

## Email History to A Volunteer

### What this is

Some volunteers may need a copy of their volunteering history on a regular basis. You may set HelpCounter to email this history to certain volunteers on the first of every month. The monthly report will show all months year to date and will contain a detailed listing of all sign ins for that volunteer.

### How to do it

<p><b>Step 1</b></p>	<p>Log into the Admin Area of HelpCounter by going to <a href="http://www.helpcounterweb.com">www.helpcounterweb.com</a> 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><b>Step 2</b></p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled 'View &amp; Edit Data'.</p>	
<p><b>Step 3</b></p>	<p>Near the upper middle of the page, click the button labelled 'Volunteer Profiles'.</p>	
<p><b>Step 4</b></p>	<p>This will bring up the volunteer selection window listing all of the volunteers. Find the volunteer's name and click on it.</p>	
<p><b>Step 5</b></p>	<p>Near the bottom of the 'Main Info' section, check the box next to 'E-Mail Monthly Summary'.</p>	
<p><b>Step 6</b></p>	<p>At the top of the window, save your changes.</p>	