

Home

The home page is designed to deliver all users quick, easy access to content, with suggestions of popular organizations and the ability to search organizations by name and descriptions. Users who choose to create an account will be able to use the home page as a quick dashboard to jump into whatever task they may need, like managing their organizations and checking up on events.

Creating an Account

By clicking the “Register” button at the top of the page, you will be able to create a Timeventory account so that they can begin joining organizations or managing their own. Creating an account is simple and quick, requiring only an email, username, and password. If you wish to opt-out of receiving emails, you have the option to do so.

Profile

The profile page is your full portal to managing your organizations and those that you follow. Create new organizations, or traverse to existing ones to manage them.

Creating an Organization

Creating an organization is easy. By clicking the “Create Organization” button, you can create an organization using only a name, description, and email address. Now, users can follow your organization to stay posted on your future events.

Creating an Event

Once you create an organization, you can now make and manage events. By clicking “Create Event” on the organizations page, you can create an event with a name, description, date, time, and location. The event is now ready for volunteers.

Following

To follow an organization, click the “Follow Organization” button on the organization’s page. You can find this page by searching the organization in the live search bar at the top of the page. Once you follow an organization, you will receive emails when new events are created by that organization to let you know the details, assuming you opted in to receiving emails.

Volunteering

You can request to volunteer for an organization by clicking the “Volunteer” button on the organization’s page, regardless of whether they follow the organization. Submitted volunteer requests are then under review by the organization owner.

Volunteer Request Review

To manage volunteer requests for your organization, visit your organization’s page and click the “Volunteer Request Tracker” button. You can now accept or decline the request, giving or denying the requesting user access to your organization’s time clock.

Time Clock

Each organization has its own time clock, allowing you to manage your hours independently. On the page of an organization you are a volunteer for, click the “Time Clock” button to enter the Time Clock page, where you can clock in and out.

Timesheets

Owning an organization allows you to track volunteer hours through a timesheet. By clicking the “Volunteer Time Tracker” button on your organization’s page, you can see a full list of volunteers and their total hours.