Volunteer Connection: Tip Sheet for Volunteers
Submitting, Viewing, Printing, and Exporting Hours

The hours that you spend volunteering are critical to the American Red Cross. It is important that you submit those hours through Volunteer Connection, so we can track and recognize your efforts, and so you can know how much time and effort you have given to our mission. This tip sheet shows you how to submit, view, print, and export hours at the Volunteer Connection web site.

You can also submit and view hours through the Volunteer Connection mobile app. For details on installing and using it, please refer to the tip sheets posted here.

Submitting Hours

You can submit hours in one of two places in Volunteer connection: at the home page and at the **Shifts/Hours** tab at your member profile.

Note: Some of your volunteer hours may be automatically submitted. If you register for a shift or event that you access through **My Shifts**, or for a group event that is scheduled through a GroupShare site, those hours may be automatically submitted for you. If you are uncertain as to whether or not you need to submit hours for a particular shift or event, contact your Volunteer Supervisor.

Submitting Hours via the Volunteer Connection Home Page

- Log into Volunteer Connection and scroll down to access the **My Hours and Achievements** section.
- Then, in the gray box labeled **Need to submit hours?** enter the appropriate details for your volunteer hours. All of the fields are required.
    - ➢ ***Activity** – Enter description of volunteer activity performed
    - ➢ ***Position** – Select the position for which you performed the activity

        Note: Only your active positions are available for selection. If you do not have an active position, you will not see this field but will be able to submit hours.

    - ➢ ***Hours Type** – Select type of hours (**Worked** or **Oncall**)

        Note: You should not select **General Availability**; that **Hours Type** is applicable only to shifts or events that are configured to track availability, not hours worked or hours spent on call.

    - ➢ ***Hours**; ***Minutes** – Enter the amount of time worked in hours and minutes (in 15 minute increments, maximum of 40 hours per submission)
    - ➢ ***Date** – Enter the date of volunteer hours you are submitting
- When ready to submit, click on the red **Submit Hours** button.

- The system displays a calendar view of the current month showing volunteer hours that have been approved (in green) and are pending approval (in yellow). You should check to ensure that your hours have been submitted.
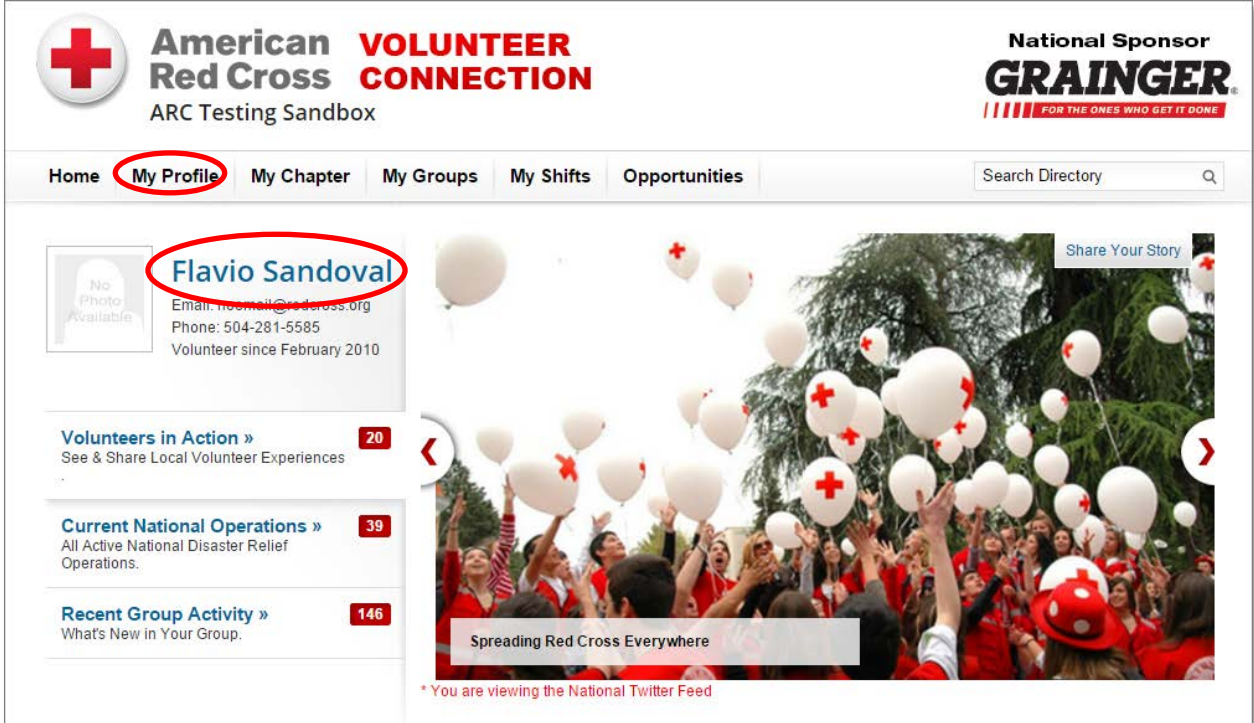

