

How to self-report

Computer Instructions

Step 1: Go to the HandsOn Miami website.

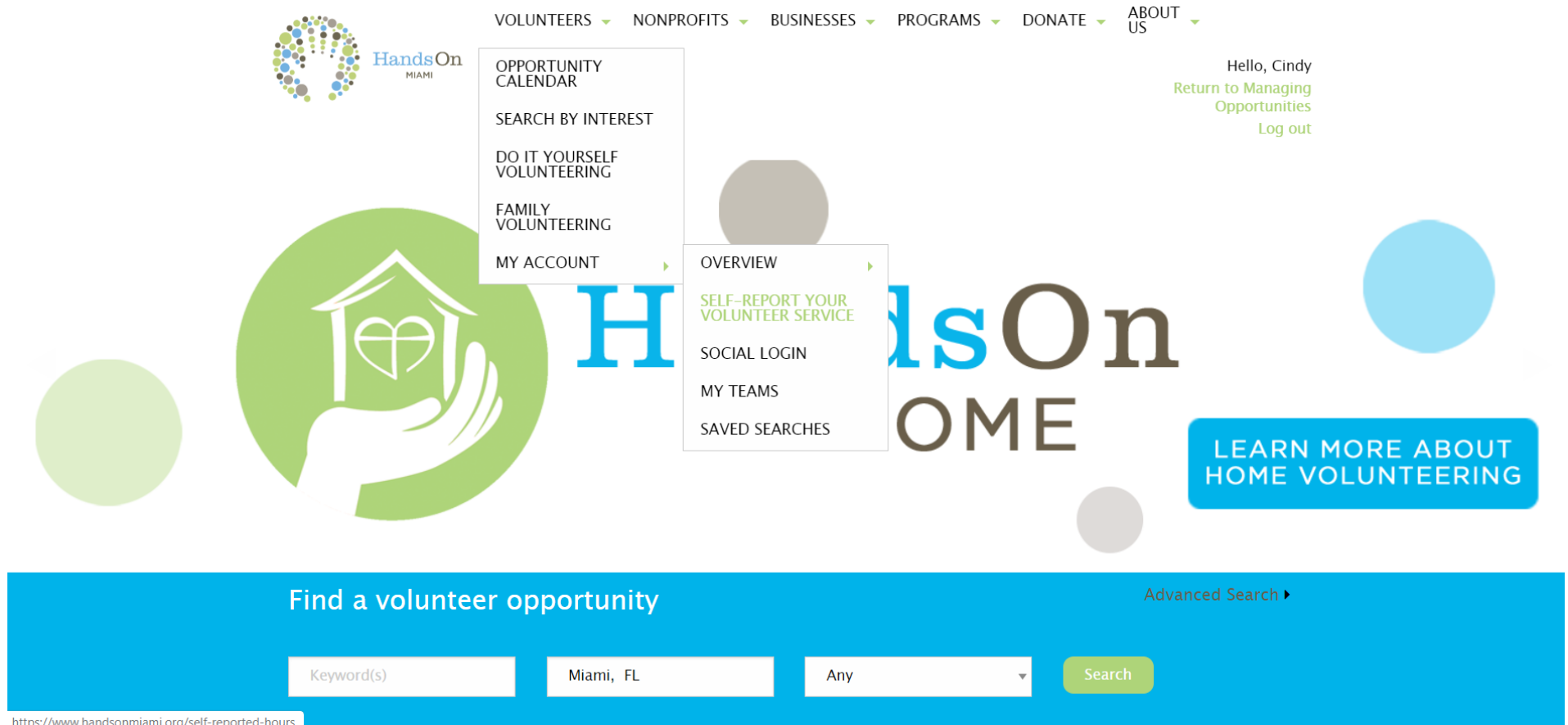
Step 2: Log in to your HandsOn Miami account. If you do not have an account, create one at this time.



The screenshot shows the top navigation bar of the HandsOn Miami website. The navigation menu includes: VOLUNTEERS, NONPROFITS, BUSINESSES, PROGRAMS, DONATE, and ABOUT US. The LOG IN button is highlighted with a red circle. Below the navigation bar is a large green circular graphic containing a white icon of a hand holding a house with a heart inside. The text "HandsOn AT HOME" is displayed in large blue and brown letters. A blue button with the text "LEARN MORE ABOUT HOME VOLUNTEERING" is located in the bottom right corner. The logo "HandsOn MIAMI" is visible in the top left corner of the screenshot.

