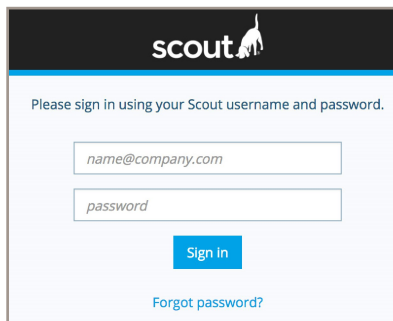# submitting your timecard

Do not submit your timesheet until all hours are entered for the week. We recommend you enter hours daily. Scout saves all of your entries as drafts until you submit them.
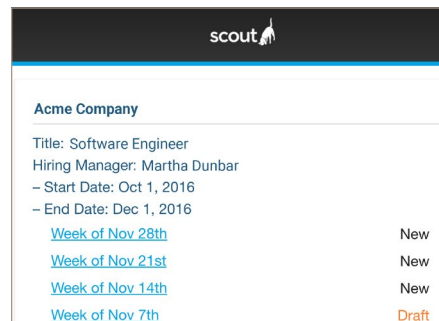
Go to timesheet.goscoutgo.com and login with your email address and the password you created when you received your assignment. If you forgot your password, click "Forgot Password?"
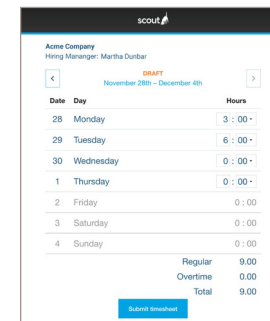
Locate the week you are submitting hours for from in the list, and click the on the link. This allows you to start a new timesheet, update a draft, or review a submitted sheet to make an adjustment.

Each day, enter the total number of hours you worked at your assignment. To save a draft, just leave the page. At the end on the week, click "submit timesheet" to send it for approval.