

Cranberry Elks Online Volunteer Management System

www.timecounts.app/elks-lodge-2249

Creating an Account

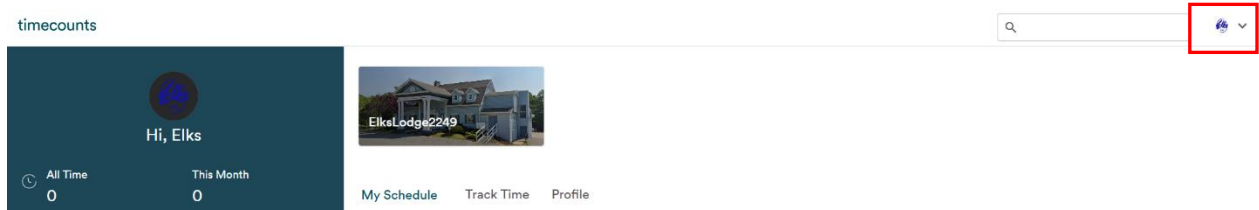
1. Visit timecounts.app/elks-lodge-2249
2. Click on the "Sign Up" button.
3. Enter your name, email address, and password to create an account.
4. Verify your email address through the confirmation email sent to you.

Logging In

1. Visit the Timecounts homepage.
2. Click the "Login" button.
3. Enter your email and password, then click "Log In."

Profile Setup

1. After logging in, go to your profile by clicking on your name or profile picture at the top right corner.



2. Update your personal information, including your contact details and profile picture.



[My Schedule](#) [Track Time](#) [Profile](#)

Contact Information	>
Availability	>
Time Off	>
Password	>
Communication	>
Notifications	>

3. Set up your preferences for email notifications and reminders.
4. Select “Track Time” to easily report any outstanding hours needing credited.

[My Schedule](#) [Track Time](#) [Profile](#)

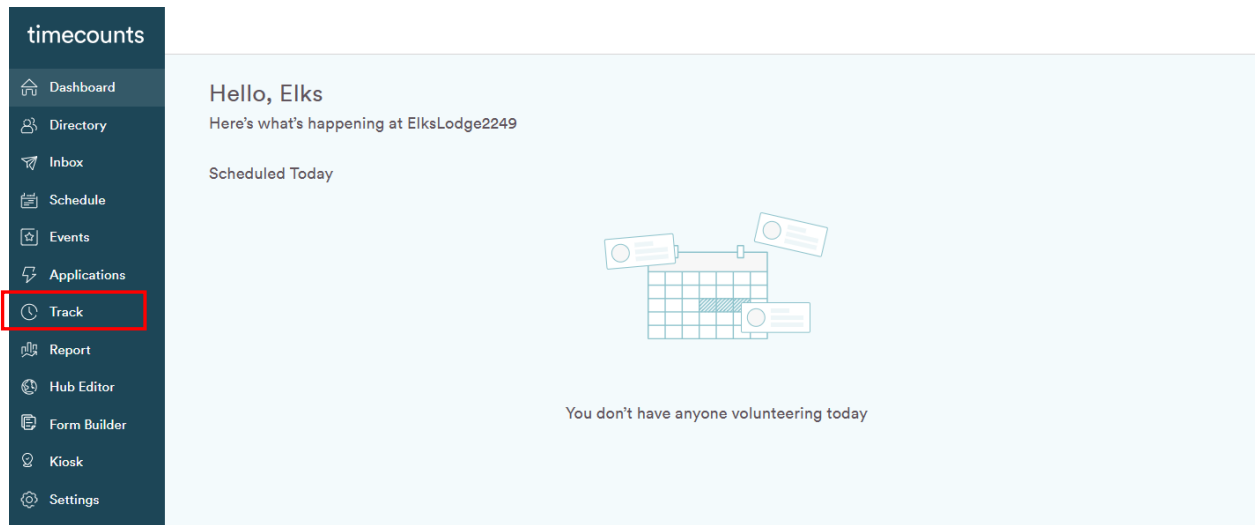
[Log Time](#)



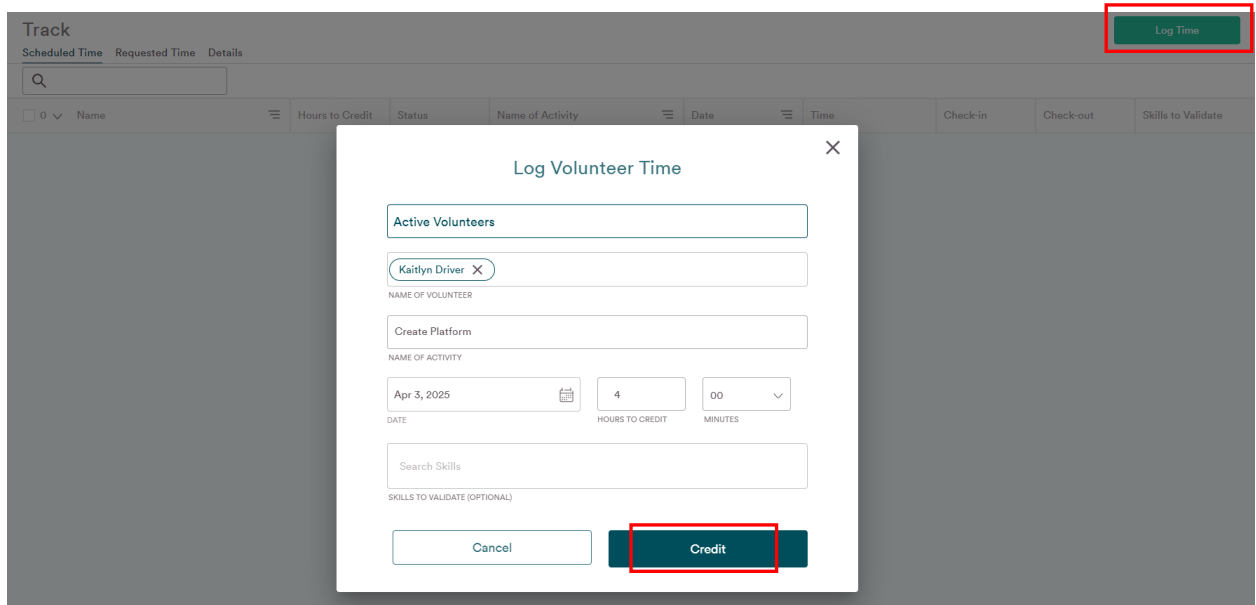
You have no volunteer hours credited
Once you complete opportunities your approved time will appear here.

Tracking Volunteer Hours

1. Go to the "Track" section on your dashboard.



2. Select "Log Time" and manually enter volunteers name, activity, date, and hours to credit.



3. Mark the volunteer's attendance and record the hours worked.
4. Click "Credit" to update the records.