

# Tracking Group Volunteer Activity

## Home -> Track Volunteer Hours

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



## Tracking Group Volunteer Activity

When tracking your group volunteer hours, make sure to fill out all of the required information fields.

\*\*\*You must select the non-profit from the drop down menu that appears as you type in the name. If it does not appear then you will click on "click here" to add a new one.

When selecting "Yes", you will have the ability to manually add each member of your team by inputting their first name, last name, email, and how many hours they worked.

To make things easier, we have added a function that allows you to upload a CSV template of your team. Simply click on "Upload File" to do so.

Furthermore, if you are submitting recurring volunteer hours, be sure to select "Recurring" as the frequency.

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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

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

Import Participants

no file selected ( You must import using the CSV file template HERE).

First Name	Last Name	Email	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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.

