

ADDING/EDITING PARTICIPANT'S HOURS FOR ACTIVITIES

Once you have created an "Activity" to track, added the participants, you may elect to add the hours to each participant yourself. These instructions will review that process.

Objectives:

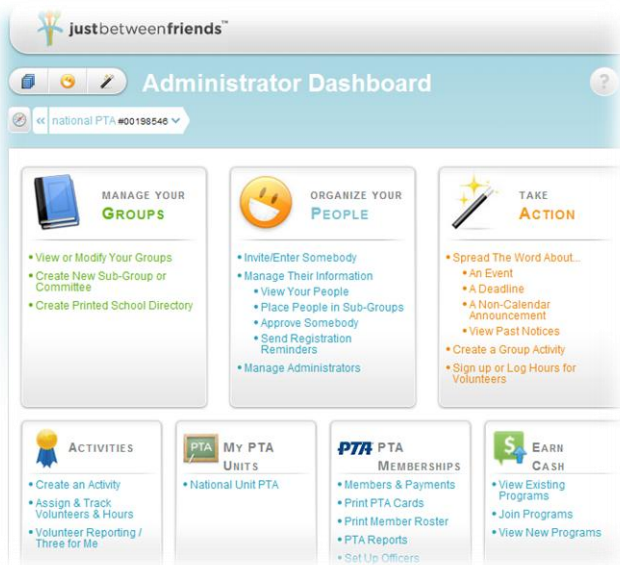
- You will learn how to add hours to a participant in a particular activity so you may later create reporting on the volunteer item.

Summary:

Log into your "Administrator's Dashboard" → Click on "Assign & Track Volunteers & Hours" under the "Blue Ribbon" icon in the "Activities" box → Click on the "Actions" button → Select "Assign & Track Volunteers & Hours" → Click on the drop down beside "Activity" field → Select "Activity" → Click on the green "Plus" sign to the right of the participant you wish to add hours → Fill in the fields or click on the "Use Defaults" button → Click on "Save" button → A new line item is added; repeat as necessary


Detailed Instructions:

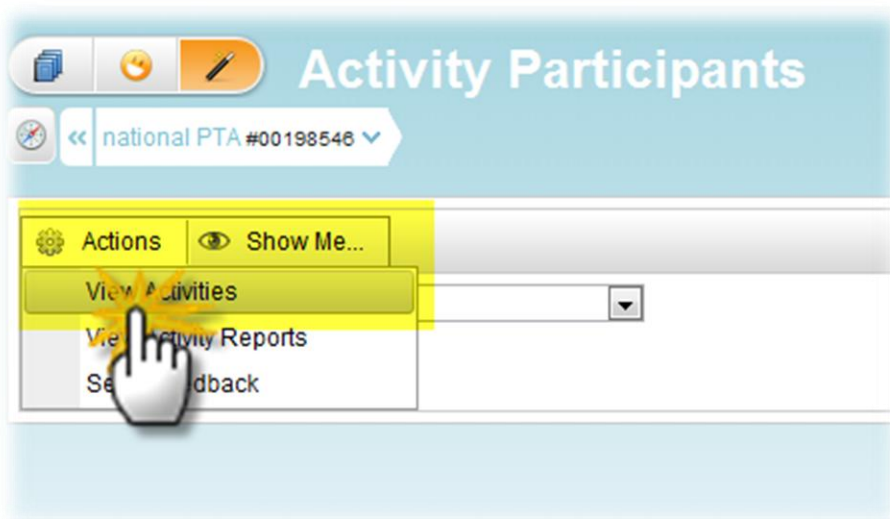
1. Log into your admin side and then click on the <Activities> tab.




2. Click on the blue words “Assign & Track Volunteers & Hours” under the box with the  icon



3. To add or edit hours of “Participants” or people in your activity click on the word  and select “View Activities”.



4. You will now need to select the activity that you wish to add or edit member's hours and to the right of its names click on the  heads.

Hint: Check to make sure you are at your unit level until you are familiar with moving around in subgroups.

Hint: be sure to check mark the box that says "Display for all subgroups" just above the Activity dropdown box.

