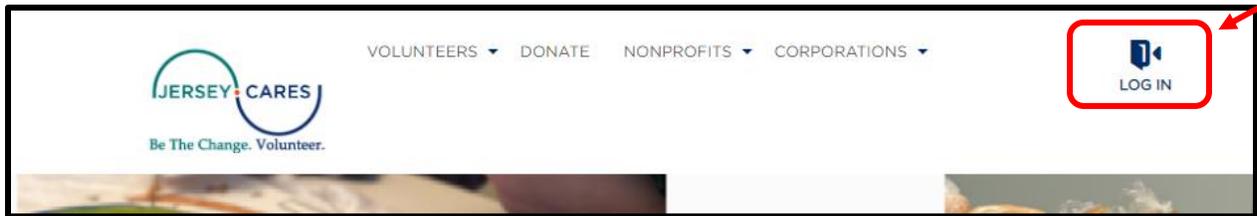




## Volunteerism: How to Log Volunteer Hours

**Step 1:** Go to [www.jerseycares.org](http://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.

Log in with Facebook

Or log in using your portal account

Email Address

Username

Password [Forgot your password?](#)

Password

Not a member?  
Register

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:

The screenshot shows the user's profile page for HARRY POTTER. At the top, there are navigation tabs: VOLUNTEERS, DONATE, MY ACCOUNT, and CORPORATIONS. The profile name is HARRY POTTER, with a status of 'Verified'. Below the profile, there is a section for 'UPCOMING OPPORTUNITIES' which is currently empty. This is followed by 'VOLUNTEER HISTORY WITH JERSEY CARES', also empty. At the bottom, there is a 'SELF-REPORTED HOURS' section.

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

A close-up of the 'MY ACCOUNT' dropdown menu. The menu items are: PROJECT COORDINATOR APPLICATION, OVERVIEW, PERSONAL INFORMATION, MY TEAMS, SOCIAL LOGIN, SKILLS, SAVED SEARCHES, and SELF-REPORT YOUR VOLUNTEER SERVICE. The 'SELF-REPORT YOUR VOLUNTEER SERVICE' option is highlighted with a red box and a red arrow points to it.





## 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](mailto:info@jerseycares.org)