# Check-in volunteers and report hours

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# Check in & Reporting Hours

**Helpful Hint:**
*Keeping an accurate record of volunteer hours helps your school and the volunteer.*

- 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
- 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.

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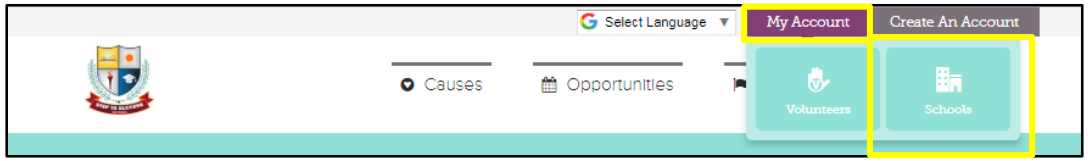
# Accessing VOLY

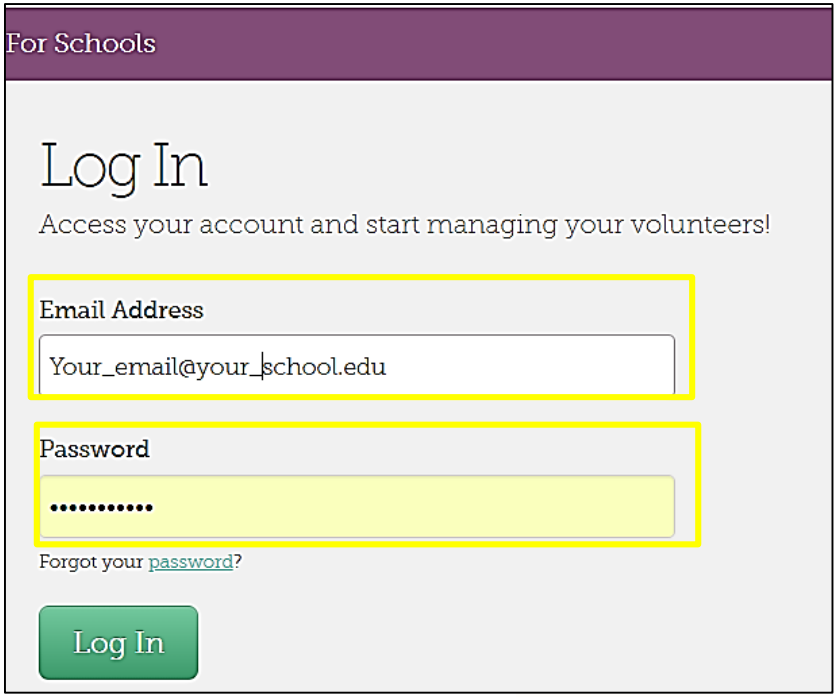



## Access VOLY

- Go to 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'

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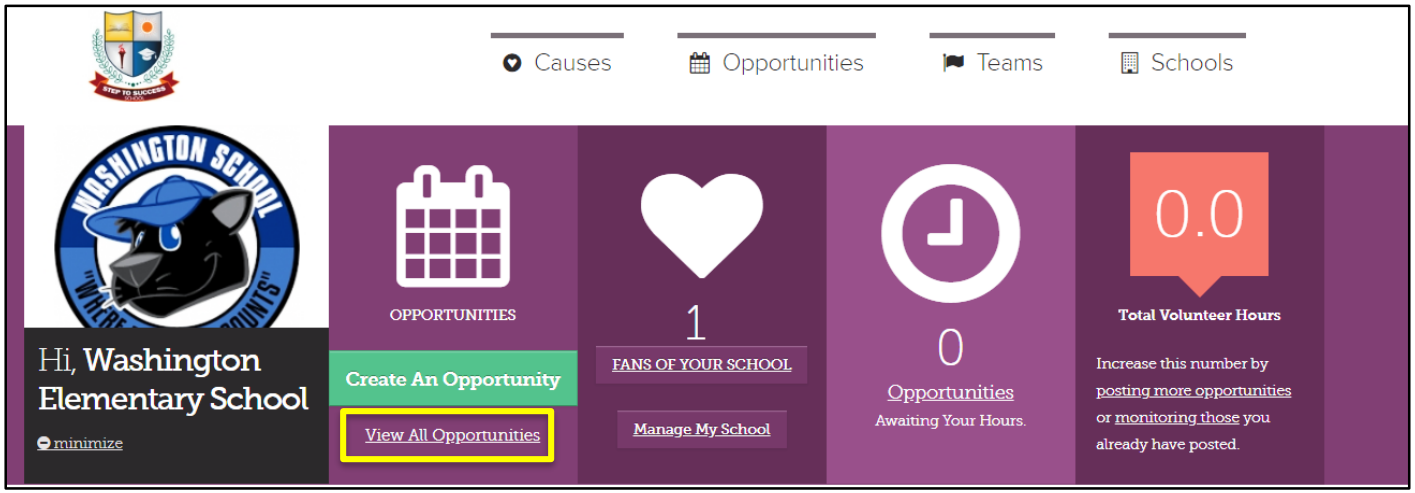
# Find the Opportunity




