Automatically Add Hours: User Guide

Auto Add Hours is an optional feature for Projects. When Auto Hours is turned on for a project hours to be automatically added for each participant after the project takes place, with their hours tracking questions answered.

How do turn on Auto Add Hours?

- First, turn on Auto Add Hours on the Special Event page. This will allow Auto Add Hours to be an option for projects under that Special Event.

- Next, when you create or edit a project you can turn on Auto Add Hours as step #1 on the Customize Your Listing page or you can select Edit Auto Add Hours in the drop down list under the Quick Project tool.

  - Please note: Auto Add Hours is only an option for Projects that are 24 hours or less in length.

- Once you land on the Auto Add Hours page, first click the check box to "turn on" Auto Add Hours. Then select the number of hours to be added for each volunteer.

- When these hours are tracked after the project, each volunteer will receive an email with the project details and an explanation that hours have been automatically added to their account. A preview of this email is displayed on the Auto Add Hours Page.
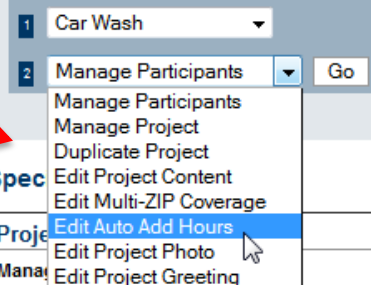
Hours Tracking Questions

- When setting up the Auto Add Hours, you must also answer the required Hours Tracking questions. The answer you select will be associated with the hours when they are added to each volunteer's account.

  - Please note: If you cannot answer the hours tracking questions correctly it is possible that Auto Add Hours should not be used for this project.

What's next?

- Click save and Auto Add Hours will be turned on for your project. On the eve of the 2nd day after the Project ends, hours will be automatically added for all participants and the email will be sent.

Auto Add Hours

Display the option within the Project listing flow to automatically add volunteer hours ☑

Customize Listings and Referral Emails

Use the customization features below to enhance your opportunity listings.

1. Manage Auto Add Hours
2. Add a photo to your volunteer listing
3. Customize your volunteer referral form
4. Select a volunteer greeting

| 1 | Car Wash ▼ |
| 2 | Manage Participants ▼ | Go |

Manage Participants
Manage Project
Duplicate Project
Edit Project Content
Edit Multi-ZIP Coverage
Edit Auto Add Hours
Edit Project Photo
Edit Project Greeting

Automatically Add Hours

☑ Automatically add volunteers' hours for this project.

Enter the number of hours for each volunteer: 6 ▼

Auto Hours Tracking Email Preview

| Subject: | Your Volunteer Hours have been automatically added |
| Body: | Thank you for volunteering! 6 hour(s) have been automatically added for your participation in:

■ Beach Clean Up Day
■ Date and Time: Friday, April, 13, 2012, 12:00
■ Location: West Beach, San Francisco, CA 94108
■ Project Contact: Molly Trezise

If you did not volunteer for this project, please delete these hours from your account. |

Hours Tracking Questions

Answer the hours tracking question(s) below. After the project takes place, these answers will be associated with the hours that are automatically added for all volunteers. These answers can be edited by the volunteer after the hours have been added.

Did you volunteer at this event on company time? •
○ Yes
◉ No

Did this opportunity serve any of the following audiences? (Choose all that apply)
☐ Children
☑ Homeless
☐ Handicapped
☐ Illiterate

* Required item

Cancel   Save

Questions? Contact clientcare@volunteermatch.org