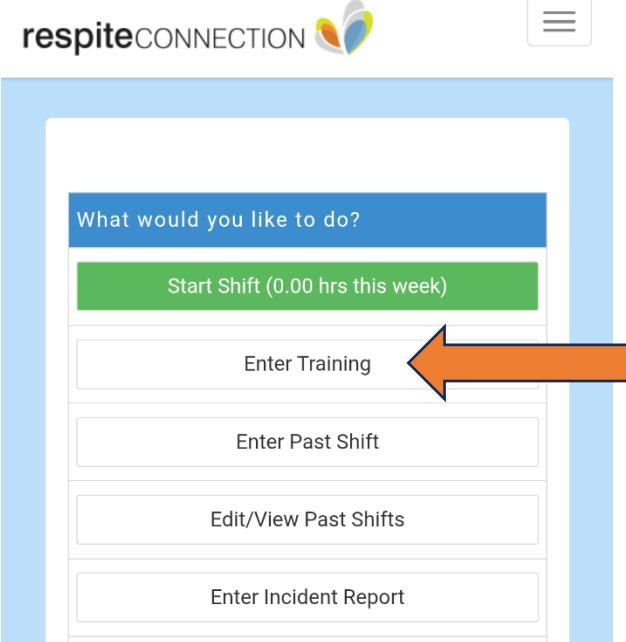


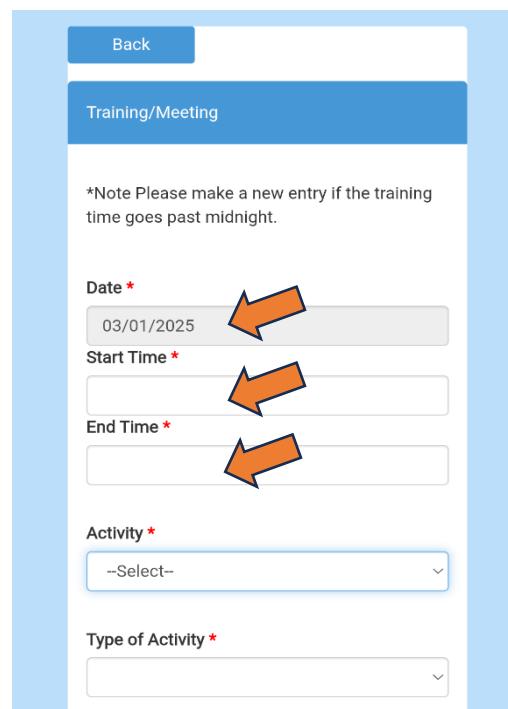
Log in to: <https://rcevv.com/>

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.

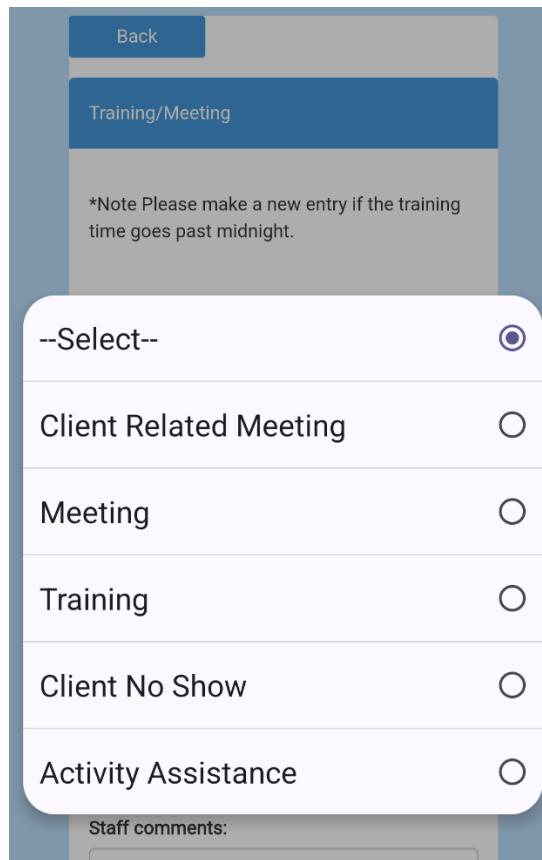


Enter the date, start time, and end time.



The image shows the 'Training/Meeting' entry screen. At the top, there is a 'Back' button. The main title is 'Training/Meeting'. A note below the title says: '*Note Please make a new entry if the training time goes past midnight.' The form includes fields for 'Date *' (containing '03/01/2025'), 'Start Time *', and 'End Time *'. Each of these three fields has an orange arrow pointing to it. Below these are fields for 'Activity *' (a dropdown menu with 'Select' option) and 'Type of Activity *' (another dropdown menu).

Select “Activity”.



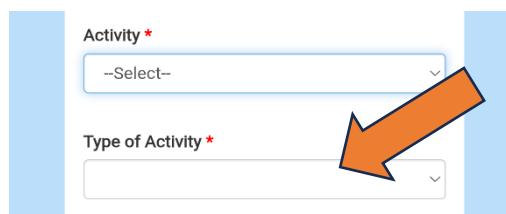
The screenshot shows a mobile application interface for selecting an activity. At the top, there is a "Back" button and a blue header bar with the text "Training/Meeting". Below this, a note says: "*Note Please make a new entry if the training time goes past midnight." A large white callout box contains the following list of activities, each with a radio button to the right:

- Select--
- Client Related Meeting
- Meeting
- Training
- Client No Show
- Activity Assistance

At the bottom of the callout box is a "Staff comments:" field.

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.



The screenshot shows a web-based form with two dropdown menus. The first dropdown is labeled "Activity *". The second dropdown is labeled "Type of Activity *". An orange arrow points to the "Type of Activity" dropdown.

Then click **Submit!**



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