



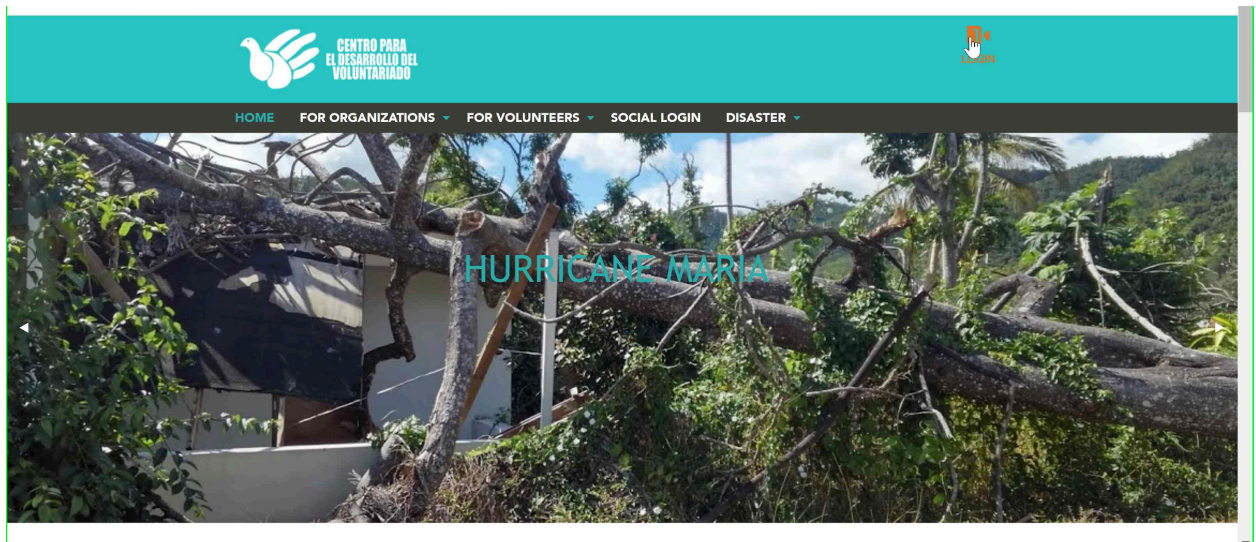
**CENTRO PARA
EL DESARROLLO DEL
VOLUNTARIADO**

Reporting Attendance

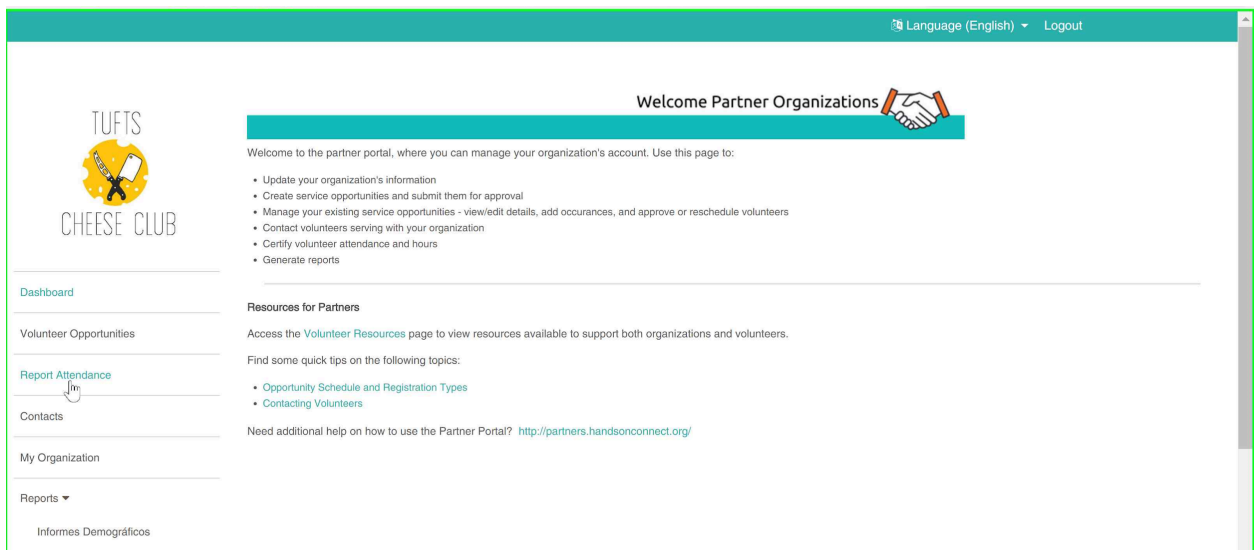
Updated 05/31/2018

Volunteers sign up for a specific start time and end time for an opportunity. After an opportunity occurs, you must verify that your volunteers have attended the event. If they arrived later, ended early, or their hours served change in some way, you must accurately record the changes.

