

Version

1.0

OCTOBER 2007

VOLUNTEER.GOV/GOV

Volunteer Time Tracking Portal

Volunteer Time Tracking Help Manual

CONTENTS

	Page
Chapter 1: Getting Started	1
STEP 1: Time Tracking Portal Access.....	1
STEP 2: Create My Account	1
STEP 3: Account Login	2
STEP 4: Forgot My Password.....	2
Chapter 2: Entering Your Time	4
STEP 1: Find/Add My Volunteer Work Locations.....	4
STEP 2: Create My Timesheet	5
STEP 3: My Volunteer Details and Timesheets.....	7

FIGURES

Figure 1: Volunteer Time Tracking Portal Access.....	1
Figure 2: Create My Account	2
Figure 3: Retrieve Forgotten Password Page	3
Figure 4: Find/Add My Volunteer Work Locations	4
Figure 5: My Work Locations	4
Figure 6: My Current Work Locations	5
Figure 7: My Calendar	5
Figure 8: Sample Time Sheet	6
Figure 9: Home Page Timesheet Navigation	7

Chapter 1: Getting Started



The purpose of this Help Manual is to assist volunteers with entering and tracking their Volunteer Time on qualifying federal, state, local, and other volunteer projects. The Volunteer Tracking Portal is designed to be both simple to use and useful to volunteers and volunteer coordinators. This Manual is organized to help Volunteers with the following tasks:

Chapter 1:

- 1) Accessing the Volunteer Tracking Portal
- 2) Creating a Volunteer Time Tracking account
- 3) Logging in to your Volunteer Time Tracking account
- 4) Retrieving a forgotten account password

Chapter 2:

- 1) Selecting your volunteer project/location
- 2) Creating a weekly time Sheet for your volunteer hours
- 3) Editing your weekly volunteer time sheet

STEP 1: Time Tracking Portal Access

To access the Volunteer Time Tracking Portal, click on the time tracking portal link from the Volunteer.gov/gov home page link or from the Take Pride in America home page link. Once you have accessed the Volunteer Time Tracking Portal (Figure #1), click on the Create My Account link (step 2 below) if you do not yet have an account. If you already have an account, use your ID and password to

login to your account (step 3 below). If you already have an account but have forgotten your password, click on the Forgot My Password link to have your password emailed to you (step 4 below).

Figure 1: Volunteer Time Tracking Portal Access

STEP 2: Create My Account

If you do not have a Volunteer Time Tracking account, you can create an account in a few simple steps. Follow the steps below to learn how to create a new account:

- 1) Access the Volunteer Time Tracking Portal with your web browser
- 2) Click on the Create My Account link (see Figure #1 Create My Account link)

- 3) Enter the information in the boxes on the Create My Account page (Figure #2). Information which is required is marked as *required* whereas information which is optional is marked as *optional*. You must fill in your information for all boxes marked as *required*.
- 4) Please Note: Your User Name (User ID) to access the Volunteer Time Tracking Portal is the same as your email address. When you login to the portal, you will use your email address as your User Name.
- 5) Once you have completed entering your information in the Create My Account form, click the Submit button at the bottom of the form to create your account. You have now created your account and can login to the portal and start recording your time (step 3).

NOTE: If the email you entered in the Create My Account form is already in use, you will receive a notice that you must select a different email address. This will only happen if you have already created an account with your email. See Step 4 for retrieving a forgotten password.

STEP 3: Account Login

If you have an account with the Volunteer Time Tracking Portal, you can login with your account User Name and Password. Your User Name is the same as your email address which you used to create your account on the Volunteer Time Tracking Portal. Enter your User Name (email address) in the User Name box and your Password in the Password box and click the Login button (see Figure #1). If your User Name and Password are correct, you will be logged in to your account and can begin entering your timesheet (see Chapter 2 for instructions on creating your

timesheet and entering your volunteer hours). If you have forgotten your password, please follow the instructions in step 4 below to retrieve your account password.

