



**Check-in volunteers and report hours**

# Check in & Reporting Hours

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- 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' you create your opportunities
- 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 the adjust the hours worked by a volunteer. That is also a simple process.

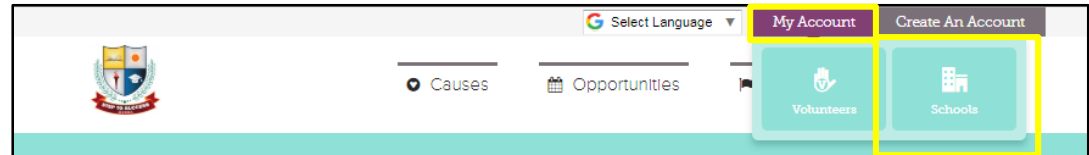
## **Helpful Hint:**

*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 'My Account' and select 'Schools'
- Enter your email address and your private password.
- Click 'Log In'

A screenshot of the 'Log In' form for schools. The form is titled 'Log In' and has a subtitle 'Access your account and start managing your volunteers!'. It contains two input fields: 'Email Address' with the placeholder text 'Your\_email@your\_school.edu' and 'Password' with a masked password '.....'. Below the password field is a link 'Forgot your password?'. At the bottom of the form is a green 'Log In' button. The entire form area is highlighted with a yellow border.

# Find the Opportunity

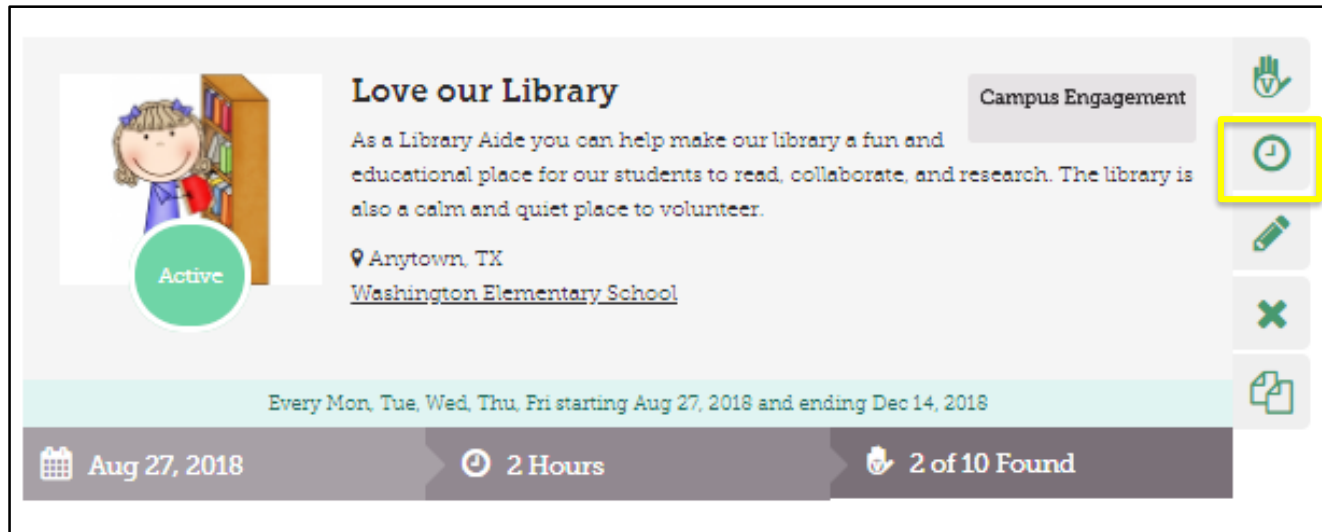
The screenshot shows a school dashboard with the following elements:

- Navigation:** Causes, Opportunities, Teams, Schools
- School Profile:** Washington Elementary School, with a mascot logo and a "minimize" button.
- Opportunities Section:** A calendar icon, the word "OPPORTUNITIES", a green "Create An Opportunity" button, and a yellow-bordered "View All Opportunities" button.
- Fans of Your School Section:** A heart icon, the number "1", the text "FANS OF YOUR SCHOOL", and a "Manage My School" button.
- Opportunities Awaiting Hours Section:** A clock icon, the number "0", the text "Opportunities Awaiting Your Hours.", and a link to "View All Opportunities".
- Total Volunteer Hours Section:** A red speech bubble with "0.0", the text "Total Volunteer Hours", and a note: "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'

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The screenshot shows a volunteer opportunity card for "Love our Library" at Washington Elementary School. The card includes a profile picture of a girl with a green "Active" badge, a description of the role, and a list of icons on the right side. The "Track Hours" icon, which is a clock, is highlighted with a yellow box. Below the card, a summary bar shows the date "Aug 27, 2018", the duration "2 Hours", and the number of spots "2 of 10 Found".