Name	Beginning	Ending	Published
1st Grade Book Fair	4/12/2011 @ 3:30 PM	10:00 PM	Yes
Book Fair	12/20/2010 @ 10:00 AM	4:30 PM	Yes
Book Fair Spring	1/31/2011 @ 3:00 PM	6:30 PM	Yes
brand brand new book fair	7/29/2011 @ 10:30 AM	5:00 PM	Yes
brand new book fair	7/29/2011 @ 2:00 PM	4:30 PM	Yes
Fall Family Picnic	8/31/2011 @ 6:00 PM	9:00 PM	Yes
Fourth Grade Lunchroom Monitors - January			Yes
Schoolwide Volunteer Initiative	10/2/2011 @ 8:30 AM	5:00 PM	Yes
Snowball Chaperones	2/26/2011 @ 8:00 PM	11:00 PM	Yes
Teacher Welcome Back Breakfast	8/28/2011 @ 8:00 AM	9:30 AM	No

5. Here are some of the parts of the screen you may wish to review:

- a. Hours. This area shows you the completed hours for volunteers in total and the anticipated hours. Change hours on one volunteer (you can always back them out) and watch the change in the totals.

Activity Participants					
national PTA #00198546					
Actions		Show Me...			
Activity: Book Fair					Completed: 28 hours, 30 minutes Anticipated: 0 hours Participants: 10
Show Search					
<input type="checkbox"/>	Household	Name	Participant	Hours	
<input type="checkbox"/>	Abrams	Abrams, Angela		1:00 (C)	
<input type="checkbox"/>	Abrams	Abrams, Marvin			
<input type="checkbox"/>	aJim	aDale, Leif		6:30 (C)	
<input type="checkbox"/>	aJim	aDale, Leif		2:00 (C)	
<input type="checkbox"/>	aJim	aJane, James			
<input type="checkbox"/>	aJim	aRalph, Sam			
<input type="checkbox"/>	Apple	Apple, Allie		1:00 (C)	
<input type="checkbox"/>	Dickerson	Dickerson, Eric		3:00 (C)	
<input type="checkbox"/>	Simon	Simon, Sharlene		6:30 (C)	
<input type="checkbox"/>	Smiley	Smiley, Jim			

Page size: 10 12 items in 2 pages

- b. Under the Column of “Participant” the circle may be either green or red. A green circle with a white checkmark says the person is part of your volunteer group. A red circle with a white minus sign denotes they are not. You will only see the red circles if you are looking at both participants and non-participants.

Hint: The default view is only participants



- c. The column labeled “Hours” will show any hours listed for the volunteer. If nothing shows it merely says they have been put into this pool of volunteers but have not agreed or been marked for any completed (C) or anticipated (A) hours.

The screenshot shows the 'Activity Participants' page for a 'Book Fair' activity. The interface includes a search bar, a dropdown menu for the activity, and a summary of completed and anticipated hours. The main table lists participants with columns for Household, Name, Participant status, and Hours. The 'Participant' column contains green checkmarks, and the 'Hours' column shows completed hours in parentheses. A green plus sign icon is visible at the end of each row.

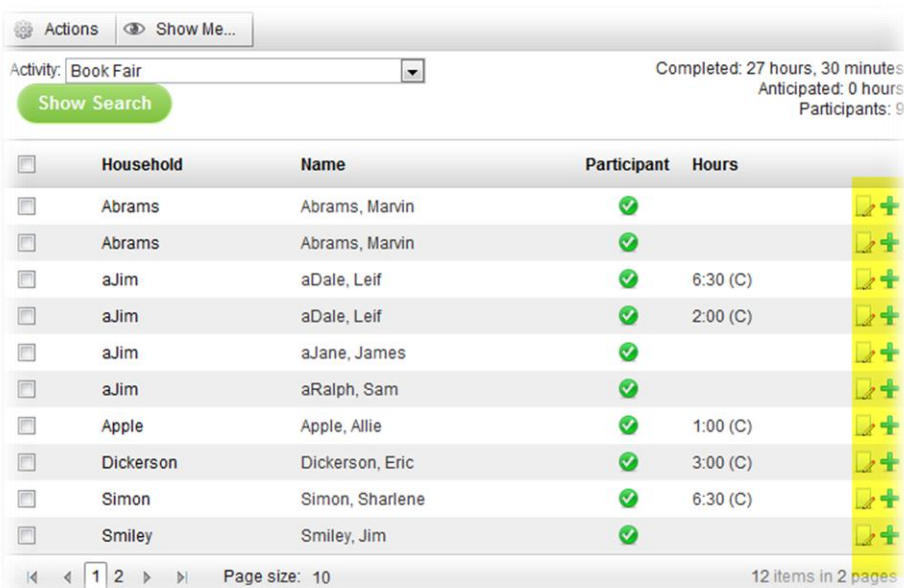
Household	Name	Participant	Hours
Abrams	Abrams, Angela	✓	1:00 (C)
Abrams	Abrams, Marvin	✓	
aJim	aDale, Leif	✓	6:30 (C)
aJim	aDale, Leif	✓	2:00 (C)
aJim	aJane, James	✓	
aJim	aRalph, Sam	✓	
Apple	Apple, Allie	✓	1:00 (C)
Dickerson	Dickerson, Eric	✓	3:00 (C)
Simon	Simon, Sharlene	✓	6:30 (C)
Smiley	Smiley, Jim	✓	





