Volunteer Tracking

Create My Account

First Name *required*

Last Name *required*

Gender Female Male *optional*

Date of Birth (mm/dd/yyyy) *required*

Phone *required*

Email *required*

Address *required*

Address *optional*

City *required*

State *required*

Zip Code *required*

Password *required*

Confirm Password *required*

User Name

Note: Your User Name is the same as your email address.

[Volunteer Tracking Home](#)

Figure 2: Create My Account

STEP 4: Forgot My Password

If you have forgotten your password for the Volunteer Time Tracking Portal, click on the Forgot My Password link (see Figure #1) on the portal login page. This link will direct your web browser to the Retrieve Forgotten Password page (see Figure #3). On this page, enter your email address which you used to create your Volunteer Time Tracking Portal account. If your email address is in our Portal, you will receive an email with your account details. It may take several minutes for you to receive the Forgotten Password email. Make

sure that your email spam blocker (if any) will allow the email from the Volunteer Time Tracking Portal. The email will be from webmaster@volunteer.gov and the Subject Line is titled "*Forgotten Volunteer Time Tracking Portal Password*". Once you receive your password, you can login with your User Name (your email address) and your password on the Volunteer Time Tracking Portal home page.

NOTE: If your email address is NOT found in the Volunteer Time Tracking Portal, it means that there is no account with the email address you entered. You can proceed to Step 2 and create a new account.



Volunteer Tracking

Retrieve Forgotten Password

To retrieve your forgotten password, please enter your Volunteer Tracking User Name (your email address) in the form below and click the Retrieve button.

User Name (email address)

 [Volunteer Tracking Home](#)

Figure 3: Retrieve Forgotten Password Page

----- END OF CHAPTER 1 -----

2

Chapter 2: Entering Your Time

Chapter 2 provides instructions on how to enter your Volunteer Hours in the Tracking Portal. This chapter is organized into the following basic functions which are available on the Portal home page once you have logged in:

- Find/Add My Volunteer Work Locations
- My Calendar-Create My Timesheet
- My Volunteer Details/Timesheets

Getting Started

To begin entering time, you first have to add at least one Volunteer Work Location. This is the location where you have performed or are performing your volunteer work. To find and add your volunteer work location, use the U.S. map in the Find/Add My Volunteer Work Locations area (see step 1 below).

STEP 1: Find/Add My Volunteer Work Locations

Using the U.S. map on the Volunteer Time Tracking Home page, click the State where you are performing your volunteer work (see Figure #4). All of the volunteer work locations will be listed to the right of the map. Work locations are listed 10 at a time in alphabetical order. If there are more than 10 work locations, you will see a link at the bottom of the list titled "Next Locations". Click on this link to view the next 10 work locations for the state you clicked on the

U.S. map (see Figure #4). When you find your volunteer work location, click the Check Box next to your selected work location and then click the Submit button to add your selected work location to your list (See Figure #5).



Figure 4: Find/Add My Volunteer Work Locations

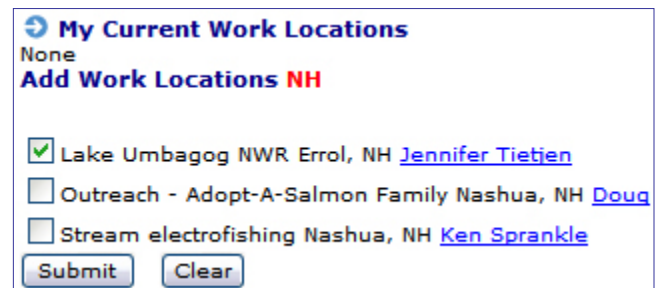


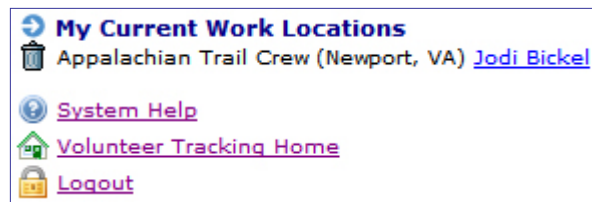
Figure 5: My Work Locations

Also, you may search/find your volunteer work location by entering a keyword or phrase in the “*Find by Keywords*” search box located beneath the U.S. map (see Figure #4). For example, if your work location is the Golden Gate National Park, you could enter the keywords “golden gate” in the search box, click the Find button and work locations matching your keywords (if any) will be displayed to the right of the U.S. map.

