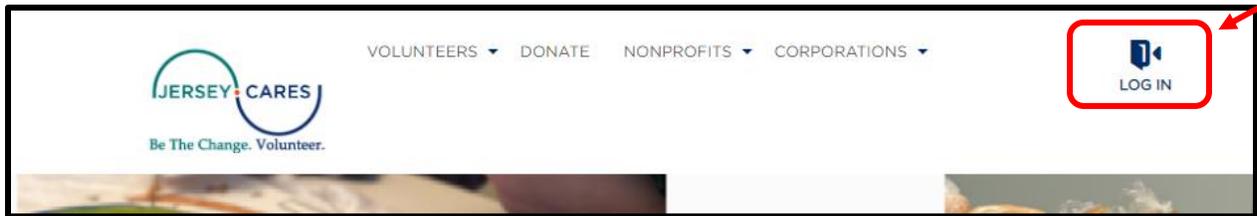# Volunteerism: How to Log Volunteer Hours

Step 1: Go to www.jerseycares.org

Step 2: Click the Log In Portal.

Step 3: Enter your Volunteer Account with your Email Address and Password. Then, click LOG IN.

(If you have not already registered, click "Not a member? Register" to create an account.)

Volunteerism: How to Log Volunteer Hours

Step 4: Once logged in, the home page should look like this:

Step 5: Hover the mouse over the MY ACCOUNT tab and scroll down to select SELF-REPORT YOUR VOLUNTEER SERVICE.

Volunteerism: How to Log Volunteer Hours

Step 6: Fill out the information for the event. Once you have reviewed all of the information, click SUBMIT.

Self Report Hours For

HARRY POTTER

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 *	Community FoodBank of New Jersey ▼

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 *	Food Packing
Date of Service *	📅 3/12/2021
Start Time *	9:00 AM
End Time *	12:00 PM

SUBMIT

Step 7: Click OK to be brought back to your account screen.

✓

SUCCESS

Your hours have been reported successfully

OK

Volunteerism: How to Log Volunteer Hours

Step 8: Once back on your account screen, you will see your event logged with the Action/Status marked as -Awaiting Verification.

Account Overview For

HARRY POTTER

Here's a snapshot of your volunteer activity. Review your upcoming commitments, cancel if you cannot attend so another volunteer can take your place, or manage your team signups from here. Use the Volunteer History section below to provide us with feedback.

0
Verified Hours
3
Unverified Hours

UPCOMING OPPORTUNITIES

Opportunity ▲	Organization	When	Action/Status
No results found.			

VOLUNTEER HISTORY WITH JERSEY CARES

Opportunity ▲	Organization	Date	Hours	Action/Status
No results found.				

Print Volunteer History

SELF-REPORTED HOURS

Opportunity ▲	Organization	Date	Hours	Action/Status
Food Packing	Community FoodBank of New Jersey	3/12/2021 9:00 AM	3	-Awaiting Verification

*Jersey Cares will verify all volunteer hours and the Action/Status will update to *verified**

If you have any questions or problems while logging your hours,

contact **info@jerseycares.org**

JERSEY CARES