

View Activity/Committee Rosters

What this is

This feature will allow you to view hours reports, etc. from previous school years.

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 'Rosters & Reports'.</p>	
<p>Step 3</p>	<p>Near the top of the page, under 'Volunteer Rosters', click on the down arrow. Now select the roster type.</p> <p>If you select a rosters by activity, classroom, etc. you will then select the appropriate activity, classroom, etc.</p>	
<p>Step 4</p>	<p>When you are viewing your roster, you may select to view only the volunteers who indicated interest, only those who actually volunteered, or both.</p> <p> <input checked="" type="radio"/> Committed to Help <input type="radio"/> Actually Volunteered Hours <input type="radio"/> Show Both </p>	
<p>Step 5</p>	<p>Also you may choose to print or export the report. But more commonly, you may want to send an email to the volunteers on this roster.</p>	

	
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