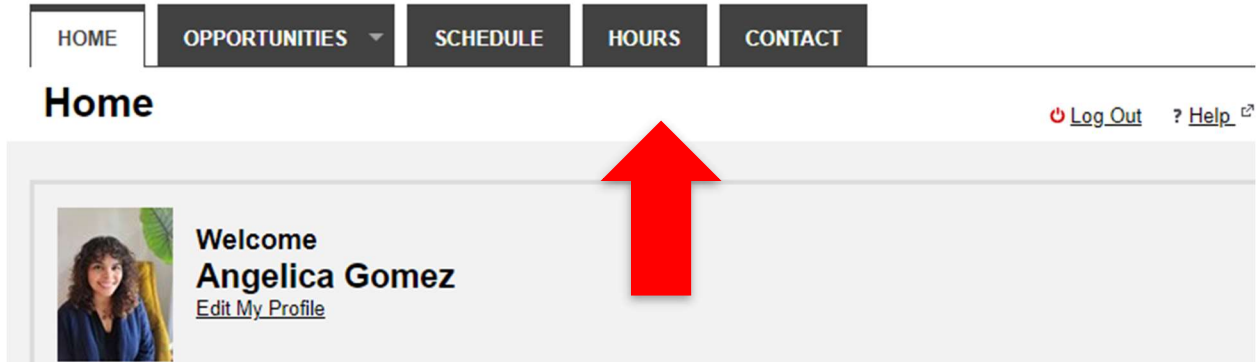
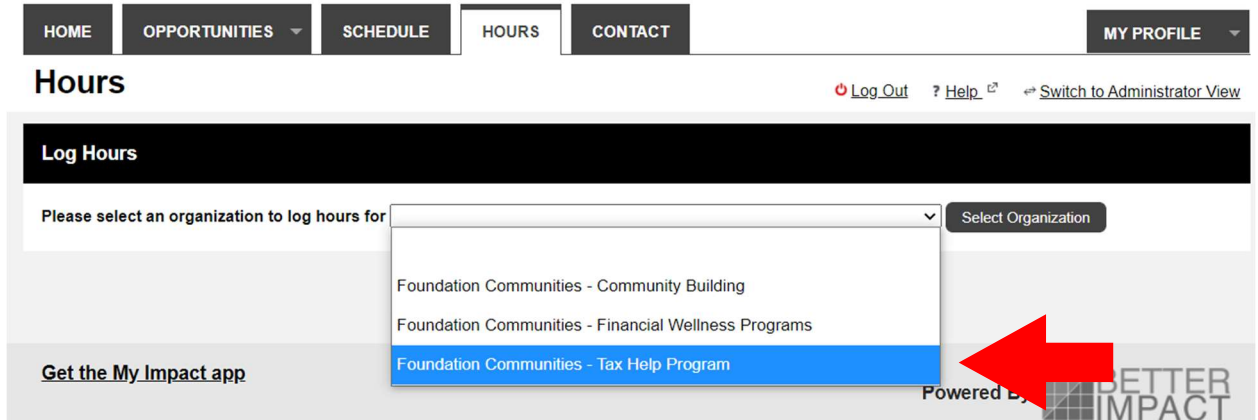


Tax Help Program: How to Log Volunteer Hours

1. Log into your account on www.myvolunteerpage.com and click the hours tab.



2. Under “Select an organization to log hours for,” if you volunteer with more than one program at Foundation Communities, you may need to select “Foundation Communities – Tax Help Program.” Choose this option and click the grey “Select Organization” button.



3. In the dropdown menu for “Please select an activity,” choose what you volunteered for during your shift.

HOME OPPORTUNITIES SCHEDULE **HOURS** CONTACT MY PROFILE

Hours [Log Out](#) [? Help](#) [Switch to Administrator View](#)

Log Hours


Please select an organization to log hours for

Activity Show these activities

Date Volunteered

Please select an activity

- Volunteer Off-Season: Prosper North or Virtual (remote)
- Client Liaison
- Tax Preparer
- Volunteer Off-Season: Prosper South (2900 S IH 35 Frontage Rd, 78704)
- Client Liaison
- Tax Preparer



- After choosing the activity, enter the date you volunteered and the amount of time in hours and minutes and click the “Save” button (or “Save and Log Another” if you have multiple dates to enter).

HOME OPPORTUNITIES SCHEDULE **HOURS** CONTACT MY PROFILE

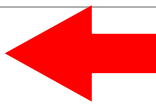
Hours [Log Out](#) [? Help](#) [Switch to Administrator View](#)

Log Hours

Please select an organization to log hours for

Activity Show these activities

Date Volunteered Hours Minutes



- Once saved, you’ll see the hours under “Most Recent Entries.” If you made a mistake with the entry (i.e. you entered it twice or you entered the incorrect date/an inaccurate amount of time), click the “Delete” button to remove the entry (if necessary, you’ll then log another entry with the correct date/time). Please note that the “Status” will display as “Pending” until a staff member manually approves it.

Log Hours

Please select an organization to log hours for [Select Organization](#)

Activity Show these activities **Active** **Inactive**

Date Volunteered Hours Minutes

[Save and Log Another](#) [Save](#)

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
Volunteer Off-Season: Prosper North or Virtual (remote) - Tax Preparer	2:15	12/8/2021	12/8/2021	Pending	View Delete

- A staff member will typically approve an entry within 24-72 hours (after checking against the managers' notes and identifying anyone who missed their shift). Once verified, the "Status" will update to "Approved." Even after it's approved, you still have the opportunity to delete an inaccurate entry and re-enter it accurately (which will then be pending for approval).

HOME OPPORTUNITIES SCHEDULE **HOURS** REPORTS CONTACT MY PROFILE

Hours [Log Out](#) [Help](#) [Switch to Administrator View](#)

Log Hours

Please select an organization to log hours for [Select Organization](#)

Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
Volunteer Off-Season: Prosper North or Virtual (remote) - Tax Preparer	2:15	12/8/2021	12/8/2021	Approved	View Delete