



Check-in volunteers and report hours

Check in & Reporting Hours

- Check in remotely for off-site activities
- Built-in tools make it very easy to keep up with volunteer hours using VOLY
- We recommend you select 'Auto Assign Hours' when you create your opportunities to ensure hours get logged when the volunteer checks in
- Encourage volunteers to use the 'Check In Check Out Kiosk' which automatically records their hours for both the school and the volunteer
- Occasionally you will need to manually record hours after a volunteer event or to adjust the hours worked by a volunteer. That is also a simple process.

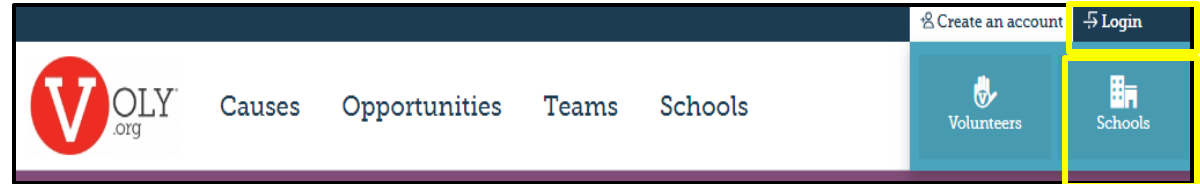
Helpful Hint:

Keeping an accurate record of volunteer hours helps your school and the volunteer.

Accessing VOLY

ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)



LOG IN TO YOUR SCHOOL ACCOUNT

- Click on 'Login' and select 'Schools'
- Enter your email address and your private password.
- Click 'Log In'

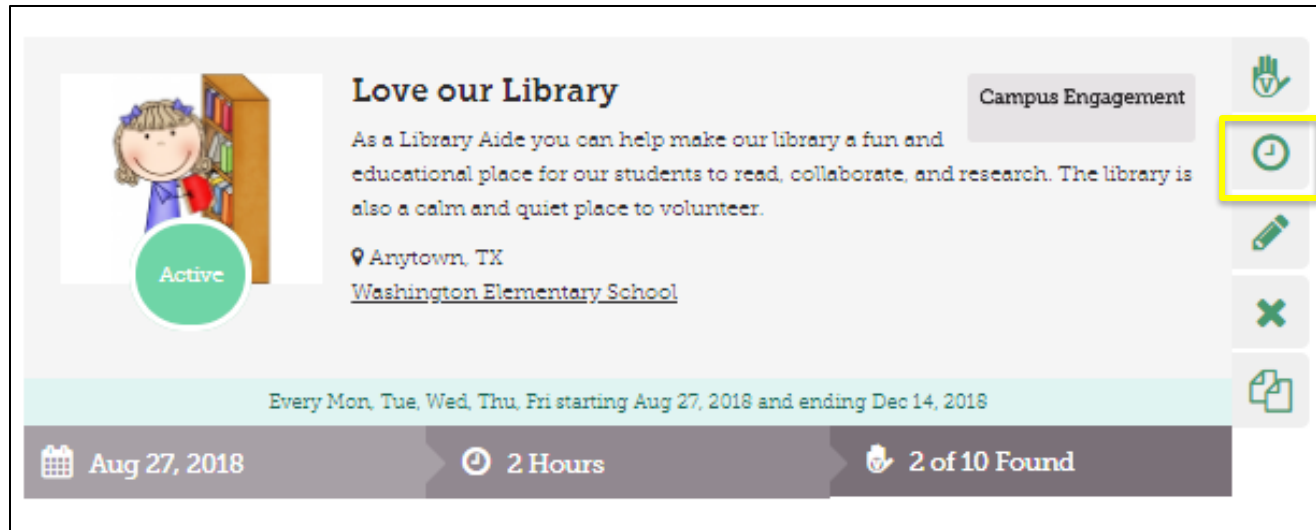
A screenshot of the 'Log In' page for schools. The page has a purple header 'For Schools' and a 'Log In' title. Below the title is the instruction 'Access your account and start managing your volunteers!'. There are two input fields: 'Email Address' with the placeholder 'Your_email@your_school.edu' and 'Password' with a masked password '.....'. A link 'Forgot your password?' is below the password field. A green 'Log In' button is at the bottom.

Find the Opportunity

The screenshot shows the top navigation bar of the VOLUNTEER NOW dashboard. The navigation items are: 'VOLUNTEER NOW .org' logo, 'Create An Opportunity', 'Volunteers', 'View All Opportunities' (highlighted with a yellow box), 'Fans of Your School', and 'More' with a dropdown arrow. Below the navigation bar, a teal banner displays 'You logged in as user Rochelle Luna'. The main content area features three cards: 1) 'FANS OF YOUR SCHOOL' with a heart icon, the number '30', and a 'Manage My School' button. 2) 'Opportunities' with a clock icon, the number '3', and a note: 'Awaiting Your Hours. These opportunities will be moved to Completed status in 7 days.' 3) 'Total Volunteer Hours' with a red speech bubble containing '840', a 'Search for Volunteer' button, and a tip: 'Increase this number by posting more opportunities or monitoring those you already have posted.'

Click 'View All Opportunities' on your school dashboard

Select 'Track Hours'



The screenshot shows a volunteer opportunity card for 'Love our Library'. On the left is a cartoon illustration of a girl with a book, with a green circle below it containing the word 'Active'. To the right of the illustration is the title 'Love our Library' and a 'Campus Engagement' tag. Below the title is a description: 'As a Library Aide you can help make our library a fun and educational place for our students to read, collaborate, and research. The library is also a calm and quiet place to volunteer.' Further down, it lists the location as 'Anytown, TX' and the organization as 'Washington Elementary School'. A light blue bar indicates the schedule: 'Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018'. At the bottom, a dark grey bar shows a calendar icon for 'Aug 27, 2018', a clock icon for '2 Hours', and a location pin icon for '2 of 10 Found'. On the right side of the card is a vertical toolbar with icons for a hand with a 'V', a clock (highlighted with a yellow box), a pencil, a close 'X' button, and a document icon.

