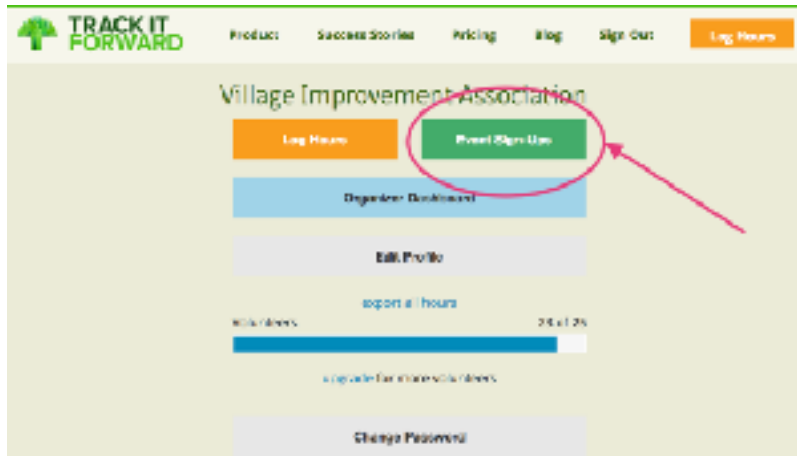


TIF Recording Bulk Volunteer Hours

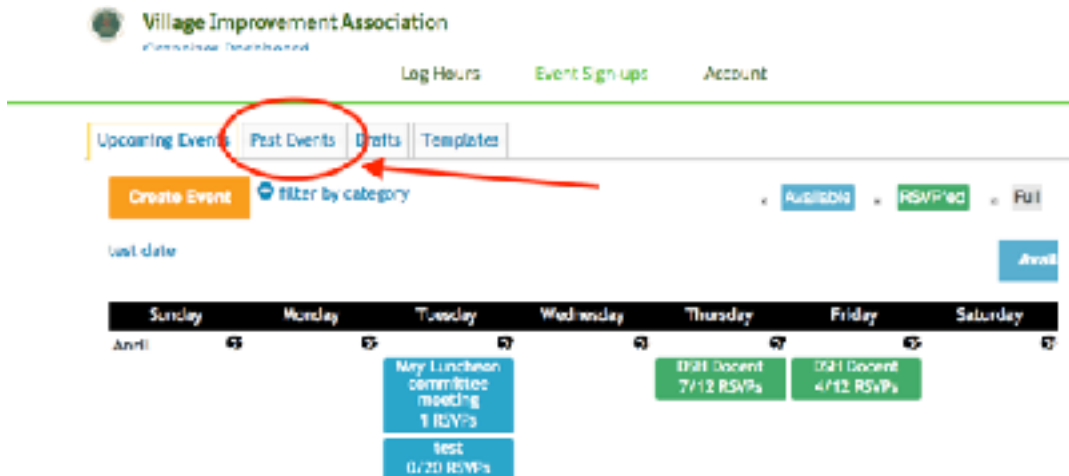
Overview

As an Event Manager, recording volunteer hours in bulk after the Event has occurred is the most accurate way to capture volunteer hours associated with a project.

1. SIGN IN as usual.
2. From Dashboard, select Event Sign Up.



3. From the Event Calendar, go to the "Past Events" tab.



TIF Recording Bulk Volunteer Hours

- From the Past Events listing, find the Event needed to record volunteer hours.
 - Select the blue “Verify” button to confirm all attendees listed represent is accurate.
 - A green “Logged” button indicates an attendee/s has already recorded their hours for this Event.
 - If changes are needed, select the Event name link to go to the Event Summary screen.
 - Add or remove volunteer names as needed before recording any volunteer hours.
 - If your own hours as Event Manager will be recorded under the same Activity as all other attendees, remember to add your own name to the volunteer list.
 - If your own hours will be recorded in a different Activity, such as Chairman instead of Volunteer, a separate individual entry will be required.



TIF Recording Bulk Volunteer Hours

5. On the Verify Hours screen,

A. Hours:

- Note that the hours opposite each attendee name have been calculated based on the duration of the meeting. If the meeting length needs to be adjusted
- Each hour entry can be changed on the Verify Hours screen OR
- The original Event can be edited to change the length of the meeting, shorter or longer, by returning to the Event Summary screen.
- Note that any hours already logged by an individual attendee are clearly shown and will not be updated again during the bulk log hours process.
- An additional 1/2 is automatically added to each entry for travel.

B. Activity: - Select the Activity to be used for hours recording from the list of possible Activities.

C. Date Volunteered: - confirm meeting date.

D. GIK: - Any \$ amount entered here will be recorded on each attendee hour log entry.

E. Notes: - Any information entered here will be recorded on each attendee hour log entry.

6. Select the yellow “Log Hours” button to complete the bulk hours update.

Verify Hours for DEH Publicity Committee Meeting

1. Verify Hours
Review the volunteer's hours to make sure the totals are correct. You can change them or zero them out. After you submit them, the volunteer will be notified of the submission.

unsubmitted hours
 submitted hours
 submitted hours pending approval

A.

Hours	Shift	Name
2	10:00am - 12:00pm Meeting	Adams Karen
?	10:00am - 12:00pm Meeting	Dannarichj Renee
- approve	10:00am - 12:00pm Meeting	Organizer Sherry Logged a total of 2.5 hours for this event
2	10:00am - 12:00pm Meeting	Porterfield Luis
?	10:00am - 12:00pm Meeting	Rzyno ds Jo Ann
1	10:00am - 12:00pm Meeting	Suchanek Carol

2. Set Defaults

B. Activity:
Fundraising - Designer Show House Volunteer

C. Date Volunteered:
Format: MM/DD/YYYY
04/22/2018

D. GIK:
Gifts in Kind Dollars only

E. Notes:

Log Hours

TIF Recording Bulk Volunteer Hours

7. The resulting entry for each attendee appears as shown.
- An additional 1/2 hour was added to the meeting time to allow for travel.
 - Details of the meeting and time are auto recorded in the Notes field.

Log Hours

Hours prefill from an event:

- Select Hour -

Date volunteered: Apr 23 2018

Activity:

- Select Activity -

GIK:

Gifts in Kind Dollars only

Notes:

Timesheet

<< Jan 01 2018 - Dec 31 2018 >>

Requirement: 50 hours complete

Date	Activity	Hours
04/22/18	Fundraising - Designer Show House Volunteer	2.5 pending
Sunday 04/22/18	GIK: Volunteered for the following shifts: 10:00am-12:00pm Meeting	pending hour approval edit

Submitted on 2018-04-23 22:05:49

8. As Event Manager, remember to log your own hours for this meeting.

9. Remember to return to your Dashboard and **Sign Out** when your session is finished.