

Logging in and Managing your Volunteer Account

Once a volunteer has registered on the site, they are given immediate access to their volunteer account. The "Become a Member" link changes to a "My Account" link and this gives the volunteer access to manage their volunteer account.

Overview

The screenshot displays the 'Account Overview For Valerie Volunteer' page. At the top, there are navigation links: 'FOR VOLUNTEERS', 'FOR NONPROFITS', 'FOR CORPORATE PARTNERS', and 'MY ACCOUNT'. The user's name 'Valerie Volunteer' is shown, along with a '17.04 Verified Hours' and '0 Unverified Hours' summary. The page is divided into several sections:

- Upcoming Opportunities:** A table listing upcoming events. One example is 'Art and Crafts with Kids' at 'Troutco' on '2/22/2019 6:30 PM'. Actions available include 'Team Opportunity', 'Participants', 'Remove Team', 'Location', and 'Add to Calendar'.
- Volunteer History with Demo 9015:** A table showing past volunteer activities. Columns include Opportunity, Organization, Date, Hours, and Action/Status. Examples include 'Arts and Crafts for Jerry's Kids' at 'HandsOn Connect 9015' with various dates and 0 hours.
- Self-Reported Hours:** A section at the bottom for reporting hours.

Numbered callouts (1-6) highlight key features: 1. Total verified and unverified hours; 2. Upcoming Opportunities section; 3. Link to opportunity details; 4. Sign-up status actions; 5. Volunteer History table; 6. Self-Reported Hours section.

When you first login you will be taken to the Volunteer Account overview Page. Here you'll see:

1. A total of all your verified hours of service, and your 'total hours' which includes self-reported hours that have not yet been verified.
2. Upcoming Opportunities -- a scrollable, sortable list (click on column headers to sort), of your upcoming opportunities.
3. Link to the opportunity detail page
4. Info on your sign-up status for your upcoming opportunities. This will include some or all of the following:

- The words "**Pending Approval**" -- will appear if you have expressed interest in an opportunity but have not yet been confirmed by the Opportunity Leader.
- "**Remove me**" link (to cancel and remove yourself from attending the opportunity)
- The words "**Team Opportunity**" (if you are signed up as part of a team)
- "**Participants**" link. Appear if you are signed up as the team captain of a team. Clicking on this allows you to see who on your team is signed up, and alter the participation list.
- "**Remove Team**" link. Appears if you are signed up as the team captain and wish to cancel the entire team from attending.
- "**Location Details**" hyperlink. Will open a page with location information and a google map to the volunteer opportunity.
- "**Add to Calendar**" link. Will allow you to choose your personal calendar type and automate the process of adding it to your personal calendar.

5. Volunteer History - lists all your past connections. Has the following possible Actions / Status:

- "**Team Opportunity**" will indicate if you attended as part of a team
- "**Feedback**" link allows you to give feedback on the opportunity, and rate it on a scale of 1-5 stars.
- "**Report Hours**" link allows you to self-report your hours of service, in situations where the opportunity leader hasn't already verified your attendance.

6. Self-Reported Hours - this section appears in organizations that have self-reporting enabled. It will list all the opportunities a volunteer has self-reported.

Location Details Page

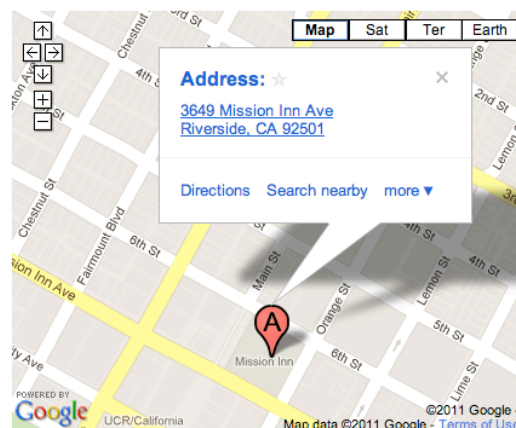
Special Direction For Arts & Crafts with Kids

3649 Mission Inn Ave

[Print](#)

Riverside, CA 92506

Take I-60 to the Martin Luther King Exit. Come up the hill and turn right on Troutco lane. Volunteers should park in the back of the building. The access code to get through the gate is 1234.



