

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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>



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.

The screenshot shows a web form for tracking volunteer hours. The form is titled "You are tracking hours for:" and includes several fields and options:

- Non-Profit ***: A search bar containing "Boys and Girls Club, San Diego CA" with a magnifying glass icon. Below it, a link says "Can't find your non-profit? [Click here](#) to add a new one."
- Frequency ***: Two radio button options: "One-Time" and "Recurring". The "Recurring" option is selected. To the right of these options is a dropdown menu titled "Please select the day on which you would like your". The dropdown is open, showing a list of days: "MON", "TUE" (which is highlighted with a blue bar and a checkmark), "WED", "THU", "FRI", "SAT", and "SUN".
- Start date**: A date input field with a light red background.
- End date**: A date input field.
- Activity ***: A text input field.
- # of Hours ***: A text input field.
- Description ***: A large text area for additional details.


The form is enclosed in a light gray border with vertical gray bars on the left and right sides.

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Option 3: Track time for someone else

If you are an administrator, you 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 *
 X

Description *

You have 200 characters remaining

[Click here](#) to add another activity

Donator * 