\*Note Please make a new entry if the training time goes past midnight." Below the note, there are three required fields: "Date \*", "Start Time \*", and "End Time \*". Each field has an orange arrow pointing to it. The "Date" field is filled with "03/01/2025". Below these fields, there is an "Activity \*" dropdown menu with "--Select--" as the selected option. At the bottom, there is a "Type of Activity \*" dropdown menu.

## Select “Activity”.



Back

Training/Meeting

\*Note Please make a new entry if the training time goes past midnight.

--Select--

Client Related Meeting

Meeting

Training


Client No Show

Activity Assistance

Staff comments:

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.



Activity \*

--Select--

Type of Activity \*

Then click **Submit!**



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