



Hill

getconnected
by Galaxy Digital

HOW TO TRACK HOURS ON GET CONNECTED



For more information on managing a volunteer team, see [Get Connected Teams FAQ](#)

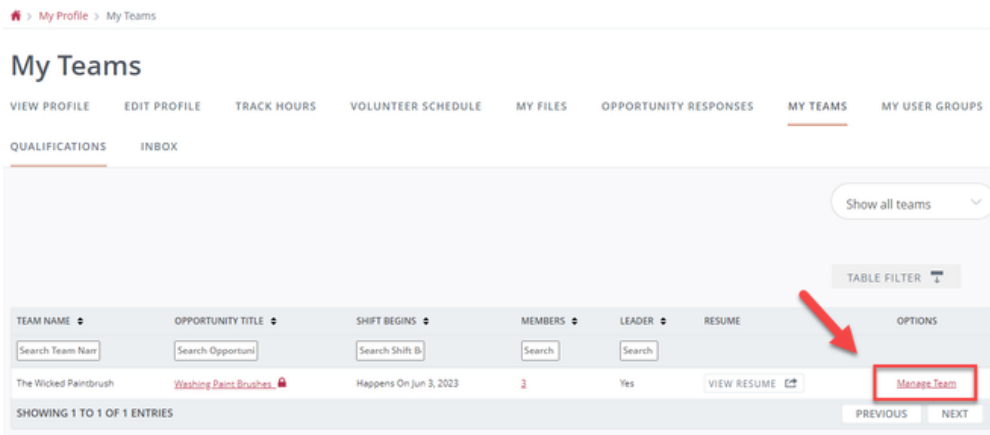
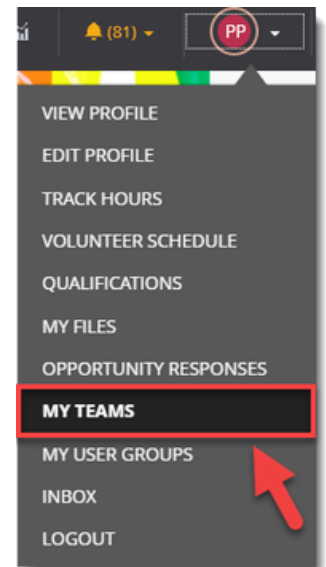


All service hours should be entered within 24 to 48 hours after volunteering takes place!

ACCESSING THE TEAM RESPONSE PAGE

Only team leaders can access the Team Response page. This is where you manage your team after the service event, including adding hours, updating participants, and communicating with team members.

- 1 Login to Get Connected by visiting volunteer.thehill.org
- 2 Click your profile image or initials from the top menu bar. Select **My Teams**.
- 3 On the My Teams page, click **Manage Teams** for the team you want to manage.



ADDING DEFAULT HOURS IN BULK

This applies the “default hours” to the volunteer’s account for that opportunity. Default hours are the number of hours assigned to that opportunity—e.g., if the expected hours are 4, then 4 hours are added for each volunteer.

- 1 Check the boxes beside the members you wish to add default hours for.

Team Response

Team Members

Need: Garden Clean Up Crew

Team: The Flower Pots - Jun 2, 2023 @ 10:00am

Reserved Slots

0

UPDATE

ADD TEAM MEMBER

+ ADD DEFAULT HOURS

EMAIL MEMBERS

COPY JOIN LINK

COPY RESUME LINK

Table Filter

<input checked="" type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>	bob@example.com		(888) 888-8888	Bob	Martin		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	sam@example.com			Samantha	Smith		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	jones@example.com			Teresa	Jones		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	barry@example.com			Barry	Patch		<input checked="" type="checkbox"/>

UNREGISTER TEAM

- 2 Click +Add Default Hours.

Team Response

Team Members

Need: Garden Clean Up Crew

Team: The Flower Pots - Jun 2, 2023 @ 10:00am

Reserved Slots

0

UPDATE

ADD TEAM MEMBER

+ ADD DEFAULT HOURS

EMAIL MEMBERS

COPY JOIN LINK

COPY RESUME LINK

Table Filter

<input checked="" type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>	bob@example.com		(888) 888-8888	Bob	Martin		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	sam@example.com			Samantha	Smith		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	jones@example.com			Teresa	Jones		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	barry@example.com			Barry	Patch		<input checked="" type="checkbox"/>

UNREGISTER TEAM

ADDING CUSTOM SERVICE HOURS

You can also add custom hours to individual team members for an opportunity response.













- 1 Click the hourglass icon for the member you wish to add hours to.

Team Response

Team Members
Need: Garden Clean Up Crew
Team: The Flower Pots - Jun 2, 2023 @ 10:00am

Reserved Slots: **UPDATE** **ADD TEAM MEMBER**

+ ADD DEFAULT HOURS **EMAIL MEMBERS** **COPY JOIN LINK** **COPY RESUME LINK** Table Filter

EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> bob@example.com		(888) 888-8888	Bob	Martin	  	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> sam@example.com			Samantha	Smith	  	<input type="checkbox"/>
<input checked="" type="checkbox"/> jones@example.com			Teresa	Jones	  	<input type="checkbox"/>
<input checked="" type="checkbox"/> barry@example.com			Barry	Patch	  	<input type="checkbox"/>

UNREGISTER TEAM

- 2 On the **Add Hours** form, fill out all applicable fields.

Add Hours

Select Response

User Lookup:

Need Response (lookup):

Hour Details

Date Worked *

Hours Worked *

- 3 Click **Submit Hour Entry** when you're done!



Questions? Contact contact@hobartsrunpottstown.org

