

# Self-Reporting Volunteer Hours

Volunteers Can Self-Report service hours for Volunteer Opportunities that weren't found on your public site. This enables them to keep a complete volunteer history on the site.

Note: Self-Reporting may be on or off for your public site. It can be enabled or disabled by request.

 When Self-Reporting is turned on for your organization - you have several options to customize self reporting:

1) You can allow (or not allow) reporting a regular schedule of dates (i.e. Every Monday during the last two months).

2) You can allow or not allow self-reporting to non-partner organizations.

[See this article for the various options that are available for self-reporting.](#)

## Click on the link for "Self-Report Your Volunteer Service" found in the "My Account" section of the navigation

Self Report Hours For

Valerie Volunteer

Use this form to report your volunteer service with organizations or opportunities not listed on this site. To report your hours with volunteer opportunities you previously registered for, please go to your Volunteer History and click on "Report Hours"

**ORGANIZATION SERVED**

1 Organization Name \* Search and Select an Organization

What do you want to Report?

A specific date and time that you volunteered

A regular schedule of dates I've volunteered in the past

**A SPECIFIC DATE AND TIME THAT YOU VOLUNTEERED**

2 Opportunity Name \* [Text Field]

Date of Service \* 11/5/2018

Start Time \* 9:00 AM End Time \* 9:00 AM

3 SUBMIT

This takes the user to the system page /self-reported-hours. (Note: This page must be enabled by the system administrator using the [CMS system](#). It can be placed here in the My Account section (default) Or it can be placed elsewhere in the navigation. It should only be visible as a navigation option when the user is in a logged in state.)

1. Volunteers can search for a partner organization by typing in the name. If found, simply select the organization your wish to report your service for. If the organization cannot be found, then the text "Can't find your organization? Click here to enter a new organization" appears - and you are prompted to enter the organization name, contact name, and email address. (Note: this prompt does not appear if you choose NOT to enable self-reporting to outside organizations.)

2. Volunteers fill out this section to describe the name, date, start and end time of the opportunity they wish to self-report.

3. Clicking submit creates an opportunity and adds it to the Self-Reported Hours part of the My Account overview, in status "Awaiting Verification"

An email is sent to the organization asking them to verify the hours.

If the organization is not one of your partners, a separate email workflow is triggered (if report to outside organization is enabled).

## The Self-Reported Opportunity shows up in the "Self-Reported Hours" section of the Overview page:

### Volunteer History with HandsOn Connect Demo:

OPPORTUNITY	ORGANIZATION	DATE ▼	HOURS	ACTION/STATUS
<a href="#">Help HOCD Paint our Offices</a>	HandsOn Connect Demo	3-4-12 08:00AM	0 hours	- Team Opportunity - <a href="#">Feedback</a> - <a href="#">Report Hours</a>
<a href="#">Interested?</a>	Troutco	3-4-12 07:30AM	0 hours	- <a href="#">Feedback</a>
<a href="#">Arts &amp; Crafts with Kids</a>	Troutco	3-3-12 06:00PM	0 hours	- <a href="#">Feedback</a> - <a href="#">Report Hours</a>
<a href="#">Girl Scout Cookie Distribution</a>	Girl Scouts of the USA	3-3-12 10:00AM	0 hours	- <a href="#">Feedback</a> - <a href="#">Report Hours</a>
<a href="#">Briar Vista Farm Planting</a>	Atlanta Midtown Volunteer Center	3-3-12 10:00AM	0 hours	- <a href="#">Feedback</a> - <a href="#">Report Hours</a>

### Self-Reported Hours:

OPPORTUNITY	ORGANIZATION	DATE ▼	HOURS	ACTION/STATUS
<a href="#">Stop Smoking Campaign</a>	American Cancer Society	3-1-12 01:00PM	2.00 hours	- Awaiting Verification

It remains there while awaiting verification, and when it gets verified it will be moved into the regular "Volunteer History" grid.

## Self-Reporting Hours form if you click on "Don't see your organization, click here"



### SELF REPORT HOURS FOR Valerie Volunteer

Use this form to your volunteer service with organizations or volunteer opportunities not listed on this site. To report your hours with volunteer opportunities you have already registered for, please go to you Volunteer History and click on "Report Hours"

ORGANIZATION SERVED & CONTACT INFORMATION		* Required
*Organization Name	<input type="text" value="American Red Cross"/>	
*Contact Name	<input type="text" value="Bob Cross"/>	
*Email Address	<input type="text" value="bob@localredcross.org"/>	
Main Phone	<input type="text" value="323-123-1234"/>	
	<a href="#">Want to search again, click here</a>	

  

VOLUNTEER OPPORTUNITY INFO		* Required
*Opportunity Name	<input type="text" value="DAT Team house fire response"/>	
*Date of Service	<input type="text" value="03/01/12"/>	
*Start Time	<input type="text" value="3:20 AM"/>	*End Time <input type="text" value="6:14 AM"/>
*Impact Area	<input type="text" value="SELECT"/>	

SUBMIT

The Volunteer enters the name and contact info for an organization that isn't an active partner of yours.

An email will be sent to the entered contact's email address, asking them to consider becoming one of your partner organizations and requesting they verify the volunteer's service.

A connection record is created on the back end of the system.