Step 3: Go to the top of the page, hover your mouse over “Volunteers”, then hover over “My Account”.

- Select the option to “Report Your Service” (2nd option from the top).



The screenshot shows the top navigation bar of the HandsOn Miami website. The navigation menu includes: VOLUNTEERS, NONPROFITS, BUSINESSES, PROGRAMS, DONATE, and ABOUT US. A dropdown menu is open under VOLUNTEERS, listing: OPPORTUNITY CALENDAR, SEARCH BY INTEREST, DO IT YOURSELF VOLUNTEERING, FAMILY VOLUNTEERING, and MY ACCOUNT. A second dropdown menu is open under MY ACCOUNT, listing: OVERVIEW, SELF-REPORT YOUR VOLUNTEER SERVICE (highlighted in green), SOCIAL LOGIN, MY TEAMS, and SAVED SEARCHES. The user is logged in as Cindy, with links for Return to Managing Opportunities and Log out. A blue button reads "LEARN MORE ABOUT HOME VOLUNTEERING". At the bottom, a search bar is titled "Find a volunteer opportunity" and includes an "Advanced Search" link. The search bar contains the text "Keyword(s)", "Miami, FL", and "Any" with a dropdown arrow, and a "Search" button.

HandsOn MIAMI

VOLUNTEERS ▾ NONPROFITS ▾ BUSINESSES ▾ PROGRAMS ▾ DONATE ▾ ABOUT US ▾

OPPORTUNITY CALENDAR

SEARCH BY INTEREST

DO IT YOURSELF VOLUNTEERING

FAMILY VOLUNTEERING

MY ACCOUNT ▾

OVERVIEW ▾

SELF-REPORT YOUR VOLUNTEER SERVICE

SOCIAL LOGIN

MY TEAMS

SAVED SEARCHES

Hello, Cindy

[Return to Managing Opportunities](#)

[Log out](#)

LEARN MORE ABOUT HOME VOLUNTEERING

Find a volunteer opportunity [Advanced Search ▶](#)

Keyword(s) Miami, FL Any Search

<https://www.handsonmiami.org/self-reported-hours>

Step 4: Fill out the self-report form

- Organization Name: HandsOn Miami
- Opportunity Name: HandsOn At Home- Project Name (ie. Pen Pal)
- Date: Select the date you completed the project
- Start and End time: Please enter a time frame based on the approved hours for that project (ie. A 2-hour project can be entered from 12:00PM to 2:00PM)

Step 5: Submit the form

Cindy Ariza

Use this form to report your volunteer service with organizations or opportunities not listed on this site. To report your hours with volunteer opportunities you previously registered for, please go to your Volunteer History and click on "Report Hours"

ORGANIZATION SERVED

Organization Name * HandsOn Miami

What do you want to Report?