Click ‘View All Opportunities’ on your school dashboard

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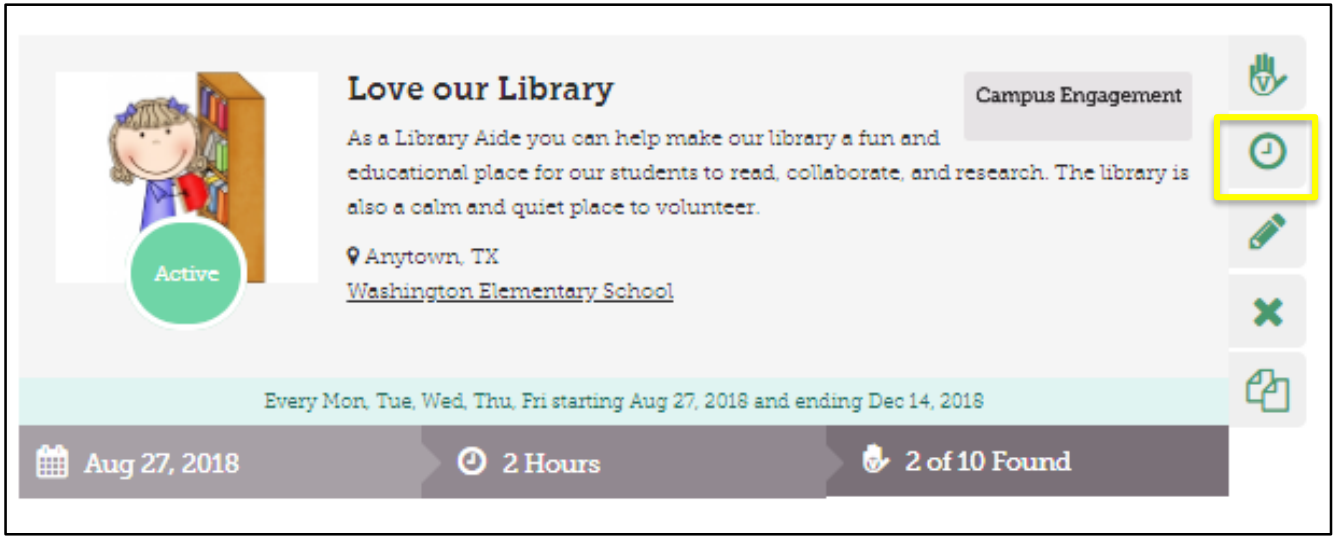
# Select ‘Track Hours’




Click “Track Hours” (clock icon) on the appropriate opportunity

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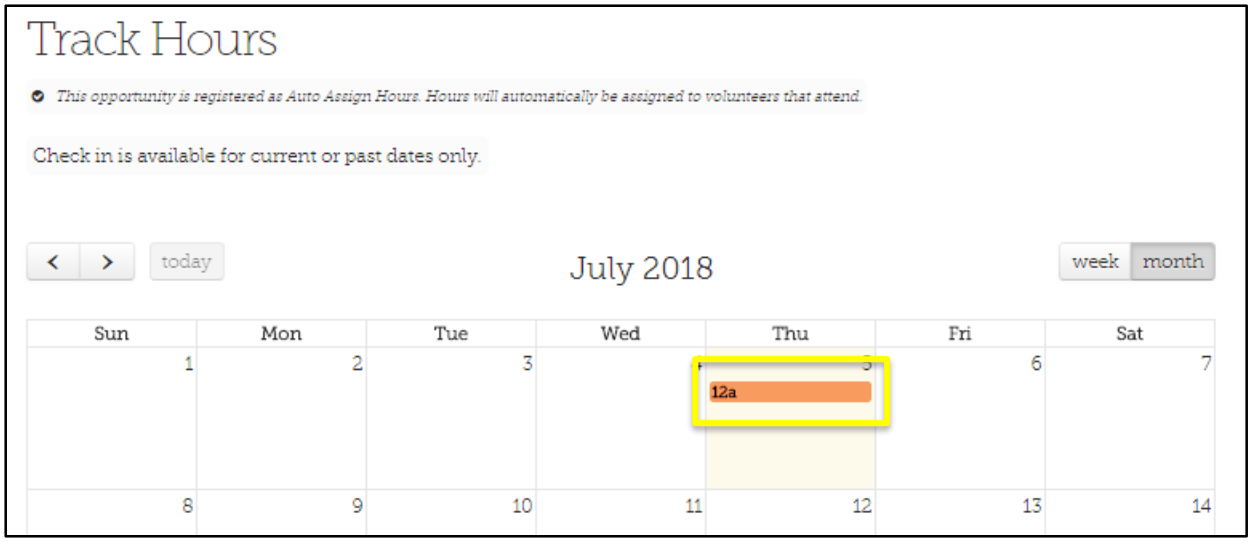
# Select the Date and Shift




