Home -> Track Volunteer Hours

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

Tracking Group Volunteer Activity

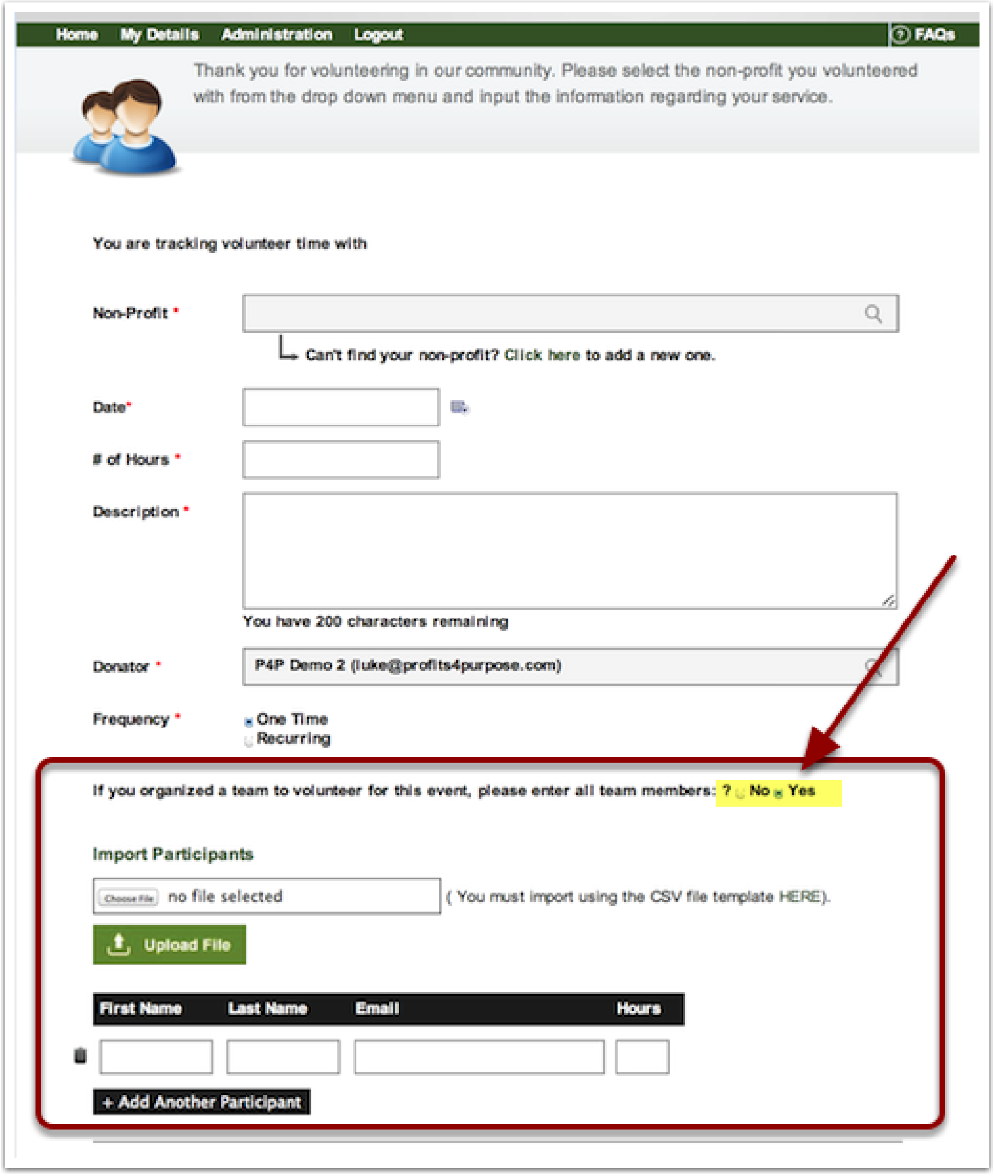
When tracking your group volunteer hours, make sure to fill out all of the required information fields.

***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 inputing 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.



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.