

Track Volunteer Hours

Dashboard | Profits 4 Purpose

Select "Track Time" from the dashboard

*Please note: if a user RSVPs to an event, their hours are automatically tracked.

*Please note the dashboard was under construction at the time this document was created and some improvements may have been made



Track Volunteer Hours

Option 1: Track your "one-time" volunteer hours

Enter the non profit you volunteered with, choose "one-time" for frequency, and enter the date, # of hours and the description

You are tracking hours for:

Non-Profit*

↳ Can't find your non-profit? [Click here](#) to add a new one.

Frequency*
• One-Time
• Recurring

Activity*
Date* # of Hours*

Description*

You have 200 characters remaining

[Click here](#) to add another activity

Track Volunteer Hours

Option 2: Track your "recurring" volunteer activity

For example, if you coach little league every week, you can set this up to track your time each week.

You are tracking hours for:

Non-Profit *

↳ Can't find your non-profit? [Click here](#) to add a new one.

Frequency *

- One-Time
- Recurring

Weekly **Bi-Monthly** **Monthly** **Annually**

Please select the day on which you would like your

- Please select day
- MON
- TUE
- WED
- THU
- FRI
- SAT
- SUN

Start date

End date

Activity *

of Hours *

Description *

Track Volunteer Hours

Option 3: Track time for someone else

If you are an administrator, you have have the ability to track time on the behalf of others

You are tracking hours for:

Non-Profit *

↳ Can't find your non-profit? [Click here](#) to add a new one.

Frequency *
• One-Time
• Recurring

Activity * Date * # of Hours *

Description *

You have 200 characters remaining

[Click here](#) to add another activity

Donator *

