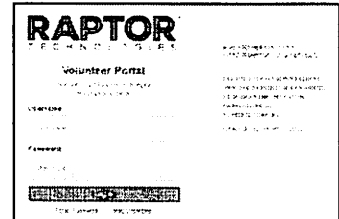


## Using Raptor Volunteer Portal

The Volunteer Portal allows volunteers to easily manage their volunteer activities—sign up for events, track hours, view and update their profile, change their password, and communicate with other volunteers. Upon approval as a volunteer, you will be sent an email providing instructions to access the portal.

### 1 Access Volunteer Portal

- Locate your volunteer approval email and click the link to access the Volunteer Portal.
- Create a new password and then log in with your email address and new password.
- Bookmark the Raptor Volunteer Portal website for future access.



### 2 View your volunteer hours

- Click the **Hours** tab and view a history of the hours you've volunteered.
- Click **Details** to view specific information about the logged hours.
- Click **Add Hours** to report the hours you worked and optionally associate them to an event.

Details	Function	Building	Start Date/Time	End Date/Time	Total Time	Self Reported	Options
<a href="#">Details</a>	School Event	Raptor Elementary	12/15/16 4:29 PM	12/15/16 4:20 PM	01 hrs 32 mins	No	
<a href="#">Details</a>	Classroom Helper	Raptor High School	12/16/16 8:00 AM	12/16/16 11:20 AM	03 hrs 20 mins	No	
<a href="#">Details</a>	School Event	Raptor High School	12/16/16 11:30 AM	12/16/16 2:12 PM	02 hrs 10 mins	No	
<a href="#">Details</a>	Chapel time	Raptor High School	12/12/16 10:45 AM	12/12/16 4:10 PM	04 hrs 25 mins	Yes	

### 3 Manage your events

- Click the **Events** tab to view upcoming events.
- Click **Details** to view specific information about an event.

Details	Event	Start Date/Time	End Date/Time	Details
<a href="#">Details</a>	Bible Class	12/21/16 11:00 AM	12/21/16 11:20 AM	<a href="#">Details</a>
<a href="#">Details</a>	Soprano Choir Meeting	12/22/16 11:12 PM	12/22/16 11:12 PM	<a href="#">Details</a>

Details	Event	Start Date/Time	End Date/Time	Details
<a href="#">Details</a>	After School Event	12/20/16 11:12 AM	12/20/16 11:12 AM	<a href="#">Details</a>

### 4 Email other volunteers

- Click the **Community** tab and select the volunteers you want to send an email.
- Create the email and click **Send**.

Select	First Name	Last Name	Email Address	Primary Phone	Second Phone
<input checked="" type="checkbox"/>	Susan	Dyer	susan.dyer@raptor64.com	(291) 440-1001	
<input checked="" type="checkbox"/>	Mark	Black	mark.black@raptor64.com	(229) 229-2122	

### 5 Allow other volunteers to contact you

- Click the **Preferences** tab to specify how other volunteers can contact you.

### 6 Change your password

- Click **Profile** and select **Change Password**, as needed.

Notify me when I receive an email	<input checked="" type="checkbox"/>
Allow other volunteers to contact me via email	<input checked="" type="checkbox"/>