Click the check box next to the work location displayed in your search/find list and then click the Submit button to add the work location to your “My Current Work Locations” list.

Example Help: use the *Find by Keywords* search box and look for the Appalachian Trail work location by typing in Appalachian Trail. The results are displayed and we find our project *Appalachian Trail Crew Newport, VA*. We click the check box next to the project and then click the Submit button. The project is now added to my current projects list (see Figure #6)

Figure 6: My Current Work Locations



Once your volunteer work location has been added to your *My Current Work Locations* list, you can create a timesheet and begin entering your volunteer hours (see Step 2).

NOTE: at any time, you can remove your volunteer work location by clicking on the

Trash Can icon next to your work location. This will remove the work location from your list. Removing a work location from your list will NOT affect any of your timesheets if you have already recorded time for the location you wish to remove.

STEP 2: Create My Timesheet

As soon as you have at least one Volunteer Work Location in your *My Current Work Locations* list, the time calendar (My Calendar) will appear on the home page and you can create your timesheet and begin entering your volunteer hours. To get started, click on the day on your *My Calendar* for which you wish to enter time (see Figure #7). (Note: you can go forward and backward in month by clicking the red triangle)

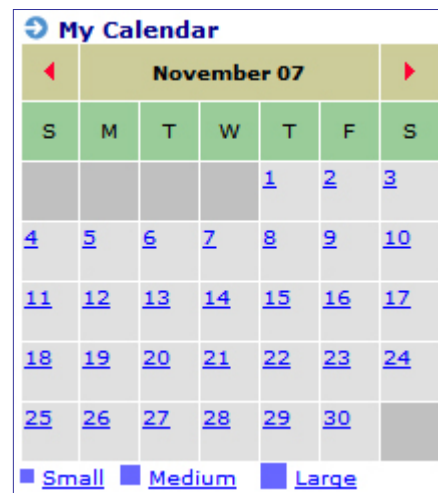


Figure 7: My Calendar

Once you have clicked on a date in your *My Calendar*, a timesheet is presented for you to enter your volunteer hours. Your timesheet is a weekly timesheet and starts on Sunday and runs through Saturday for the week including the day you clicked on (see Figure #8).

If the date you clicked on you're *My Calendar* already includes volunteer hours you have previously entered, your hours are included in your timesheet. You can edit, remove and add hours in your timesheet.

link at the bottom of the page to return to the home page.

On the home page, you will now see a link to the timesheet you just created. To view

Volunteer Project Name		Activity	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Total	Coordinator Email
1)	Aztec Ruins National Monument	Archaeology	0	0	5	0	0	0	0	5	Joy_Pietschmann@nps.gov
2)	Select	Select	0	0	0	0	0	0	0	0	
3)	Select	Select	0	0	0	0	0	0	0	0	
4)	Select	Select	0	0	0	0	0	0	0	0	
5)	Select	Select	0	0	0	0	0	0	0	0	
6)	Select	Select	0	0	0	0	0	0	0	0	
7)	Select	Select	0	0	0	0	0	0	0	0	
8)	Select	Select	0	0	0	0	0	0	0	0	
9)	Select	Select	0	0	0	0	0	0	0	0	
10)	Select	Select	0	0	0	0	0	0	0	0	
Weekly Grand Totals:			0	0	5	0	0	0	0	5	

Save Clear

Figure 8: Sample Time Sheet

Referring to figure #8, to begin entering your time, in the first row (1), select your Volunteer Project Name (work location) and then select your work Activity from the drop down lists. Next, enter the hours you work on the day(s) you worked. For this example, we selected our work location for the Aztec Ruins National Monument and our work activity as Archaeology. We then entered our 5 hours on Tuesday 11/20. Once we enter our hours, the Tracking System will total our hours for the week and for the project. Once you have completed entering your time, click the "Save" button at the bottom of the screen to save your hours.