1. Log into your organization's account at hoc.voluntariospuertorico.com.



2. View your partner portal. On the left hand side, click "Report Attendance."





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3. All volunteer hours served for completed opportunities will appear in the panel. View the volunteer's reported start and end time for an event.

Volunteer Opportunity	Contact First Name	Contact Last Name	# of Guests	Start Time	End Time	Hours
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 8:00 AM	5/26/2018 9:00 AM	0
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 10:00 AM	5/26/2018 11:00 AM	0
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 11:00 AM	5/26/2018 12:00 PM	0
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 12:00 PM	5/26/2018 1:00 PM	0
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 1:00 PM	5/26/2018 2:00 PM	0
Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
Example opportunity	Harry	Potter	0	5/25/2018 8:00 AM	5/25/2018 9:00 AM	0
Example opportunity	Harry	Potter	0	5/25/2018 9:00 AM	5/25/2018 10:00 AM	0
Example opportunity	Harry	Potter	0	5/25/2018 10:00 AM	5/25/2018 11:00 AM	0

4. Verify hours

- a. If the hours are correct for a volunteer:

- i. Click the check mark box to the left of the “green” opportunity. Only entries that have a check mark next to them will have changes saved.

<input checked="" type="checkbox"/>	Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 8:00 AM	5/25/2018 9:00 AM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 9:00 AM	5/25/2018 10:00 AM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 10:00 AM	5/25/2018 11:00 AM	0

Showing 1 to 10 of 16 entries

- ii. Click “Mark as Attended.”

Volunteer Opportunity	Contact First Name	Contact Last Name	# of Guests	Start Time
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 8:00 AM
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 9:00 AM
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 10:00 AM
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 11:00 AM
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 12:00 PM
Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 1:00 PM
Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM
Example opportunity	Harry	Potter	0	5/25/2018 8:00 AM
Example opportunity	Harry	Potter	0	5/25/2018 9:00 AM
Example opportunity	Harry	Potter	0	5/25/2018 10:00 AM

Showing 1 to 10 of 16 entries

- iii. Click Yes.



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- b. If the hours are correct for all listed volunteers:
- Click the check mark box next to the heading “Volunteer Opportunity.”
This will select all volunteers listed.

Volunteer Attendance

Find by keyword

Mark as Attended

Mark as Not Attended

<input checked="" type="checkbox"/>	Volunteer Opportunity▲	Contact First Name	Contact Last Name	# of Guests	Start Time	End Time	Hours
<input checked="" type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 8:00 AM	5/26/2018 9:00 AM	0
<input checked="" type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input checked="" type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 10:00 AM	5/26/2018 11:00 AM	0
<input checked="" type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 11:00 AM	5/26/2018 12:00 PM	0
<input checked="" type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 12:00 PM	5/26/2018 1:00 PM	0
<input checked="" type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 1:00 PM	5/26/2018 2:00 PM	0
<input checked="" type="checkbox"/>	Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input checked="" type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 10:30 AM	5/25/2018 11:00 AM	0
<input checked="" type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 11:00 AM	5/25/2018 12:00 PM	0
<input checked="" type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 12:00 PM	5/25/2018 1:30 PM	0

- Click “Mark as Attended.”
 - Click Yes.
- c. If a volunteer did not attend an opportunity:
- Click the check mark box to the left of the “green” opportunity. Only entries that have a check mark next to them will have changes saved.


<input checked="" type="checkbox"/>	Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input checked="" type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 8:00 AM	5/25/2018 9:00 AM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 9:00 AM	5/25/2018 10:00 AM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 10:00 AM	5/25/2018 11:00 AM	0

Showing 1 to 10 of 16 entries



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- ii. Click “Mark as Not Attended.”



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[Report Attendance](#)
[Contacts](#)
[My Organization](#)

Reports ▾

[Informes Demográficos](#)
[Informes Generales para Organizaciones](#)

Volunteer Attendance

Find by keyword

[Mark as Attended](#)[Mark as Not Attended](#)

<input type="checkbox"/>	Volunteer Opportunity ▾	Contact First Name	Contact Last Name	# of Guests	Start T
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/21
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/21
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/21
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/21
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/21
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/21
<input type="checkbox"/>	Ejemplo aceptar voluntario	Harry	Potter	0	5/26/21
<input checked="" type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/21
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/21
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/21

- iii. Click Yes

- d. If a volunteer’s hours are different than those listed:

- i. Hover your mouse near the “Start time” or “End time.”

