

# **Using Raptor Volunteer Portal**

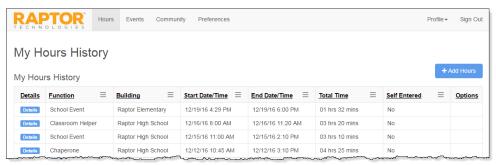
The Volunteer Portal allows volunteers to easily manage their volunteer activities—sign up for events, track hours, view and update their profile, change their password, and communicate with other volunteers. Upon approval as a volunteer, you will be sent an email providing instructions to access the portal.

## Access Volunteer Portal

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

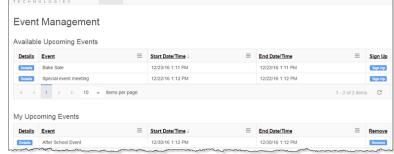
## **2** View your volunteer hours

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



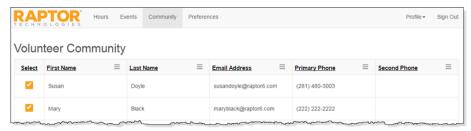
## **3** Manage your events

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



#### 4 Email other volunteers

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



#### **5** Allow other volunteers to contact you

Click the Preferences tab to specify how other volunteers can contact you.

## **6** Change your password

Click Profile and select Change Password, as needed.