Click "Track Hours" (clock icon) on the appropriate opportunity

Select the Date and Shift

Track Hours

This opportunity is registered as Auto Assign Hours. Hours will automatically be assigned to volunteers that attend.



Check in is available for current or past dates only.

< > today July 2018 week month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3		4 12a	6	7
8	9	10	11	12	13	14



Use the calendar to select the date and shift you want to manage

Check-in the Volunteer

Volunteer	Hours
  <p data-bbox="454 392 830 528">SHERRY MOORE <i>sherrylene.moore@gmail.com</i> (210) 863-9266</p>	<p data-bbox="1381 399 1680 449">1.00 Hours Logged</p> <p data-bbox="1381 464 1526 492">Log Hours</p> <p data-bbox="1381 506 1613 535">View / Edit Hours</p>

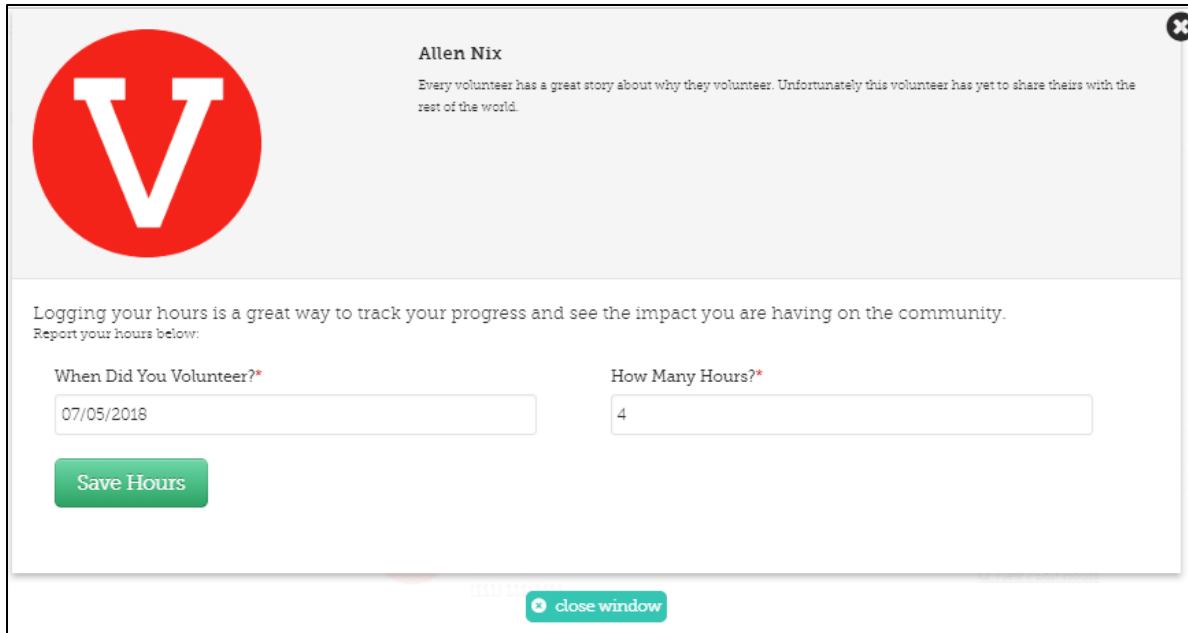
To check-in a volunteer, click on the grey check icon to the left of the volunteer's name and picture. The check box will turn green.

Log Hours

Volunteer	Hours
  <p data-bbox="533 468 871 594">SHERRY MOORE sherrylene.moore@gmail.com (210) 863-9266</p>	<p data-bbox="1377 475 1649 518">1.00 Hours Logged</p> <div data-bbox="1367 518 1580 629" style="border: 2px solid yellow; padding: 2px;"><p data-bbox="1377 539 1508 561">Log Hours</p><p data-bbox="1377 575 1580 596">View / Edit Hour</p></div>

- If your opportunity is set-up to 'Auto Assign Hours,' the pre-set hours will automatically be credited to your school and the volunteer
- If you selected 'Check In and Out' for this opportunity you can easily adjust the number of hours actually worked for this volunteer
 - Click on 'Log Hours'
 - Enter the number of hours this volunteer worked

Adding Hours



The screenshot shows a user profile for Allen Nix. The profile includes a red circular logo with a white 'V' and a bio: "Every volunteer has a great story about why they volunteer. Unfortunately this volunteer has yet to share theirs with the rest of the world." Below the profile is a form titled "Logging your hours is a great way to track your progress and see the impact you are having on the community. Report your hours below:". The form has two input fields: "When Did You Volunteer?*" with the value "07/05/2018" and "How Many Hours?*" with the value "4". A green "Save Hours" button is located below the input fields. At the bottom of the form, there is a "close window" button.

- Enter a current or past date to report hours
- Enter the number of hours to be reported
- Click 'Save Hours'

What Happens Next

- When you report hours for your volunteer, VOLY will generate a thank you email
- Reported hours will be visible on both the school profile and on the volunteer's profile page
- For repeating opportunities, you can add additional hours for any of your volunteers each time they volunteer by adding the new hours to those already reported