- d. The unlabeled column gives you the opportunity to edit hours or input additional hours on another date. As an example if a person attended a couple of planning meetings you would add the time separately by clicking on the green plus sign **+**. If on the other hand you would prefer or need to edit the number of hours you have for the volunteer, you would click on the edit icon (pencil and paper).


This screenshot is identical to the one above, but the 'Hours' column and the green plus sign icon at the end of each row are highlighted in yellow, indicating that these elements are the focus of the instruction.

6. Now that you have an understanding of the columns, let's address our objective which is to add additional hours to a participant. We do this by clicking on the green plus sign  to the right of the name of your participant. Remember: The default view shows only those who have volunteered or you have selected to volunteer. (Only the  people)

Hint: Be sure to have the box to the left "Display for all subgroups" checked.



<input type="checkbox"/>	Household	Name	Participant	Hours	
<input type="checkbox"/>	Abrams	Abrams, Marvin			
<input type="checkbox"/>	Abrams	Abrams, Marvin			
<input type="checkbox"/>	aJim	aDale, Leif		6:30 (C)	
<input type="checkbox"/>	aJim	aDale, Leif		2:00 (C)	
<input type="checkbox"/>	aJim	aJane, James			
<input type="checkbox"/>	aJim	aRalph, Sam			
<input type="checkbox"/>	Apple	Apple, Allie		1:00 (C)	
<input type="checkbox"/>	Dickerson	Dickerson, Eric		3:00 (C)	
<input type="checkbox"/>	Simon	Simon, Sharlene		6:30 (C)	
<input type="checkbox"/>	Smiley	Smiley, Jim			

7. You will receive a dialog box like the one below . Fill in the requested information as needed:
- Date – This is the date of the activity as it is set in the system. You may change it. An example, the Book Fair is on the 20th but this person may have participated in a planning meeting which was required and took place on the 1st of the month.
 - The hours may be anticipated for the future too.
 - From and To fields represent hours given or anticipated. You may type the hours in or select from the little pop up box that appears.
 - Or if you click on the green "Use Defaults" button  it will put in the hours that were associated with the activity when entered.
 - Locked is a function that will not allow the participant to change the hours. At some point you do not wish that anyone changes the hours. Checkmark this box when no more edits are allowed.
 - Place comments in the "Comment" box whenever possible. This will help remind you of your thought process at the time of entry.



8. Finally, click on the green save button

9. The result will be a new line item for the participant.

10. To edit a volunteer's information click on the pencil and paper icon to the right of the hours you

would like to change .

11. You will get a popup that is similar to the one you received when you added hours. This time, during the edit it will be filled in. Make your changes and then click on the green save button

Save

EDIT Activity Participant

Activity Book Fair

Name Leif aDale

Date 12/20/2010 from [] to []

Total Time **Use Defaults** 1:30 (HH:MM)

Locked (Activity is unlocked)

Comments this was a planning meeting

Cancel Save

12. To **remove** the hours altogether. Click on the green circle 

Activity Participants

national PTA #00198546

Activity: Book Fair Completed: 28 hours, 30 minutes Anticipated: 0 hours Participants: 10

Household	Name	Participant	Hours
<input type="checkbox"/>	Abrams	Abrams, Angela	1:00 (C)
<input type="checkbox"/>	Abrams	Abrams, Marvin	
<input type="checkbox"/>	aJim	aDale, Leif	6:30 (C)
<input type="checkbox"/>	aJim	aDale, Leif	2:00 (C)
<input type="checkbox"/>	aJim	aJane, James	
<input type="checkbox"/>	aJim	aRalph, Sam	
<input type="checkbox"/>	Apple	Apple, Allie	1:00 (C)
<input type="checkbox"/>	Dickerson	Dickerson, Eric	3:00 (C)
<input type="checkbox"/>	Simon	Simon, Sharlene	6:30 (C)
<input type="checkbox"/>	Smiley	Smiley, Jim	

Page size: 10 12 items in 2 pages

WARNING: The action will perform without warning you it is taking away the hours.