

Track one time volunteer activity

Home -> Track Volunteer Hours

From the "Home" page, locate and click on "Track Volunteer Hours".



Tracking Volunteer Hours

When tracking your one-time volunteer hours, make sure to fill out all of the required information:

- Non-Profit (must select from the drop-down menu that will show after you begin to type in the name)
- Date
- # of Hours
- Description of event
- Donator (who donated the hours)
- Frequency (either one-time or see how to "track recurring hours" for an recurring event)

Lastly, be sure to check the box that verifies that your information is correct. From there, press "Continue" to save your newly tracked hours.



The screenshot shows the Profits4Purpose website interface for tracking volunteer hours. The header includes the logo and the tagline "Simple. Relational. Innovative." Below the header is a navigation bar with links: Home, My Details, Administration, Logout, and a FAQ icon. The main content area has a greeting: "Thank you for volunteering in our community. Please select the non-profit you volunteered with from the drop down menu and input the information regarding your service." Below this is a form titled "You are tracking volunteer time with". The form includes several fields: "Non-Profit" (a search bar with a magnifying glass icon and a link "Can't find your non-profit? Click here to add a new one."), "Date" (a date picker), "# of Hours" (a text input), "Description" (a large text area with a character count "You have 200 characters remaining"), "Donator" (a search bar with the text "P4P Demo 2 (luke@profits4purpose.com)" and a magnifying glass icon), and "Frequency" (radio buttons for "One Time" and "Recurring", with a red arrow pointing to the "One Time" option). Below the frequency section is a checkbox for "If you organized a team to volunteer for this event, please enter all team members: ? No Yes". At the bottom of the form is a verification statement: "I verify all of the above is correct and I understand my company may contact this organization to verify my hours." and three buttons: "Continue", "Continue and Add New", and "Reset".

Thank you for your donation!

After you submit your hours, you will have the option to Donate again, go to the dashboard, and even view your donation history.