**Love our Library** Campus Engagement

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.

Anytown, TX  
[Washington Elementary School](#)

Active

Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018

Aug 27, 2018 2 Hours 2 of 10 Found

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





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Volunteer		Hours
	 <b>Sherry Briggs</b> <a href="mailto:sbriggs@vcnt.org">sbriggs@vcnt.org</a> 📍 Dallas, TX (214) 826-6767	<i>This volunteer did not attend. Click on the 'grey check' icon to the left to change this volunteer's attendance record.</i>
	 <b>Voly Manager</b> <a href="mailto:sberbriggs+cra@gmail.com">sberbriggs+cra@gmail.com</a> (214) 826-6767	<a href="#">🕒 Log Hours</a> <a href="#">🕒 View Hours</a>

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

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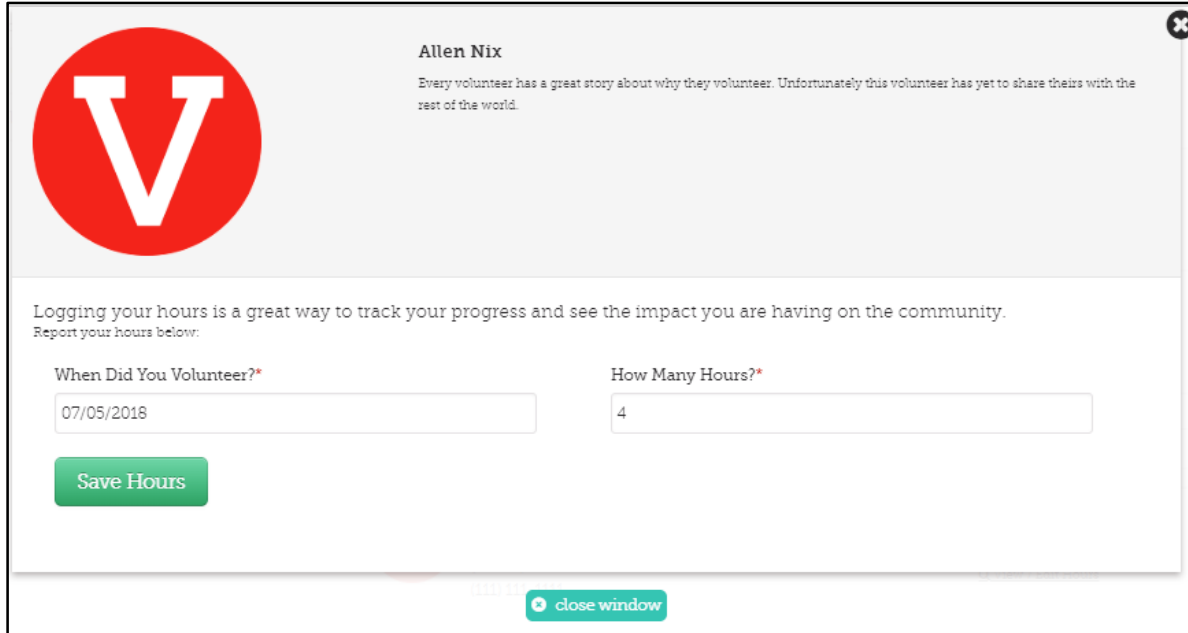
Volunteer	Hours
  <p><b>Sherry Briggs</b> <a href="mailto:sbriggs@vcnt.org">sbriggs@vcnt.org</a> Dallas, TX (214) 826-6767</p>	<p><i>This volunteer did not attend. Click on the 'grey check' icon to the left to change this volunteer's attendance record.</i></p>
  <p><b>Voly Manager</b> <a href="mailto:sberbriggs+cra@gmail.com">sherbriggs+cra@gmail.com</a> (214) 826-6767</p>	<p><a href="#">Log Hours</a> <a href="#">View Hours</a></p>

- 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

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The screenshot shows a user profile for Allen Nix with a red circular logo containing a white 'V'. Below the profile, there is a message: "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:". There are 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 window, 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

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- 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

