1. On IPAD, open browser (Safari or Google)
2. Go to web.learning-genie.com and sign in. Website will open to your home page.
3. On the left side column, select “In-Kind”, then select “Summary Report”
4. Select “Add New In-Kind Entry” (orange button upper right)

Add In-Kind Screen:

1. **Search Volunteer/Donor** - Start typing the PARENT’S name. Search then select name.
	1. If the parent isn’t listed, click ADD PERSON, enter the parent info and save. This adds the parent to your list for future entries.

*Note: the adult name and signature must match*

* + 1. Required: First Name, Last Name and Relationship

“Relationship” -select Community Individual

* + 1. Optional: Email, Address, Affiliation

“Affiliation” enter how they are related to child (ex: Parent)

1. **Setup In-Kind Info** – select from list
	1. At-Home Activities = extension activities, material prep, health travel time
		1. Extension activities – select Add Description then scroll to select the InKind Calendar or “Weekly Extension Activity” and save
		2. Health travel time – select Add Description then “Health Travel Time Round Trip” or “Dental Travel Round Trip” and save
	2. Mileage = health miles
		1. select Add Description and select from the list
	3. Enter Time and Date
2. **Click Signature of Volunteer/Donor** and parent signs with finger/stylus. Submit
3. **Click Signature of Staff** and sign with finger/stylus. Ensure the “acknowledgement” box is checked. Submit.