

Manage Your Volunteer Hours

 Oct 15, 2024 Knowledge

Knowledge Article Detail

Manage Your Volunteer Hours

Use the **Hours** tab on the Volunteer Portal to view a history of the hours you have volunteered. Volunteers can view all the functions and total time volunteered from the **My Hours History** workspace.



Hours

Events

Community

Preferences

Account

Sign Out

My Hours History

▼ All Hours

+ Add Hours

My Hours History

Details	Function	Building	Start Date/...	End Date/Ti...	Total Time	Self Entered	Options
Details	Field Trip Helper	Washington Elementary	04/19/23 8:00 AM	04/19/23 12:50 PM	04 hrs 50 mins	No	
Details	Cafeteria Helper	Washington Elementary	04/15/23 12:00 PM	04/15/23 5:00 PM	05 hrs 00 mins	Yes	Remove
Details	Library Helper	Washington Elementary	04/13/23 10:00 AM	04/13/23 12:48 PM	02 hrs 48 mins	No	
Details	Field Trip Helper	Washington Elementary	04/12/23 8:00 AM	04/12/23 1:10 PM	05 hrs 10 mins	Yes	Remove
Details	Cafeteria Helper	Washington Elementary	04/03/23 11:00 AM	04/03/23 12:45 PM	01 hrs 45 mins	No	

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The functions, building, start date and time, end date and time, total time and log method displays.

You can filter the hours to be displayed using the **Filter** drop-down menu. Hours can be filtered by **Current Period** (since last Reset) and **All Hours**. If hours have been reset, the date of the last reset displays following the **My Hours History** label.

Click **Details** next to the function to view the hour details.

Add Hours

When the *Allow Volunteers to Add Hours* setting is enabled, volunteers can add the hours that they volunteered in the Volunteer Portal. Perform the following steps to add hours:

1. On the Volunteer Portal, click the **Hours** tab.

2. On the **My Hours History** workspace, click **Add Hours**.

The screenshot shows the 'My Hours History' workspace in the Raptor Technologies system. The navigation bar at the top includes 'Hours', 'Events', 'Community', 'Preferences', 'Account', and 'Sign Out'. The main heading is 'My Hours History', with a breadcrumb link 'My Hours History > Hours Detail'. The form contains several dropdown menus: 'Past Event' (set to 'Event Not Listed Here'), 'Building' (set to 'Washington Elementary'), 'Function' (set to 'Field Trip Helper'), 'Start Date/Time' (set to '4/12/2023 8:00 AM'), 'End Date/Time' (set to '4/12/2023 12:00 PM'), and 'Organization' (set to 'None'). Below these is a 'Notes' text area and 'Save' and 'Cancel' buttons.

3. Specify the following information:

- **Past Event*** – Select the event where you volunteered from the drop-down list. If the event is not listed, select **Event Not Listed Here**.
- **Function*** – Select the function you performed during the event from the drop-down list.
- **Location*** – Select the building where you volunteered for this event. If the building is not listed, select **Location Not Listed**.
- **Start Date/Time*** – Select the date and time you began volunteering.
- **End Date/Time*** – Select the date and time you stopped volunteering.
- **Organization*** – If you specified an organization in your volunteer profile, select the organization from the drop-down list. You can also select **None**.
- **Notes** – Optionally, enter notes about the event.

4. Click **Save**.

Modify Hours

Users can edit the volunteer hours that they've entered for themselves using the Volunteer Portal.

Note:

The *Allow Volunteers to Add Hours* setting must be set to **Yes** to be able to use this feature.

Perform the following steps to modify your hours:

1. On the Volunteer Portal, click the **Hours** tab.
2. Click **Details** next to the function.

3. Modify the **End Date/Time** and click **Save**.

Delete Hours

Users can delete the volunteer hours that they've entered for themselves using the Volunteer Portal.

Note:

The *Allow Volunteers to Add Hours* setting must be set to **Yes** to be able to use this feature.

A volunteer can modify or delete those hours they added; not hours related to a sign in.

Perform the following steps to delete hours:

1. On the Volunteer Portal, click the **Hours** tab.

Details	Function	Building	Start Date/...	End Date/Ti...	Total Time	Self Entered	Options
Details	Field Trip Helper	Washington Elementary	04/19/23 8:00 AM	04/19/23 12:50 PM	04 hrs 50 mins	No	
Details	Cafeteria Helper	Washington Elementary	04/15/23 12:00 PM	04/15/23 5:00 PM	05 hrs 00 mins	Yes	Remove
Details	Library Helper	Washington Elementary	04/13/23 10:00 AM	04/13/23 12:48 PM	02 hrs 48 mins	No	
Details	Field Trip Helper	Washington Elementary	04/12/23 8:00 AM	04/12/23 1:10 PM	05 hrs 10 mins	Yes	Remove
Details	Cafeteria Helper	Washington Elementary	04/03/23 11:00 AM	04/03/23 12:45 PM	01 hrs 45 mins	No	

2. In the **My Hours History** grid, locate the entry you want to delete, and click **Remove**.

3. On the confirmation dialog, click **Yes** to remove the hours entry.

Title

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