


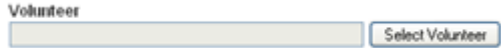





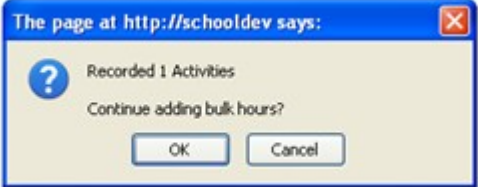
How to Manually Enter Volunteer Hours

What this is

You may sometimes receive requests from volunteers to record hours that they volunteered but didn't sign in for.

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 'Manually Enter Hours'.</p>	
<p>Step 3</p>	<p>Click on 'Bulk Hours for Single Volunteer'.</p>	
<p>Step 4</p>	<p>Select the volunteer by clicking on 'Select Volunteer' and then clicking on the volunteer's name.</p>	
<p>Step 5</p>	<p>Click in the 'Date' box and a calendar will pop up. Click on the date the hours were worked.</p>	

<p>Step 6</p>	<p>For each activity they worked, you may enter the hours for that activity in the box next to its name.</p>	 <table border="1"> <thead> <tr> <th>Activity</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Art Literacy</td> <td></td> </tr> <tr> <td>Art Show</td> <td></td> </tr> <tr> <td>Babysitting</td> <td></td> </tr> <tr> <td>Bank Day/Banking</td> <td></td> </tr> <tr> <td>Book Fair</td> <td></td> </tr> <tr> <td>Carnival</td> <td></td> </tr> </tbody> </table>	Activity	Hours	Art Literacy		Art Show		Babysitting		Bank Day/Banking		Book Fair		Carnival	
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<p>Step 7</p>	<p>Record the hours.</p>															
<p>Step 8</p>	<p>You will see a pop up confirming that the hours were recorded. If you have more hours to report for other volunteers, click on 'OK', otherwise if you are finished, click on 'Cancel'.</p>	 <p>The page at http://schooldev says:</p> <p>Recorded 1 Activities Continue adding bulk hours?</p> <p>OK Cancel</p>														