

Cranberry Elks Online Volunteer Management System

www.timecounts.app/elks-lodge-2249

Creating an Account

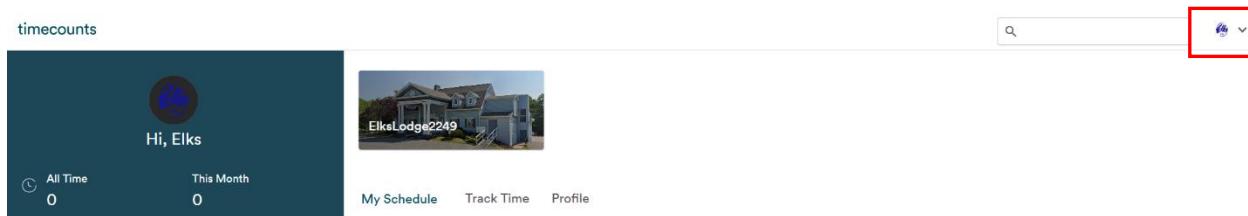
1. Visit timecounts.app/elks-lodge-2249
2. Click on the "Sign Up" button.
3. Enter your name, email address, and password to create an account.
4. Verify your email address through the confirmation email sent to you.

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.



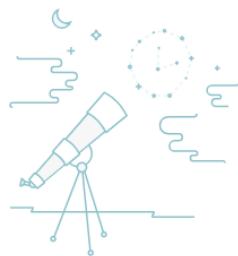
My Schedule Track Time **Profile**

- [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

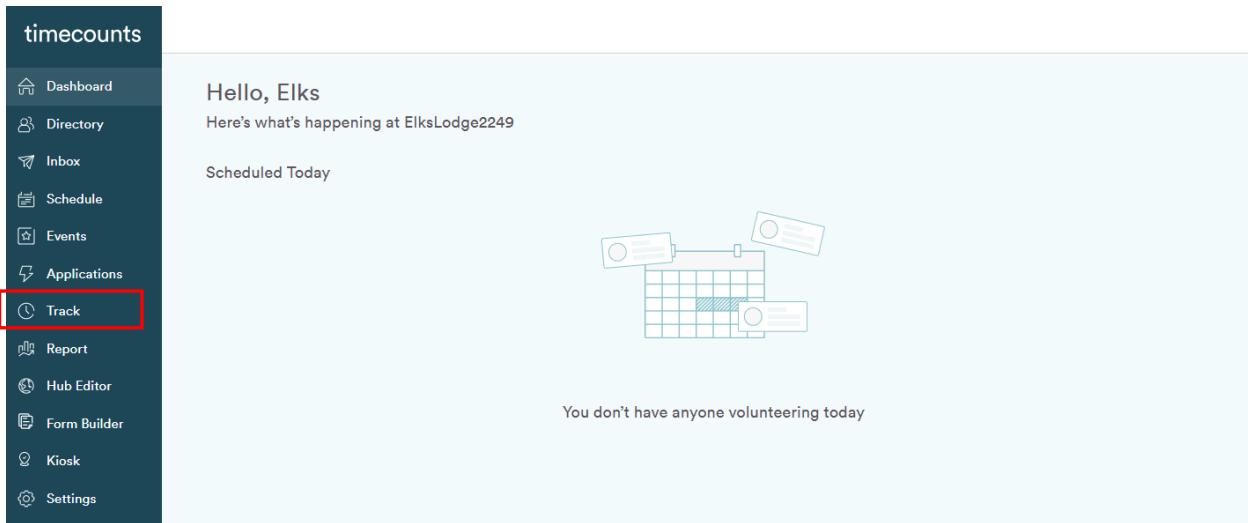
Log Time



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

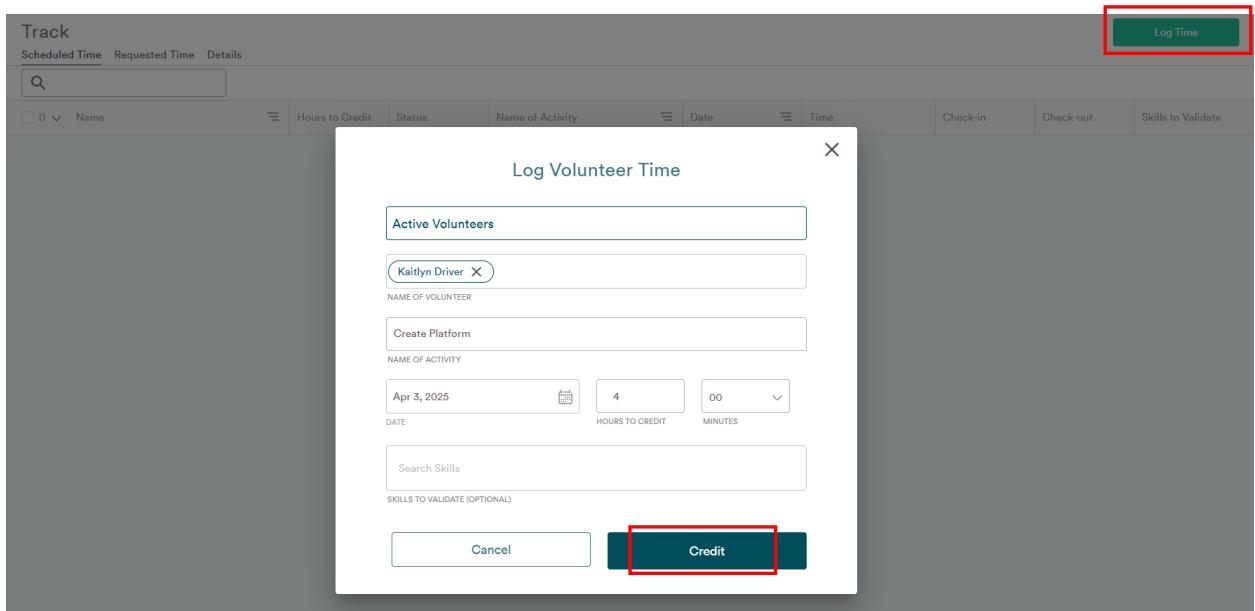
Tracking Volunteer Hours

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



The screenshot shows the timecounts dashboard. On the left is a sidebar with the following menu items: Dashboard, Directory, Inbox, Schedule, Events, Applications, **Track** (which is highlighted with a red box), Report, Hub Editor, Form Builder, Kiosk, and Settings. The main content area displays a greeting "Hello, Elks" and a message "Here's what's happening at ElksLodge2249". Below that is a section titled "Scheduled Today" with a small icon of two people at a desk. The text "You don't have anyone volunteering today" is displayed. The overall background is light blue.

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



The screenshot shows a "Log Volunteer Time" modal window. At the top right of the modal is a "Log Time" button, which is highlighted with a red box. The modal contains fields for "Active Volunteers" (with "Kaitlyn Driver" listed), "NAME OF VOLUNTEER", "Create Platform", "NAME OF ACTIVITY", "DATE" (set to "Apr 3, 2025"), "HOURS TO CREDIT" (set to "4"), and "MINUTES" (set to "00"). Below these fields is a "Search Skills" input field and a "SKILLS TO VALIDATE (OPTIONAL)" section. At the bottom of the modal are "Cancel" and "Credit" buttons, with the "Credit" button highlighted with a red box.

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