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In the upcoming opportunities section there is also a link "Location Details" clicking on this takes you to the Location Details Page.

Any information in the "Locations" object will appear here including special directions on parking, transit, etc. Also a working google map will appear allowing the volunteer to get driving directions from any location.

Volunteer History indicates whether or not hours are verified.

Volunteer History with HandsOn Connect Demo:

OPPORTUNITY	ORGANIZATION	DATE ▼	HOURS	ACTION/STATUS
America's Sunday Supper	Art in Texas	1-16-12 04:37PM	2.00 hours Verified	- Feedback
Wonder of Reading	Community Foundation Silicon Valley	1-16-12 12:00PM	0 hours	- Feedback - Report Hours
MLK Boulevard Tree Planting	Troutco	1-16-12 09:00AM	0 hours	- Feedback - Report Hours

For Volunteer Opportunity appearing in Volunteer History, those opportunities where you have had attendance and service verified will appear with the word **Verified** underneath it.

For past service where the Opportunity Coordinator has now yet verified service, volunteers can click on "Report Hours" to self-report their hours.

Self-Reporting Hours for your volunteer history

The screenshot shows a 'REPORT HOURS' modal form overlaid on a table of volunteer opportunities. The form contains the following fields:

- Name: Help HOCD Paint our Offices
- Organization: HandsOn Connect Demo
- Opportunity Leader: Larry Admin Deckel
- Start Date & Time: 03/04/2012 08:00 AM
- End Date & Time: 03/04/2012 11:30 AM
- Hours:

A green 'SUBMIT' button is at the bottom of the form. The background table has the following columns: OPPORTUNITY, ORGANIZATION, DATE, HOURS, and ACTION/STATUS. A red arrow points from the 'Report Hours' link in the ACTION/STATUS column of the first row to the 'REPORT HOURS' modal.

OPPORTUNITY	ORGANIZATION	DATE	HOURS	ACTION/STATUS
Help HOCD Paint our Offices	HandsOn Connect Demo	3-4-12 08:00AM	0 hours	- Team Opportunity - Feedback - Report Hours
Teens and Kids with Kids	HandsOn Connect Demo	3-10-12 07:00AM	2 hours	- Remove Me - Location details
Teens and Kids with Kids	HandsOn Connect Demo	3-10-12 07:00AM	2 hours	- Remove Me - Location details
Teens and Kids with Kids	HandsOn Connect Demo	3-22-12 02:00PM	2 hours	- Remove Me - Location details
Teens and Kids with Kids	HandsOn Connect Demo	4-7-12 12:00PM	4 hours	- Team Opportunity - Pending Approval - Manage My Team - Remove Team
Teens and Kids with Kids	HandsOn Connect Demo	9-15-12 07:30AM	2 hours	- Remove Me - Location details

If a volunteer sees that the opportunity coordinator for a past volunteer opportunity has not yet verified their attendance, they can click on the "Report Hours" link and self-report their hours of attendance. This will trigger an email to be sent to the Opportunity Coordinator requesting that they verify the self-reported hours.

Add to Calendar

The Add to Calendar option will be presented to you when you first sign up for a "Sign Up" project. The link will appear on the success page. For any opportunities that were express interest, or to get to this link later, you'll find it in your upcoming opportunities for all your confirmed connections.

Click on the link to choose your calendar format:

Arty Crafts for Kids	Troutco	3-2-16 05:00PM 2.00 hours	<div><div>- Remove Me</div><div>- Location details</div><div>- Add to Calendar</div><div>iCalendar</div><div>Google Calendar</div><div>Outlook</div><div>Outlook Online</div><div>Yahoo! Calendar</div></div>
Playful Puppies and Cuddly Kittens...	Troutco	3-12-16 10:00AM 2.00 hours	
Playful Puppies and Cuddly	Troutco	4-9-16	