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

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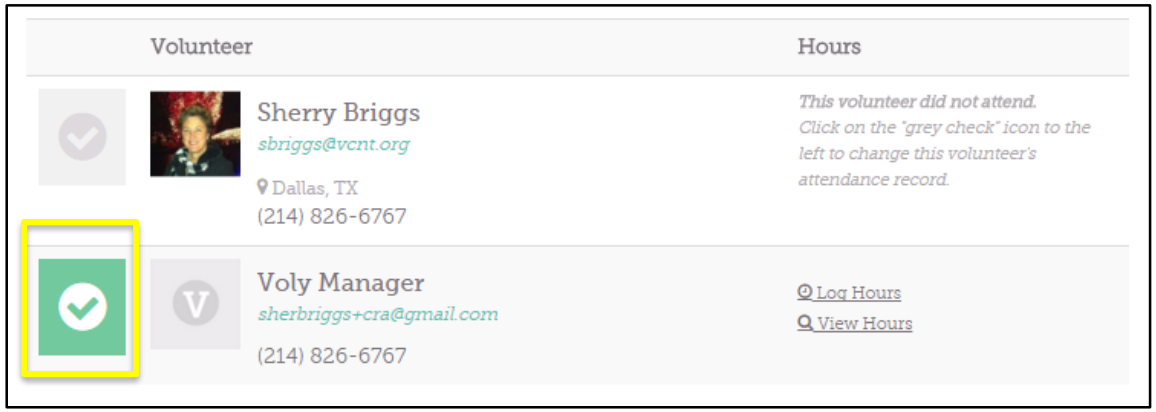
# Check-in the Volunteer




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.

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# Log Hours

- 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

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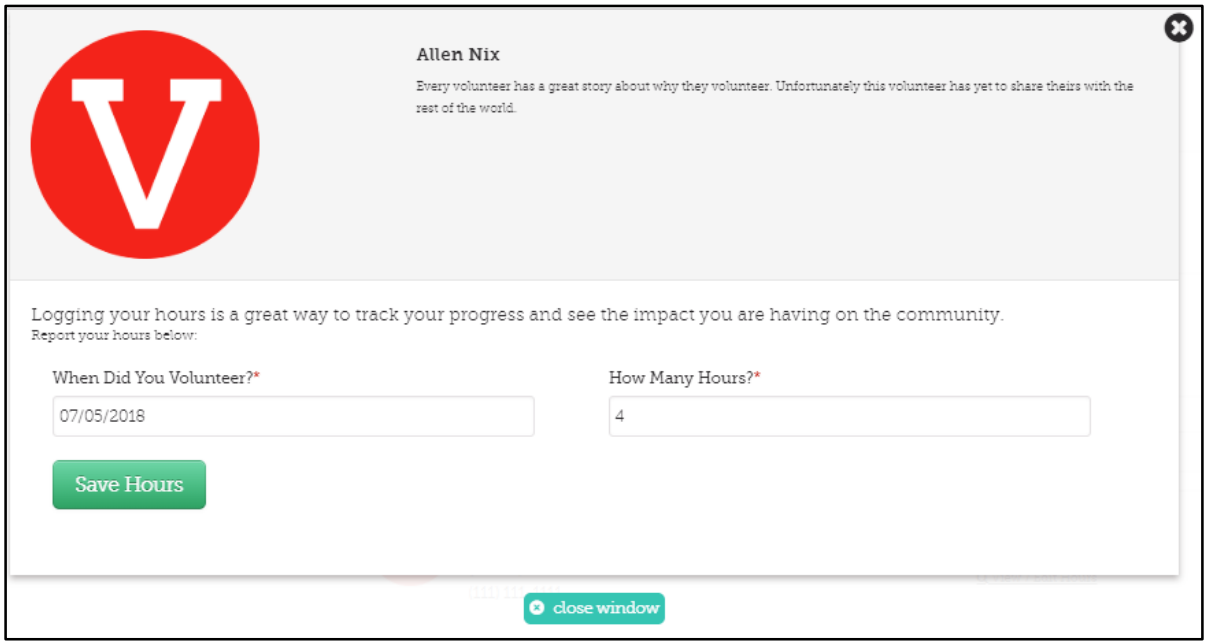
# Adding Hours




- Enter a current or past date to report hours
- Enter the number of hours to be reported
- Chick ‘Save Hours’

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# 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

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