- ii. Click on the green square to edit

Volunteer Attendance

Find by keyword

[Mark as Attended](#)[Mark as Not Attended](#)

<input type="checkbox"/>	Volunteer Opportunity ▾	Contact First Name	Contact Last Name	# of Guests	Start Time	End Time	Hours
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 8:00 AM	5/26/2018 9:00 AM	0
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 10:00 AM	5/26/2018 11:00 AM	0
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 11:00 AM	5/26/2018 12:00 PM	0
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 12:00 PM	5/26/2018 1:00 PM	0
<input type="checkbox"/>	Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 1:00 PM	5/26/2018 2:00 PM	0
<input type="checkbox"/>	Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 10:00 AM	5/25/2018 11:00 AM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 11:00 AM	5/25/2018 12:00 PM	0
<input type="checkbox"/>	Example opportunity	Harry	Potter	0	5/25/2018 12:00 PM	5/25/2018 1:30 PM	0



iii. Enter in the new time

Volunteer Attendance

Find by keyword

Mark as Attended Mark as Not Attended

Volunteer Opportunity	Contact First Name	Contact Last Name	# of Guests	Start Time	End Time	Hours
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 8:00 AM	5/26/2018 9:00 AM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 10:00 AM	5/26/2018 11:00 AM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 11:00 AM	5/26/2018 12:00 PM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 12:00 PM	5/26/2018 1:00 PM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 1:00 PM	5/26/2018 2:00 PM	0
<input type="checkbox"/> Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input type="checkbox"/> Example opportunity	Harry	Potter	0	5/25/2018 10:30 AM	5/25/2018 11:00 AM	0
<input type="checkbox"/> Example opportunity	Harry	Potter	0	5/25/2018 11:00 AM	5/25/2018 12:00 PM	0
<input type="checkbox"/> Example opportunity	Harry	Potter	0	5/25/2018 12:00 PM	5/25/2018 1:30 PM	0

iv. Click the check mark box next to the volunteer. Click “Save Changes.”

Volunteer Attendance

Find by keyword

Save Changes Cancel

Volunteer Opportunity	Contact First Name	Contact Last Name	# of Guests	Start Time	End Time	Hours
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 8:00 AM	5/26/2018 9:00 AM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 10:00 AM	5/26/2018 11:00 AM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 11:00 AM	5/26/2018 12:00 PM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 12:00 PM	5/26/2018 1:00 PM	0
<input type="checkbox"/> Ejemplo : Horas informe	Harry	Potter	0	5/26/2018 1:00 PM	5/26/2018 2:00 PM	0
<input type="checkbox"/> Ejemplo aceptar voluntario	Harry	Potter	0	5/26/2018 9:00 AM	5/26/2018 10:00 AM	0
<input checked="" type="checkbox"/> Example opportunity	Harry	Potter	0	5/25/2018 10:30 AM	5/25/2018 11:00 AM	0
<input type="checkbox"/> Example opportunity	Harry	Potter	0	5/25/2018 11:00 AM	5/25/2018 12:00 PM	0
<input type="checkbox"/> Example opportunity	Harry	Potter	0	5/25/2018 12:00 PM	5/25/2018 1:30 PM	0

- v. Note: An opportunity is listed to begin and end at a set time and date. You cannot edit a volunteer’s hours to begin before the official opportunity start time, or end after the official opportunity end time. If a volunteer serves hours that start before the set opportunity time, or end after the set opportunity time, you can “add” the volunteer as a connection and update their hours that way.

1. View the specific opportunity you wish to update hours for
2. If the volunteer is not a connection yet: Under the “Connections” section, choose “Add Connection.” Choose the contact’s name, the specific occurrence that they attended, choose “Attended,” then input the total number of hours they served.



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Connections

Email VolunteersMark ConfirmedMark Declined

Add ConnectionReport Attendance

<input type="checkbox"/>	Actions	Contact	Start Time ▼	End Time	Status	Attendance	Hours Served	Guest Volunteers
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 2:00 PM	5/25/2018 3:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 12:00 PM	5/25/2018 1:30 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 11:00 AM	5/25/2018 12:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 10:30 AM	5/25/2018 11:00 AM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 9:00 AM	5/25/2018 10:00 AM	Confirmed	Not Attended	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 8:00 AM	5/25/2018 9:00 AM	Confirmed	Attended (and Hours Verified)	1	0

Add Connection

Volunteer Opportunity
Example opportunity

Contact *

Attendance Status *

Hours Served

Occurrence *

Guest Volunteers

Save

Cancel

- If the volunteer is listed as a connection, choose “Edit” next to their name and input the hours that way

Edit Connection

Volunteer Opportunity
Example opportunity

Contact Name
Harry Potter

Status *

Hours Served

Start Date & Time

Occurrence
5/25/2018 12:00 PM - 5/25/2018 1:30 PM

Attendance Status *

Guest Volunteers

End Date & Time

Save

Cancel



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5. If a volunteer enters hours under “Self-Reported Volunteer Hours,” follow step 4 as necessary

