



STEP-BY-STEP: ENTERING VOLUNTEER HOURS IN YOUR PORTAL

PLEASE NOTE: Before you can log volunteer hours, you will need to complete the volunteer application: <https://apps.raptortech.com/Apply/NDgyOmVuLVVT>

- 1) Login to your volunteer portal:
<https://apps.raptortech.com/Volunteer/Login/NDgyOlZvbHVudGVlcjplbi1VUw%3d%3d>
- 2) At the top of the screen you'll see four tabs:
 - a. Hours, Events, Community, and Preferences
 - b. Choose **Hours**
- 3) On the right side, click the light blue button **+ Add Hours**
 - a. Here you'll be able to enter in your hours:
 - **Past Event:** Event Not listed Here
 - **Building:** North Davis Preparatory Academy
 - **Function:** Volunteer
 - **Start Date/Time:** click the calendar icon to choose start date and clock icon to select start time for volunteering.
 - **End Date/Time:** click the calendar icon to choose end date and clock icon to select end time for volunteering.
 - **Organization:** none
 - **Notes:** *Optional.*
- 4) Manually enter one of these per day of volunteering, beginning from the current school year's volunteer period (begins July 1 each year) to the date of when your volunteer application was created to get "caught up."
- 5) If you do 'at home' volunteering, you can login to your Raptor portal at home and manually enter in your hours.
- 6) **For families who have 50+ hours to back log, please use the following steps to bulk log your volunteer hours:**
 - a. Follow numbers 1 through 3 above.
 - b. At step 4, for **Start Date/Time**, enter in your beginning date and time then divide your hours into days.

*For example; If you have 150 hours, divided by 24 hours per day = 6 days and 6 hrs.
You would enter Start Date/Time; 10/02/2017 12:00AM to End Date/Time;
10/08/2017 6:00AM to total 150 hours.*

If you need assistance with this please email the POET Volunteer Coordinator, Tierra, at tmcgonegal@northdavisprep.org; she'll be more than happy to help you!