

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.

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



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



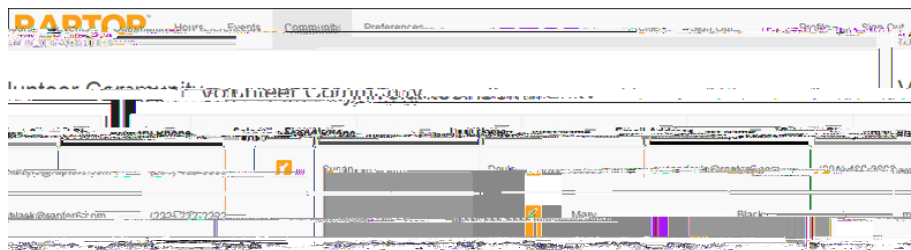
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- Ø Click the **Events** tab to view upcoming events.
- Ø Click **+** to view specific information about an event.



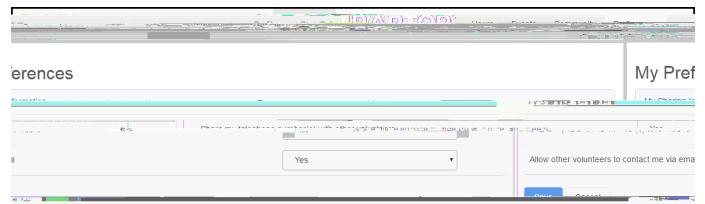
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- Ø Click the **Community** tab and select the volunteers you want to send an email.
- Ø Create the email and click **Send**.



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- Ø Click the **My Profile** tab to specify how other volunteers can contact you.



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- Ø Click **Save** and select **Save**, as needed.