

Add New Volunteer

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What this is

This will show you how to add a new volunteer to your schools database as an administrator. This can be done from any computer and does not need to be done on the computer used for signing in.

How to do it

<p>Step 1</p>	<p>Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on.</p> <p>If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.</p>	
<p>Step 2</p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled 'View & Edit Data'.</p>	
<p>Step 3</p>	<p>Near the upper middle of the page, click the button labelled 'Volunteer Profiles'.</p>	
<p>Step 4</p>	<p>This will bring up the volunteer selection window listing all of the volunteers. At the bottom of the page, select 'Add New Volunteer'.</p>	
<p>Step 5</p>	<p>Type in the new volunteer's first and last names. HelpCounter will check to see if the name is already used when you click 'Add This Volunteer'. If not, they will be added to the database.</p>	
<p>Step 6</p>	<p>You will now be in the Edit Volunteer Profile window for the new volunteer. This is where you would enter their email address, phone numbers, etc.</p> <p><i>NOTE: Only the name is required, so if you have no other information you could skip this step.</i></p>	
<p>Step 6</p>	<p>Save your changes and you are finished.</p>	