

Self-Reporting Hours

Created by: Matthew Murphy

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Some events allow volunteers to self-report their own hours. This is often used for events not tied to a time or place, such as working on a project at home.

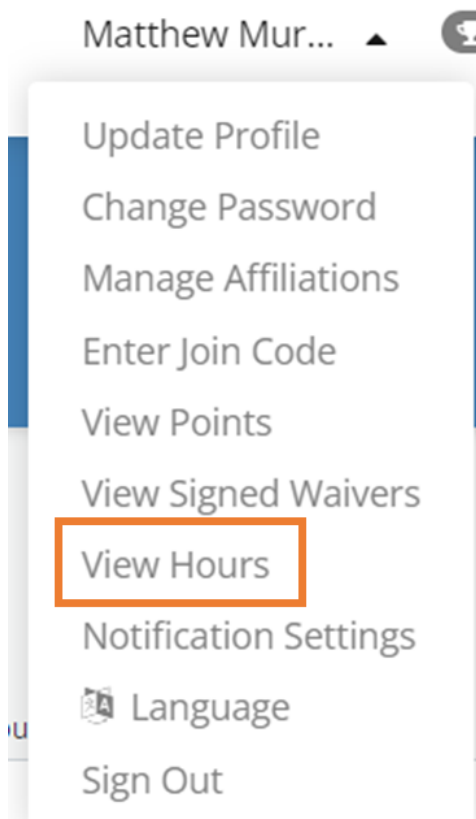
Hours can be submitted through the website as soon as the event has started. Once hours are submitted, an administrator will review the hours. They have the options of accepting the hours, rejecting the hours, or changing the number of submitted hours.

There are two ways to report hours for an event:

- **Through the Website**
- **From the Post-Event Thank-You email**

Through the Website

1. Access your organization's Volunteer Site and log in
2. Click your name in the upper-right corner and choose 'View Hours'



3. Click 'Report Hours'

My Hours

View and report hours.

Report your hours for a recent activity or view your volunteer history for a specific date range.

REPORT HOURS

VIEW HOUR HISTORY

Note: This button only appears if you have events with hours to report.

4. Select the event from the dropdown and enter your hours

Name of Event

Select an event from the drop down to enter hours.

Mobile Pantry (Monday, January 24) ▼

Hours Worked

4

CANCEL SUBMIT

5. Click 'Submit'

From the Post-Event Thank You Email

1. Click the link at the bottom of the Thank You email

Thank You!

Thank you for attending!

Mobile Pantry

Time
Monday, January 24 10 AM - 2 PM

Additional Information

Thank you so much for assisting us at our Back on Track facility! Please tell us about your experience by [completing this survey](#).

To sign up for future opportunities with our organization, please [click here](#).

We hope to see you again soon!

[Click here to report your hours.](#)

ABC Company, 123 Sesame St., Somewhere, OH 12345

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2. Enter the number of hours

Name of Event
Select an event from the drop down to enter hours.

Mobile Pantry (Monday, January 24) ▼

Hours Worked

4

CANCEL **SUBMIT**

3. Click 'Submit'

M Matthew is the author of this solution article.

 Preview