Helper Helper App Tutorial

• Downloading the Helper Helper App

1) Search for Helper Helper at the app store or google play.
2) Use your email & temporary password emailed to you from info@helperhelper.com
3) Follow on screen prompts.
4) Get started with the viewing the quick tutorial

**If you do not have a smartphone access Helper Helper at app.helperhelper.com**
1) Login to your Helper Helper App
2) Click ‘Find Opportunities’
3) You will then be able to scroll through any opportunity that is available for you to sign up for.
4) Click the event that you are interested in committing to attending.
5) You will then be able to see any available details about the event.
6) If you want to commit to the event click, ‘Sign Up’
7) It will then ask you to confirm that you would like to commit to that event. Click ‘Sign Up.’
8) You can now add the event to your personal calendar
1) Login to your Helper Helper App
2) Click 'My Commitments'
3) Click 'Check-in' on the event that you wish to track your time for (this button will only appear during the event)
4) Enter your start time
5) Participate in the event
6) Enter your end time
7) It will then prompt you for your validation key. You will want to collect this from whomever is coordinating that event.
8) Once you enter the validation key your time will be logged!
1) Log into your Helper Helper App
2) Click on ‘Add Past Commitment’
3) Select the date in which you volunteered
4) Follow the prompts to fill in the fields. You will need to know the Organization Name, name your commitment, the date and time and the coordinator you worked with.
5) Click submit. This event will not be validated until the nonprofit coordinator or institutional admin validated the time.
*Past opportunities can be added for more than 24 hours.
8) Once you enter the validation key your time will be logged!