

Track recurring volunteer activities

Home -> Track Volunteer Hours

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



Tracking Volunteer Hours

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

- Non-profit (be sure to select from the drop-down menu)
- Date
- # of Hours
- Description
- Donator
- **Frequency (be sure to select as recurring)**

The screenshot shows the Profits4Purpose website interface for tracking volunteer hours. At the top, there is a logo and the tagline "Simple. Relational. Innovative." Below the logo is a navigation menu with "Home", "My Details", "Administration", "Logout", and "FAQs". A message reads: "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 section titled "You are tracking volunteer time with". The form contains several fields: "Non-Profit" (a search box with a magnifying glass icon and a link below that says "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 "You have 200 characters remaining" indicator), "Donator" (a search box with "P4P Demo 2 (luke@profits4purpose.com)" entered), and "Frequency" (radio buttons for "One Time" and "Recurring", with a red arrow pointing to "Recurring"). At the bottom, there is a question: "If you organized a team to volunteer for this event, please enter all team members: ? No Yes" and a highlighted checkbox: "I verify all of the above is correct and I understand my company may contact this organization to verify my hours." Below these are three buttons: "Continue", "Continue and Add New" (highlighted in green), and "Reset".

Recurring Volunteer Hours

With recurring volunteer hours you have the option to automatically log hours on a Weekly, Bi-Monthly, Monthly, and Annually basis.

Depending on which frequency you decide to work by, there will be certain criteria that will be necessary to automatically make your donations.

Also, do not forget to include the start and end date of the recurring volunteer work.

Make sure that all of your information is correct and then go ahead and submit!

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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.

You are tracking volunteer time with

Non-Profit * Can't find your non-profit? Click here to add a new one.

Date *

of Hours *

Description *
You have 200 characters remaining

Donator * P4P Demo 2 (luke@profits4purpose.com)

Frequency * One Time Recurring Weekly Bi-Monthly Monthly Annually

Please select the day on which you would like your weekly donation made: MON

Start date

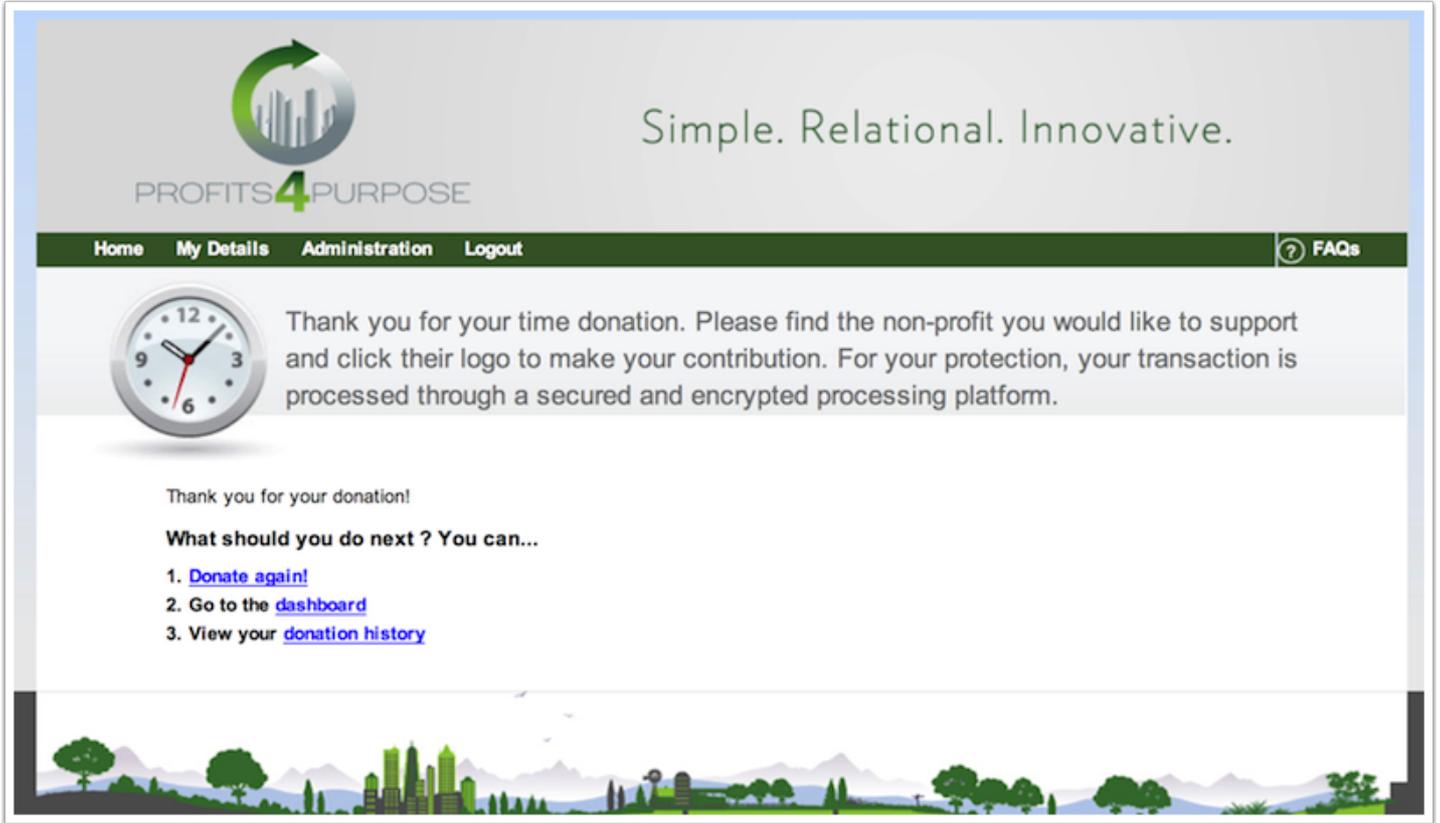
End date

If you organized a team to volunteer for this event, please enter all team members: ? No Yes

I verify all of the above is correct and I understand my company may contact this organization to verify my hours. *

Thank you for your donation!

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




PROFITS4PURPOSE

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 Thank you for your time donation. Please find the non-profit you would like to support and click their logo to make your contribution. For your protection, your transaction is processed through a secured and encrypted processing platform.

Thank you for your donation!

What should you do next ? You can...

1. [Donate again!](#)
2. Go to the [dashboard](#)
3. View your [donation history](#)