

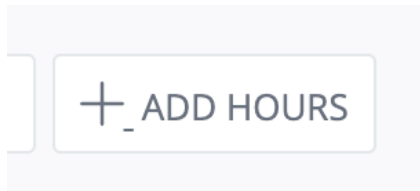
## HOW DO I LOG MY HOURS?

### Web page on your computer or phone

1. Go to the Dashboard (like your home page)
2. Tap on the Volunteer Hours (clock icon) which takes you to “Track Hours”



3. Tap on “+Add Hours”



4. Under “Hour Type,”
  - a. Click “yes” if these hours are in response to a specific opportunity and tap on the opportunity

**Hour Type**

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes

☐ No

Opportunity \*

- b. Click “no” if these hours are not in response to a specific opportunity. In the “Individual Details” questions for “Where did you volunteer?” type in a brief description of what you did. You

can skip the other two questions.


### Hour Type


Are these hours in reference to an opportunity you responded to on this site?


☐ Yes

☒ No

### Individual Details


Where did you volunteer? 

Who can verify these hours? 

What email address can be used to confirm these hours? 

5. Scroll down to Hours Details and enter the “Date Worked” and “Hours Worked”

### Hour Details

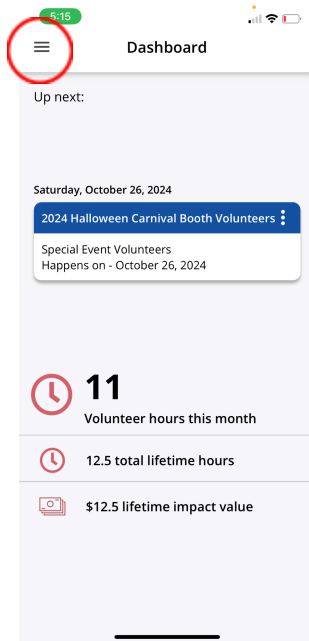
Date Worked \*  

Hours Worked \*

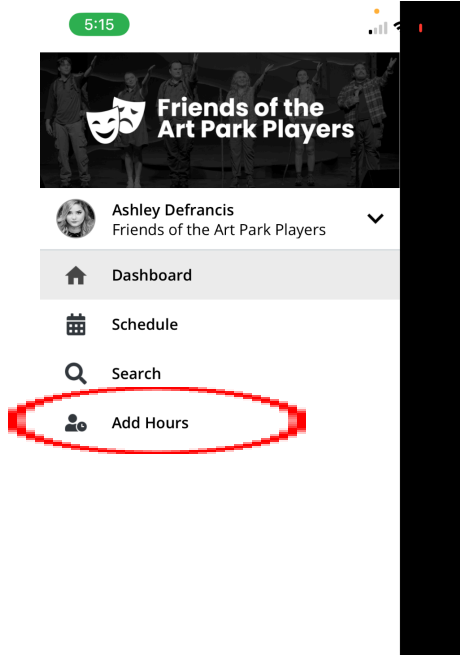
6. Scroll down and tap on “Submit Hour Entry”

## **CauseConnect Mobile App**

1. Tap on the small three “menu” lines in the upper left corner



2. Tap on “Add hours”



3. Under “Hour Type,”
  - a. tap “yes” if these hours are in response to a specific response and tap on the response and tap on “Continue.” Volunteer details

including date, start time and hours worked will appear. Tap on “Submit Hours”

5:16

≡ Add Hours

**Hours type:**

Are these hours in reference to something you responded to on this site?

☒ Yes

☐ No

2024 Halloween Carnival Booth Volunteers ▼

Required

User Groups:

☒ N/A

Required

Continue

- b. tap “no” if these hours are not in response to a specific opportunity. Select the “Date Worked” and “Start Time” as well as the “Hours Worked.” In the “Individual Details” questions for “Where did you volunteer?” type in a brief description of what you did. You can skip the other two questions.

5:17

< Add Hours

**Individual hours**

**Hour Details**

Date worked and start time

2024-09-23 5:16 pm

Required

Hours worked

2

Required

Where did you volunteer?

\*\*Type What you Did Here

Who can verify these hours?

\*\* Leave Empty

What email address can be used to confirm these hours?

\*\* Leave Empty

4. Tap “Submit Hours”

Submit hours