

Little Steps Volunteer Account Tip Sheet

The **Volunteer Opportunities** calendar will be the first page you see after logging in.

May 2018

Mon	Tue	Wed	Thu	Fri
30	1 5:30p Hospitality 5:45p Children's Area		2 5:30p Hospitality 5:45p Children's Area	
7	8 5:30p Hospitality 5:45p Children's Area		9 5:30p Hospitality 5:45p Children's Area	10

When you click on a **Volunteer Opportunity** on the calendar, a **Volunteer Job Description** window will open up. You will see all the details of the Volunteer Job. Click the link to **Sign Up**.

Job Details

Volunteer Area	Hospitality
Job Date/Time	05/01/2018 5:30pm to 7:30pm
Location	Little Steps
Number Volunteers Required	2
Jobs Still Open	2
All Jobs Filled?	No

Job Sign Up

Volunteer Notes

Ex: "I can stay late if necessary."

Sign Up

Once you click Sign Up on the **Volunteer Job Description** window you will be sent to a new page that reviews the details of the Volunteer Job and has a line to add a note if necessary. Click **Sign Up** and this job will be added to your **My Jobs** page.

My Jobs

My Jobs shows a list of all the Volunteer Jobs you have signed up to do. You can find the link for this page in upper right hand corner next to your name.

[Add filters](#) 25 per page ▾

Volunteer Area	Job Date/Time	Check In/Out	Time Log	Remove Sign Up
Children's Area	05/31/2018	Check In/Out		Remove
Children's Area	05/29/2018	Check In/Out		Remove
Hospitality	05/29/2018	Check In/Out		Remove
Children's Area	05/15/2018	Check In/Out	5:45pm to 8:15pm = 2:30 hours	Remove

Have a change in plans and can't make it to volunteer? Click **Remove** to un-volunteer.

Add Job

This is replacing the Volunteer Time Log where you would track your time.

Volunteer Area Select ▾	Job Date/Time 03/19/2018
Type of Service Select... ▾	Check In/Out 10:46am to 11:46am
Volunteer Notes <input type="text"/>	
<input type="submit" value="Submit"/>	

When you have completed a job, **Check In/Out** to record your time. Once you do this your time will show up in the **Time Log** column.

If you do volunteer work that is not listed on the calendar, use the **Add Job** section to log your time. (This replaces the Volunteer Time Log form.)