- To submit additional hours, click on the date for which you would like to submit hours and enter the hours' details at the **Add Hours** screen (further details regarding this process are included below in the description of submitting hours via your profile page).

Note: Submitting hours from your home page does not allow you to submit a comment with your hours. If you need to submit a comment, either submit the hours at your profile page or click on the **Hours Tool** button located in the **My Hours and Achievements** section of your

home page, just to the right of the **Submit Hours** button. Both methods lead to the calendar view that allows you to include comments with an hours submission.

Submitting Hours via your Profile Page

- At the Volunteer Connection home page, click either **My Profile** or your name.
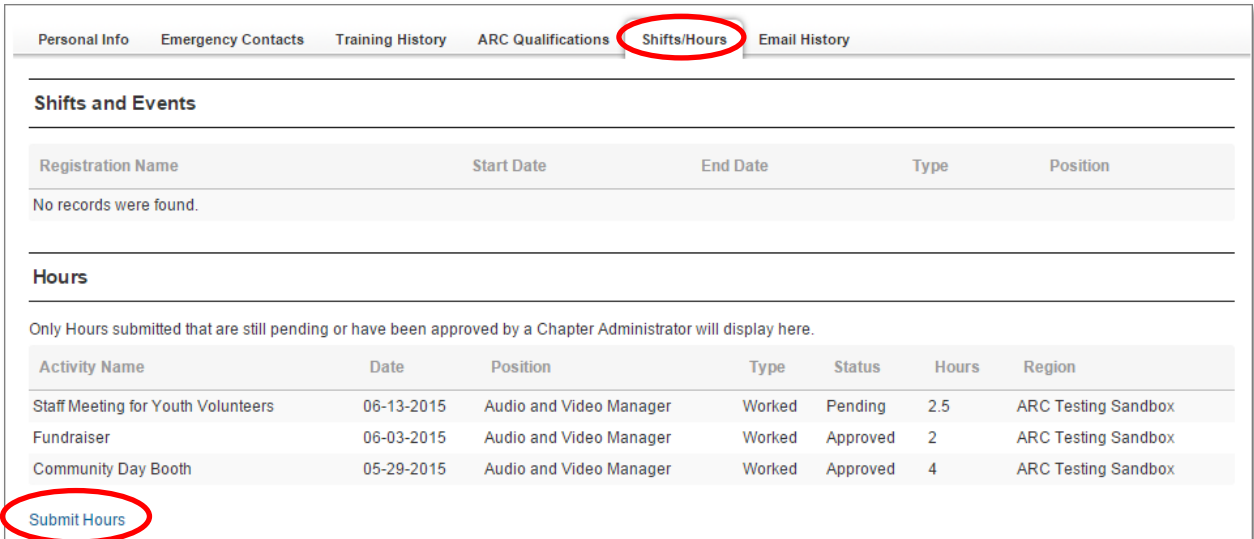
- The system displays your **My Profile** page. Scroll down and click the **Shifts/Hours** tab and then **Submit Hours**.

- The system displays a calendar view of the current month showing volunteer hours that have been approved (in green) and are pending approval (in yellow). Click on the date for which you want to submit hours.

Please click on a date to submit or edit your volunteer hours.

< >   today

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3 **Total: 2** / 2 Add Individual Accounts Worked	4	5	6
7	8	9	10	11	12	13 **Total: 2.5** / 2.5 General Worked
14	15	16	17	18	19	20

- The system displays the **Add Hours** screen where you enter the hours' details. The fields are the same as when you submit from the home page but with an optional **Comments** field available to use when needed. The forty hours per submission limit applies here as well.

Add Hours

*Activity   [   ]

*Date   [06-15-2015   ]

*Position   [Select...   ▼]

*Hours Type   [Select ...   ▼]

*Hours   [   ]

*Minutes   [0 ▼]

Comments   [   ]

[Go Back] [Save]

- Enter your hours' details and then click **Save**. The system again displays the calendar view, where you can check to ensure that your hours have been submitted. If you would like to submit additional hours, simply click on the appropriate date and repeat the process.

