# **Helper Helper App Tutorial**

Downloading the Helper Helper App



DOWLOAD

۰ ## Account Login

### LOGIN

## Reset Password INVESTIGATION OF CAMPACITY OF C RESET PASSWORD

**RESET PASSWORD** 

3) Follow on screen prompts.

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

\*\*If you do not have a smartphone access Helper Helper at app.helperhelper.com





### **VIEW TUTORIAL**

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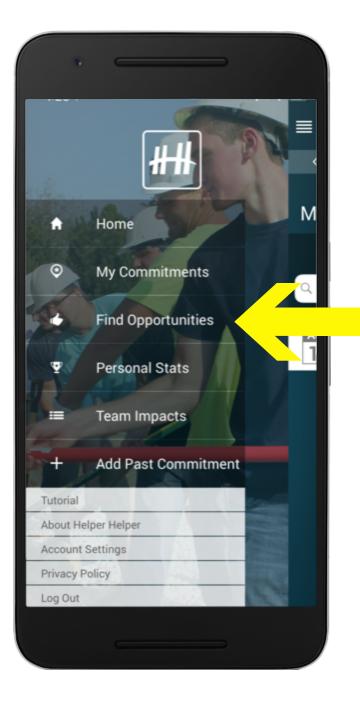
See Stats & Goa

Team Impacts

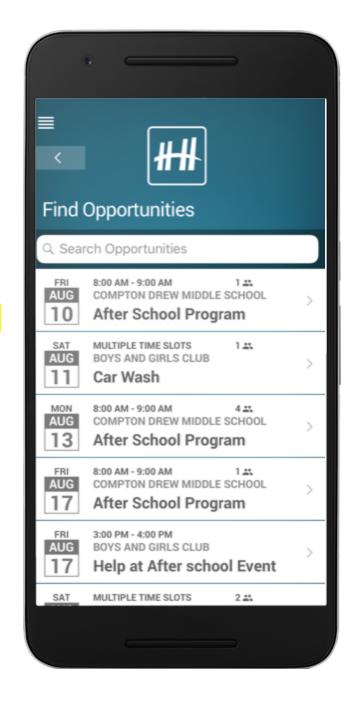
dd Past Commitm

4) Get started with the viewing the quick tutorial

# • Signing up for an event on your app

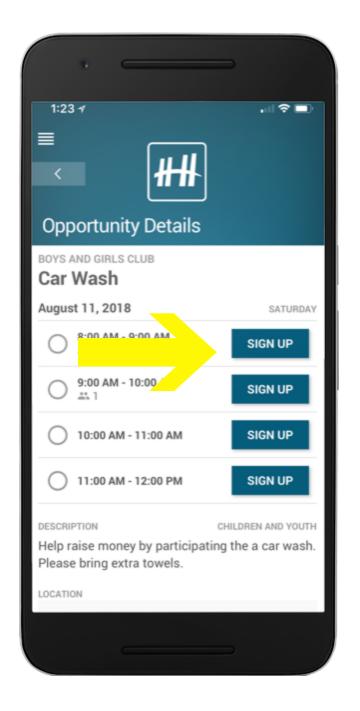


Login to your Helper
Helper App
Click 'Find Opportunities'



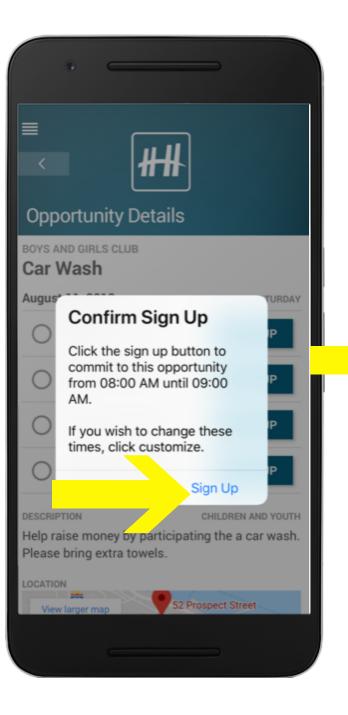
3) You will then we able toscroll through any opportunitythat is available for you to sign up for.

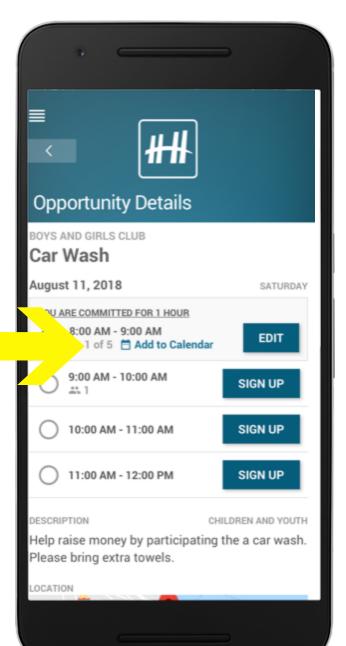
4) Click the event that you are interested in committing to attending.



