Helper Helper App Tutorial

Downloading the Helper Helper App



DOWNLOAD



LOGIN

1)Search for Helper Helper at the app store or google play.

2) Use your email & temporary password emailed to you from info@helperhelper.com



RESET PASSWORD

3) Follow on screen prompts.

**If you do not have a smartphone access Helper Helper at app.helperhelper.com



VIEW TUTORIAL

4) Get started with the viewing the quick tutorial

• Signing up for an event on your app



Login to your Helper
Helper App
Click 'Find Opportunities'



3) You will then we able to scroll through any opportunity that is available for you to sign up for.4) Click the event that you are interested in committing to attending.



5) You will then be able to see any available details about the event.

6) If you want to commit to the event click, 'Sign Up'





7) If will then ask you to confirm that you would like to commit to that event.Click 'Sign Up.'

8) You can now add the event to your personal calendar

• Validating time at an event



Login to your Helper
Helper App
Click 'My Commitments'



3) Click 'Check-in' on theevent that you wish to trackyour time for (this button willonly appear during theevent)



4) Enter your start time5) Participate in the event

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Commitme	nt Details		
O Log time f	or this event.		
CHECK IN TIME 10:00 AM			<i>~</i>
CHECK OUT TIME 11:00 AM			$\hat{}$
VERIFICATION COL	E FROM COORDIN	NATOR	
SUBMI	T ATTENDANCE	TIMES	
BOY D GIRLS C	LUB		
M <mark>o</mark> pr			
July 2018		MOR	NDAY
YOU WERE COMMIT	ED FOR 1 HOUR		
✓ 10:00 AM -	11:00 AM	EDIT	
DESCRIPTION	с	HILDREN AND YO	DUTH



6) Enter your end time7) It will then prompt you foryour validation key. Youwill want to collect this fromwhomever is coordinatingthat event.

8) Once you enter the validation key your time will be logged!

• Adding a past commitment



 Log into your Helper Helper App
Click on 'Add Past Commitment'



3) Select the date in which you volunteered



4) Follow the prompts to fill in the fields. You will need to know the Organization Name, name your commitment, the date and time and the coordinator you worked with. 5) n(in tin tin tin

NAME OF OPPORTUNIT	Y			
CATEGORY OF NEED Children and Yout	h			$\hat{}$
WHEN DID YOU ATTEND?				
START TIME 01:00 PM	Ĵ	START DATE Aug 8, 2018		Ŷ
DURATION	1	hours	0 minut	tes
WHO CAN VALIDATE ATT	END/	ANCE?		
COORDINATOR FIRST A Krista Clement	ND	LAST NAM	E	
coordinator email a krista@helperhelp	ADDI DWI	RESS CUS		
COORDINATOR PHONE	NUN	MBER		
MESSAGE TO COORDIN	АТО	R (PL	DEPCRIBE)	
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institutional admin validated the time.

*past opportunities can be added for more than 24 hours.



8) Once you enter the validation key your time will be logged!