Viewing Your Hours

You have a number of options for viewing your hours at the Volunteer Connection web site.

- For a summary view, visit the **My Hours and Achievements** section of your home page:

- For a more detailed view, you have two options. If you want to view your hours without restricting their display by date range, or editing or deleting your pending hours submissions, you can navigate to the **Shifts/Hours** tab of your member profile:

- If you want to search your hours submissions by date range, and/or edit or delete a pending hours submission, you should click the **List View** option that appears beneath the calendar view of your hours (you can reach the calendar view by either clicking the **Hours Tool** button at the **My Hours and Achievements** section of your home page or clicking the **Submit Hours** link at the **Shift/Hours** tab of your member profile).

Please click on a date to submit or edit your volunteer hours.

< >   today

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
			Total: 2 / 2 / Add Individual Accounts / Worked			
7	8	9	10	11	12	13
						Total: 2.5 / 2.5 / General / Worked
28	29	30	1	2	3	4

List View

- Clicking **List View** leads to the **Hours Manager** screen, where you can search for specific hours submissions and edit or delete those that are pending.

Hours Manager

Start Date	End Date

Filter   Clear

| Date	Hours	Activity	Position	Type	Status	Actions
06-13-2015	2.5	Staff Meeting for Youth Volunteers	Audio and Video Manager	Worked	Pending	View Edit Delete
06-03-2015	2	Fundraiser	Audio and Video Manager	Worked	Approved	View
05-29-2015	4	Community Day Booth	Audio and Video Manager	Worked	Approved	View
Total	**8.5**					

Export to Excel   Add Additional Hours   Calendar View

Printing or Exporting Your Hours

You may at times need to have a list of your hours available to you outside of Volunteer Connection. This could be particularly important to members who need to submit proof of volunteer activity to a school or other organization. You can readily generate a PDF file that lists all of your hours, and then save and/or print it. And you can also export all of your hours, or those from a designated date range, to Excel.

- To generate a PDF file that lists your hours, click **Print Hours** at the **Need to submit hours?** box at your home page and then click **Download** at the **Run Report** screen.

    Note: The system has to generate the report before the **Download** link appears.
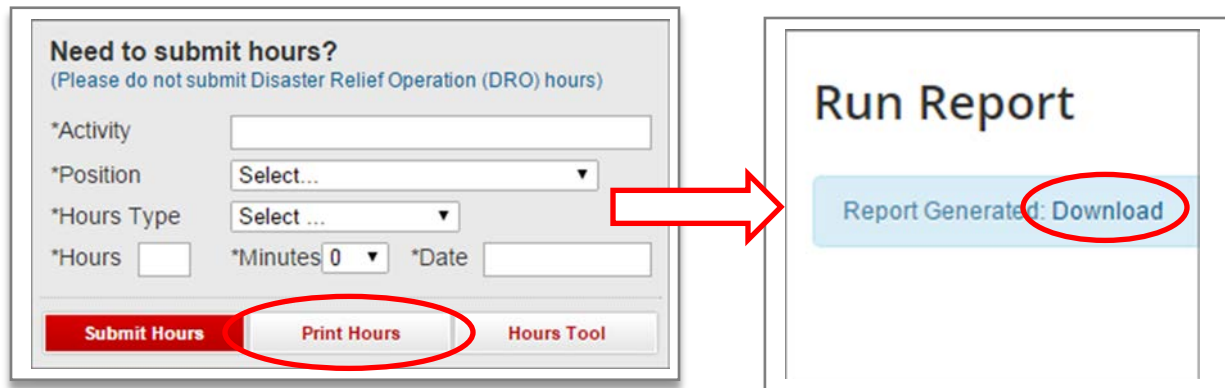
- To export training hours data to Excel, first click the **List View** option that appears beneath the calendar view of your hours.
- If you want to export only the hours for a designated date range, enter the date range at the **Hours Manger** screen and then click **Filter**.
- Click the **Export to Excel** button, and then follow your computer's standard procedures to access the Excel file. Once you have accessed the Excel file, you can save and print it, as desired.

Hours Manager

Date	Hours	Activity	Position	Type	Status	Actions
06-13-2015	2.5	Staff Meeting for Youth Volunteers	Audio and Video Manager	Worked	Pending	View Edit Delete
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05-29-2015	4	Community Day Booth	Audio and Video Manager	Worked	Approved	View
Total	8.5					

Export to Excel Add Additional Hours Calendar View

Volunteer Connection was made possible through the generous support of W.W. Grainger, Inc.