The screenshot shows the Cheese Club volunteer portal. On the left is a sidebar with navigation links: Dashboard, Volunteer Opportunities, Report Attendance, Contacts, My Organization, Reports (with a dropdown arrow), Informes Demográficos, Informes Generales para Organizaciones, Sharing Portal Reports, and Return to Volunteer Portal. The main content area has two buttons at the top: "Mark as Attended" and "Mark as Not Attended". Below these is a table of volunteer opportunities. The table has columns for Volunteer Opportunity, Contact First Name, Contact Last Name, # of Guests, Start Time, End Time, and Hours. The table lists four opportunities, with the last one, "Self-Reported Volunteer Hours - Sample self reporting hours", selected. Below the table, it says "Showing 11 to 14 of 14 entries" and has pagination controls for "Previous", "1", "2" (selected), and "Next".


Volunteer Opportunity	Contact First Name	Contact Last Name	# of Guests	Start Time	End Time	Hours
Example opportunity	Harry	Potter	0	5/25/2018 2:00 PM	5/25/2018 3:00 PM	0
Sample volunteer express interest	Harry	Potter	0	5/25/2018 12:00 PM	5/25/2018 1:00 PM	0
Self-Reported Volunteer Hours - Muestra: autoinforme	Harry	Potter	0	5/24/2018 8:00 AM	5/24/2018 9:00 AM	1
Self-Reported Volunteer Hours - Sample self reporting hours	Harry	Potter	0	5/24/2018 9:00 AM	5/24/2018 10:00 AM	1

6. You can also report hours by going into the volunteer opportunity, viewing your connections, and following step 4.

The screenshot shows the Tufts Cheese Club partner portal. On the left is a sidebar with navigation links: Dashboard, Volunteer Opportunities (with a dropdown arrow), Report Attendance, Contacts, My Organization, Reports (with a dropdown arrow), Informes Demográficos, and Informes Generales para Organizaciones. The main content area has a header "Welcome Partner Organizations" with a handshake icon. Below the header, it says "Welcome to the partner portal, where you can manage your organization's account. Use this page to:" followed by a list of actions: Update your organization's information, Create service opportunities and submit them for approval, Manage your existing service opportunities - view/edit details, add occurrences, and approve or reschedule volunteers, Contact volunteers serving with your organization, Certify volunteer attendance and hours, and Generate reports. Below this is a section "Resources for Partners" with the text "Access the Volunteer Resources page to view resources available to support both organizations and volunteers." and "Find some quick tips on the following topics:" followed by links for "Opportunity Schedule and Registration Types" and "Contacting Volunteers". At the bottom, it says "Need additional help on how to use the Partner Portal?" with a link to "http://partners.handsonconnect.org/".



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[My Organization](#)
[Reports](#)
[Informes Demográficos](#)

Volunteer Opportunities

Search by keyword. Search Create Volunteer Opportunity

Name	Posting Status	Schedule Type	Registration Type
<input type="text"/>			
Cheese eating	This is not published and has been submitted for approval.	Date & Time Specific	Express Interest
Cheese packaging and distribution event	This is approved and published for volunteers to sign-up.	Date & Time Specific	Sign Up
Eating plantain chips	This is not published. There are no upcoming, active occurrences.	Date & Time Specific	Express Interest
Ejemplo : Horas informe	This is not published. There are no upcoming, active occurrences.	Date & Time Specific	Sign Up
Ejemplo aceptar voluntario	This is not published. There are no upcoming, active occurrences.	Date & Time Specific	Express Interest
Ejemplo cancelar	This is not published. There are no upcoming, active occurrences.	Date & Time Specific	Sign Up
Example opportunity	This is not published. There are no upcoming, active occurrences.	Date & Time Specific	Sign Up
Packaging food donations for distribution (Sample opportunity)	This is not published and has been submitted for approval.	Date & Time Specific	Sign Up
Packaging food donations for	This is not published. There are no upcoming, active occurrences.	Date & Time Specific	Sign Up

[Return to Volunteer Portal](#)

Zip/Postal Code00976

CountryUnited States

Connections

Find by keyword

Email Volunteers Mark Confirmed Mark Declined Add Connection Report Attendance

	Actions	Contact	Start Time	End Time	Status	Attendance	Hours Served	Guest Volunteers
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 2:00 PM	5/25/2018 3:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 12:00 PM	5/25/2018 1:30 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 11:00 AM	5/25/2018 12:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 10:00 AM	5/25/2018 11:00 AM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 9:00 AM	5/25/2018 10:00 AM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Harry Potter	5/25/2018 8:00 AM	5/25/2018 9:00 AM	Confirmed	Please Verify	0	0

Previous 1 Next

Occurrences

7. If you wish to report hours for an event in the past that you did not create an opportunity for on HandsOn Connect, see the document [How to: Reporting Attendance for Undocumented Opportunities](#) .