

Tracking Group Volunteer Activity

Home -> Track Volunteer Hours

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



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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.

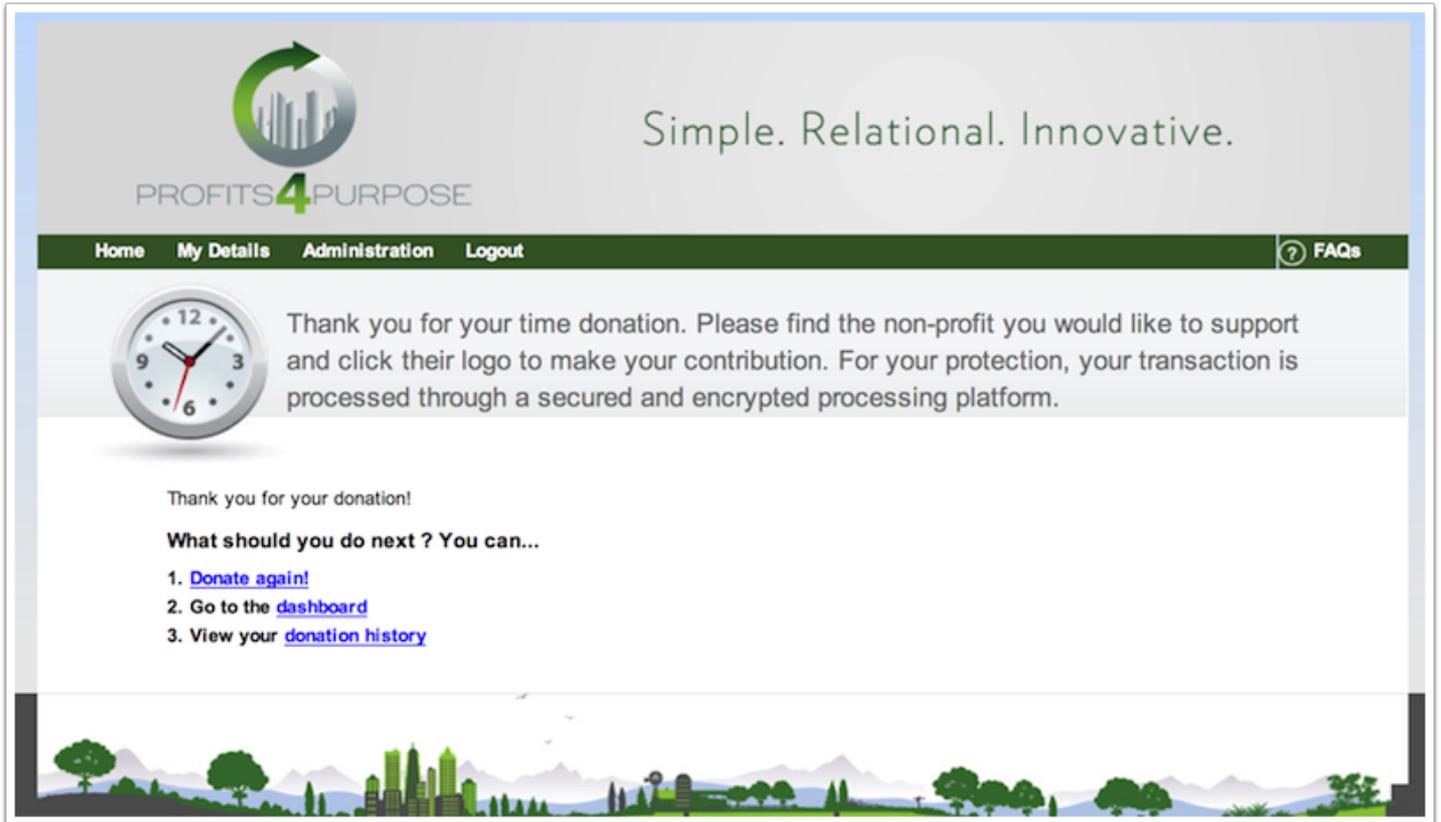
To make things easier, we have added a function that allows you to upload a CSV template of your team. Simply click on "Upload File" to do so.

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

The screenshot shows a web form for tracking volunteer activity. At the top, there is a navigation bar with links for Home, My Details, Administration, Logout, and FAQs. Below the navigation bar is a message: "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." There is an icon of two people. The form fields include: "Non-Profit" (a search dropdown 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 dropdown menu showing "P4P Demo 2 (luke@profits4purpose.com)"), and "Frequency" (radio buttons for "One Time" and "Recurring"). A red arrow points to a section highlighted with a red box. This section contains the text "If you organized a team to volunteer for this event, please enter all team members: ? No Yes" with "Yes" highlighted in yellow. Below this is the "Import Participants" section, which includes a "Choose File" button, a text box showing "no file selected", and a note "(You must import using the CSV file template HERE).". There is an "Upload File" button. Below that is a table with headers "First Name", "Last Name", "Email", and "Hours". The table has one row with empty input fields. At the bottom of the table is a "+ Add Another Participant" button.

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.



The screenshot shows a web interface for Profits4Purpose. At the top left is the logo, which consists of a green circular arrow surrounding a stylized city skyline, with the text "PROFITS4PURPOSE" below it. To the right of the logo, the tagline "Simple. Relational. Innovative." is displayed. A dark green navigation bar contains the links "Home", "My Details", "Administration", and "Logout", along with a "FAQs" link on the right. Below the navigation bar, there is a large clock icon on the left and a text block on the right that reads: "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." Below this text, another "Thank you for your donation!" message is followed by the heading "What should you do next ? You can..." and a list of three items: "1. [Donate again!](#)", "2. Go to the [dashboard](#)", and "3. View your [donation history](#)". The bottom of the page features a decorative horizontal banner with a landscape illustration including trees, buildings, and mountains.