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'

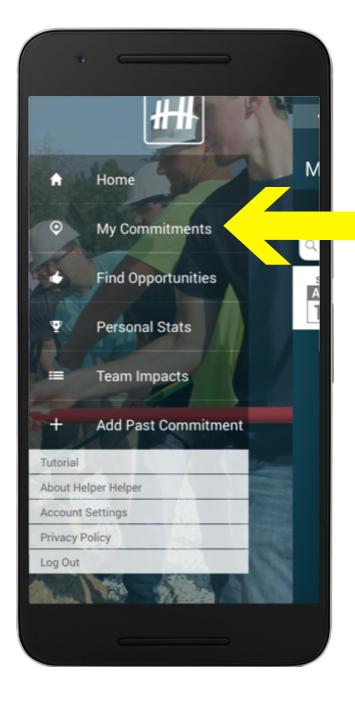




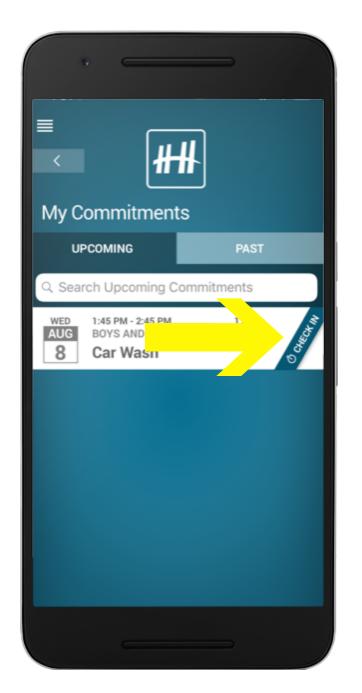
7) If will then ask you to confirm that you would like to commit to that event.Click 'Sign Up.'

8) You can now add the event to your personal calendar

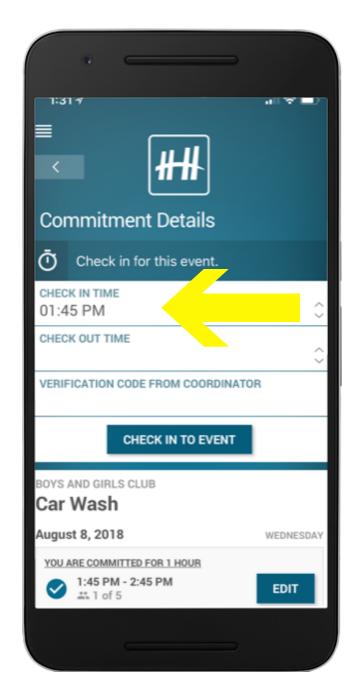
# • Validating time at an event



Login to your Helper
Helper App
Click 'My Commitments'

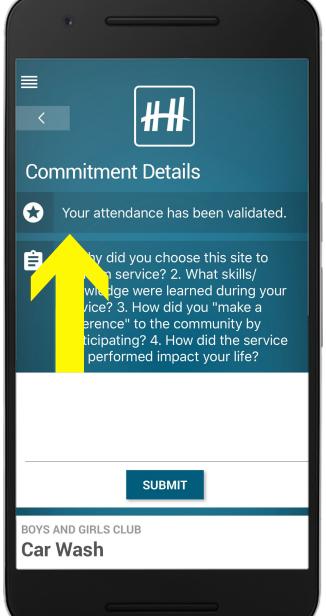


3) Click 'Check-in' on theevent that you wish to trackyour time for (this button willonly appear during theevent)



4) Enter your start time5) Participate in the event

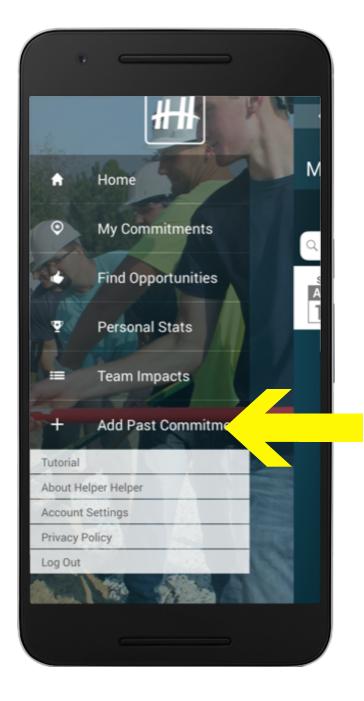
•	
2:09 -1	. II 🗢 🖿
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Commitment Details	
Ō Log time for this event.	
CHECK IN TIME 10:00 AM	÷
CHECK OUT TIME 11:00 AM	÷
VERIFICATION CODE FROM COORDINATOR	t
SUBMIT ATTENDANCE TIMES	
BOY D GIRLS CLUB	
M <mark>o</mark> pr	
July 2018	MONDAY
YOU WERE COMMITTED FOR 1 HOUR	
✓ 10:00 AM - 11:00 AM	EDIT
DESCRIPTION CHILDRE	N AND YOUTH
DESCRIPTION STREET	In Allo Toom



