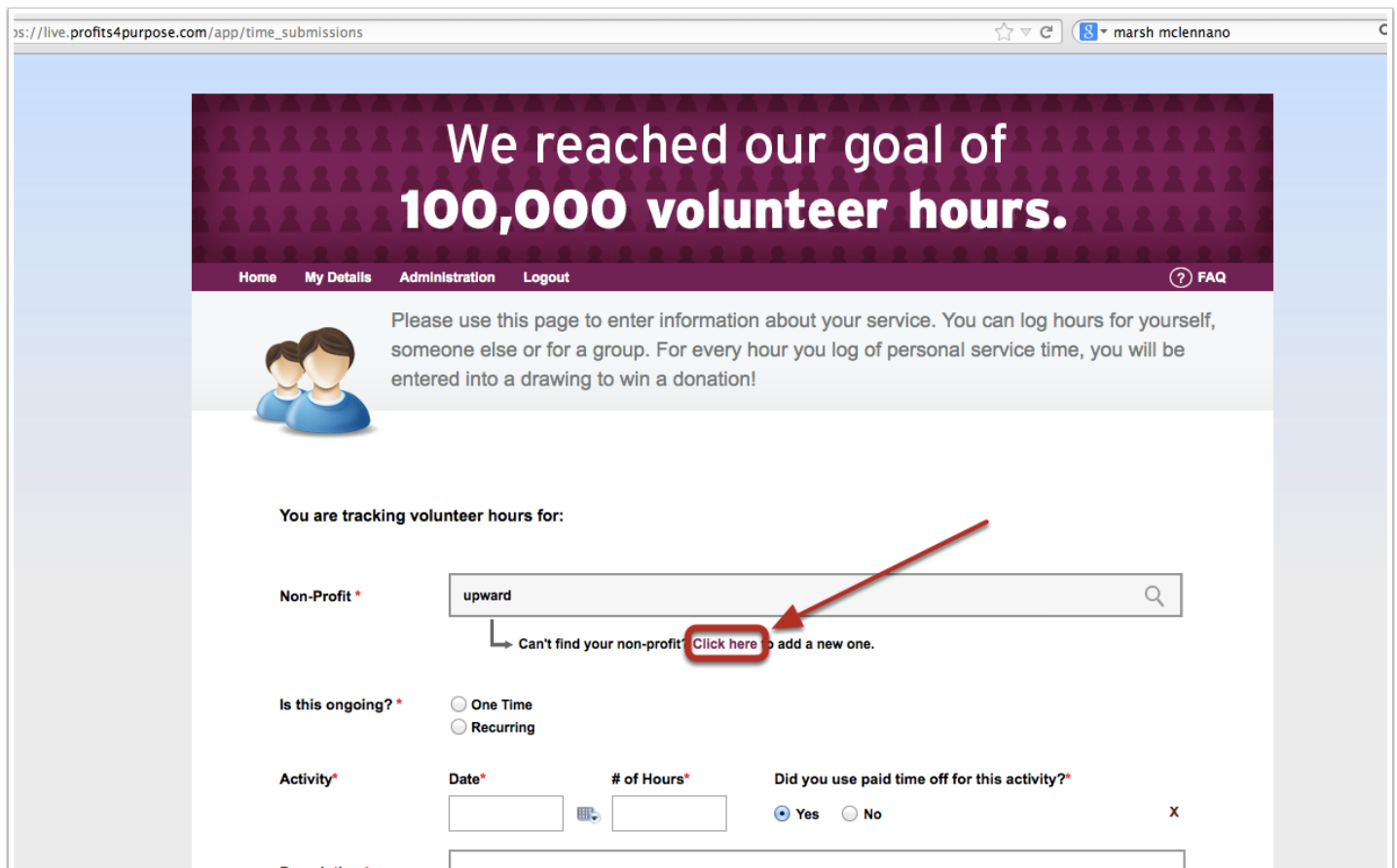


## Time Submissions | Profits 4 Purpose

If after typing in the first name of your non-profit, it does not appear in the drop-down menu, then click on the "Click Here" link as shown below.



The screenshot shows a web browser window with the URL `js://live.profits4purpose.com/app/time_submissions` and a user named `marsh mclennano`. The page features a dark purple header with the text "We reached our goal of 100,000 volunteer hours." and a navigation bar with links: Home, My Details, Administration, Logout, and a FAQ link. Below the header, a message states: "Please use this page to enter information about your service. You can log hours for yourself, someone else or for a group. For every hour you log of personal service time, you will be entered into a drawing to win a donation!" accompanied by an icon of two people. The main section is titled "You are tracking volunteer hours for:". Under "Non-Profit \*", there is a search box containing "upward" and a magnifying glass icon. Below the search box, a link "Can't find your non-profit? Click here to add a new one." is displayed, with "Click here" highlighted by a red box and a red arrow pointing to it. Below this, the "Is this ongoing? \*" section has two radio buttons: "One Time" and "Recurring". The "Activity \*" section includes a "Date \*" field, a "# of Hours \*" field, and a "Did you use paid time off for this activity? \*" section with "Yes" (selected) and "No" radio buttons. A red 'X' icon is visible in the bottom right corner of the form area.

## Time Submissions | Profits 4 Purpose

This pop-up should then appear. Type in the name of the organization and make sure to select the type of category the non-profit belongs to. After doing so, simply click on "Add Non-Profit".

The screenshot shows a web browser window with the URL `https://live.profits4purpose.com/app/time_submissions` and a user profile for 'marsh mclennano'. A dark-themed modal titled 'Add New Organization' is centered on the screen. The modal contains two input fields: 'Nonprofit Name' and 'Nonprofit Category'. The 'Nonprofit Name' field is a text input, and the 'Nonprofit Category' field is a dropdown menu with 'Select Category' as the placeholder. Both fields are highlighted with red rectangular boxes. Below these fields are two buttons: 'Add Non-Profit' (green) and 'Cancel' (grey). The background of the page is dimmed, showing a banner that says 'We reached our goal of' and a form for tracking volunteer hours with fields for 'Non-Profit', 'Is this ongoing?', 'Activity', 'Date', '# of Hours', and 'Did you use paid time off for this activity?'.