If you need to enter more hours or need to include more work locations, click the Edit Time Sheet icon to edit your timesheet and add more hours and locations.

If you are completed with enter your time, you can click the Volunteer Tracking Home

the details of your timesheet, click on the View Timesheet icon to open your timesheet.

On the home page, your 10 most recent timesheet are displayed beneath your contact details in the right hand column of the page. If you need to view more timesheets, click the View More Timesheets link to show all of your timesheets.

In addition, your home page includes key information about your timesheets. For example, each of your timesheets will indicate if your time has been verified by your volunteer coordinator(s). Once your time has been verified, you can no longer edit your timesheet for the verified time. Any changes you need to make to verified time will require you to contact your volunteer coordinator. Please refer to the next step (Step 3) and figure #9 for an explanation of your home page.

STEP 3: My Volunteer Details and Timesheets

Your home page includes your volunteer details and timesheet navigation icons to help you access your timesheets and enter your time easily and quickly. Please see figure #9 for your details and key information about your timesheet.

Figure 9: Home Page Timesheet Navigation

Good Afternoon K.H.
Name: K.H. Stewart
Email: info@espherical.com
Location: Washington, DC
My Total Volunteer Hours: 19

My Recent Timesheets
[View](#) **Week Starting: 11/18/2007** Not Verified
[View](#) Week Starting: 11/11/2007 Not Verified

Time Period: 11/18/2007 -- 11/24/2007

Volunteer Work Location	Activity	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Verified
		11/18	11/19	11/20	11/21	11/22	11/23	11/24		
Aztec Ruins National Monument	Archaeology	0	0	5	0	0	0	0	5	
Grand Totals		0	0	5	0	0	0	0	5	

[Hide This Time Sheet](#)
 [Edit My Time Sheet](#)
 Time Verified
 Time Not Yet Verified

My Current Work Locations
 Aztec Ruins National Monument (Aztec, NM) [Volunteer Coordinator](#)

activity, hours worked, total hours by project and week, and if your time has been verified by your coordinator.

Beneath your timesheet are navigational icons to help you manage your timesheet. These items are explained as follows:

[Hide This Time Sheet](#)

Use this link to hide your timesheet if you have opened it and want to close it again.


Your home page includes your contact information (name, email, city/state, and your total volunteer hours to date) as well as your recent timesheets. Your most recent timesheet is at the top of your list with older timesheets below. To view any time sheet details and to edit or add time, click on the View link next to the eye icon to display your timesheet. In figure #9 we have clicked on the timesheet for the week starting 11/18/2007. The timesheet we clicked on is opened with a summary of our time. The summary includes our work location,

[Edit my Time Sheet](#)

Use this link to open up your timesheet so you can add or edit your time. This is the primary way to open your existing timesheets to add more hours. **Take note:** if all hours on your timesheet have been verified by your volunteer coordinator, the Edit My Time Sheet link will be deactivated. Once your time has been verified, you can no longer add or edit your time for that week.

This icon indicates if your time has been verified by your volunteer coordinator.

The green verify icon will be located next to your timesheet items which have been verified.

 This icon indicates if your time has NOT yet been verified by your volunteer coordinator. If items in your timesheet include this icon, it means you can still continue to edit/add time for that item.

Take Note: you can also access your timesheet by clicking on you're "My Calendar"

link. For example, using figure #9 above, if you click on your "My Calendar" for any day in the week of 11/18/2007, your timesheet will be opened for that week including your existing time since this timesheet already has some of your hours recorded.

-----**END OF DOCUMENT**-----