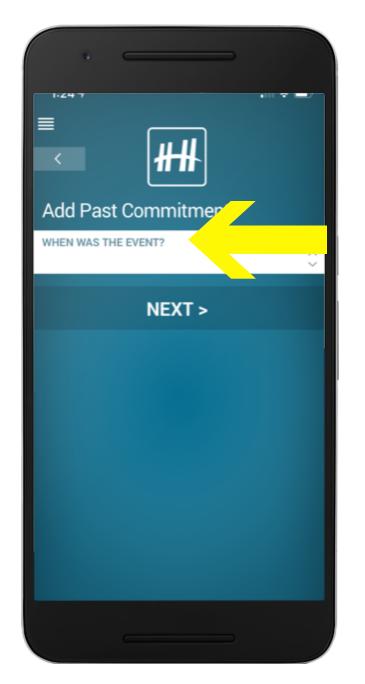
6) Enter your end time7) It will then prompt you foryour validation key. Youwill want to collect this fromwhomever is coordinatingthat event.

8) Once you enter the validation key your time will be logged!

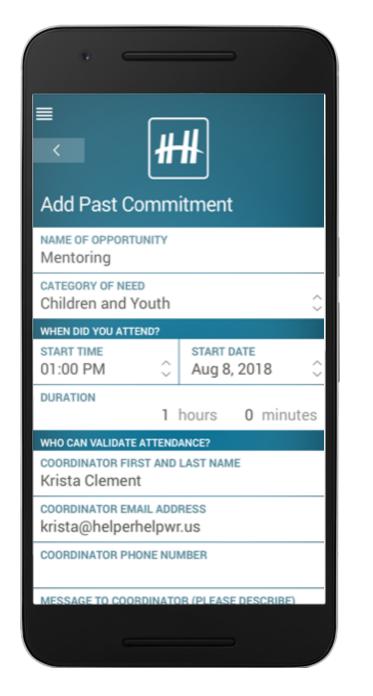
# • Adding a past commitment



 Log into your Helper Helper App
Click on 'Add Past Commitment'

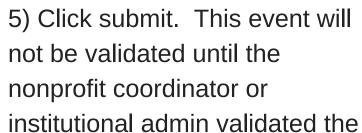


3) Selte the date in which you volunteered



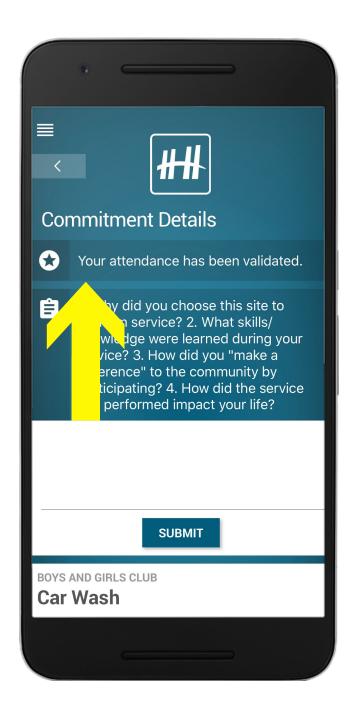
4) Follow the prompts to fill in the fields. You will need to know the Organization Name, name your commitment, the date and time and the coordinator you worked with. 5) n ir tir tii \*ľ

NAME OF OPPORTUNIT Mentoring	Y				
CATEGORY OF NEED Children and Yout	th			< >	
WHEN DID YOU ATTEND?	2				
START TIME 01:00 PM	÷	START DATE Aug 8, 2018		$\hat{}$	
DURATION	1	hours	0 min	utes	
WHO CAN VALIDATE ATT	END	ANCE?			
COORDINATOR FIRST AND LAST NAME Krista Clement					
coordinator email / krista@helperhelj					
COORDINATOR PHONE	NUI	MBER			
MESSAGE TO COORDIN	IATO	IR (PL	DESCRIBE	)	
SUBMIT COMMITMENT					



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!