A specific date and time that you volunteered

A regular schedule of dates I've volunteered in the past

A SPECIFIC DATE AND TIME THAT YOU VOLUNTEERED

Opportunity Name * HandsOn at Home - Pen Pal

Date of Service * 3/20/2020

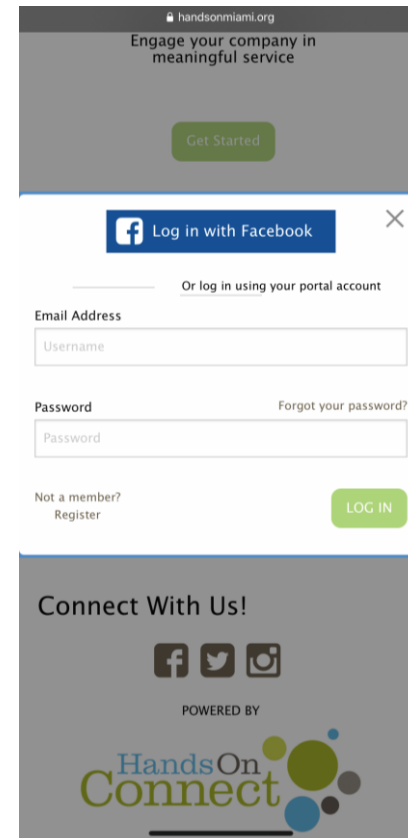
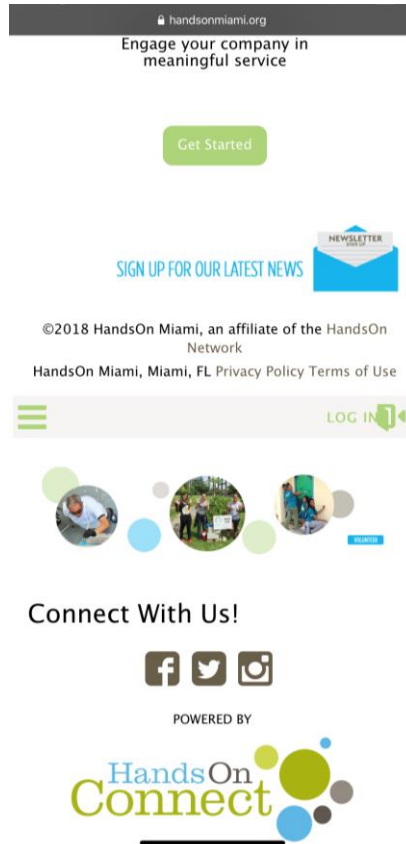
Start Time * 12:00 PM End Time * 2:00 PM

SUBMIT

Mobile/Tablet Instructions

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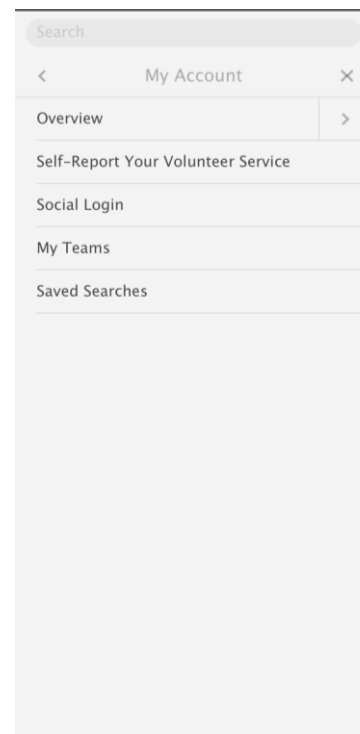
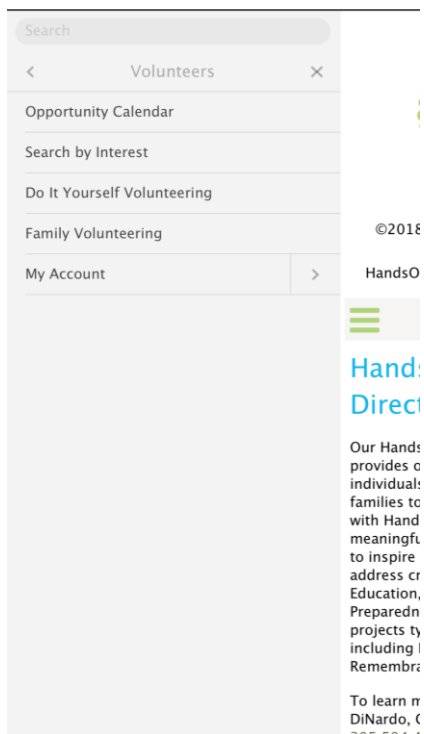
Step 2: Scroll to the bottom to log in to your HandsOn Miami account. If you do not have an account, create one at this time.



Step 3: Click the menu button on the left (3 green lines) to find the “Volunteer” menu

Step 4: Click the arrow to the right of volunteers, then the arrow to the right of “My Account”

- Select the option to “Report Your Service” (2nd option from the top).



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ORGANIZATION SERVED

Organization Name *

HandsOn Miami

What do you want to Report?

- A specific date and time that you volunteered
- A regular schedule of dates I've volunteered in the

past

A SPECIFIC DATE AND TIME THAT YOU VOLUNTEERED

Opportunity Name *

HandsOn at Home - Pen Pal

Date of Service *

3/20/2020

Start Time *

12:00 PM

End Time *

2:00 PM

SUBMIT