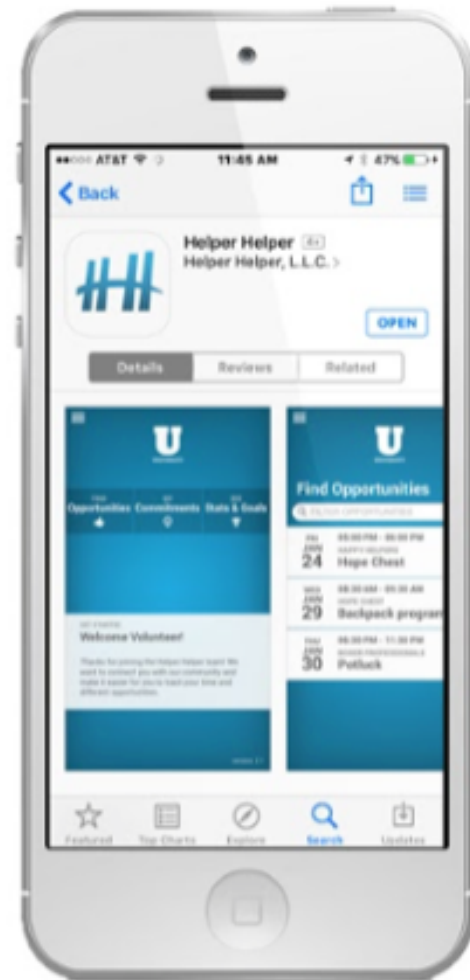


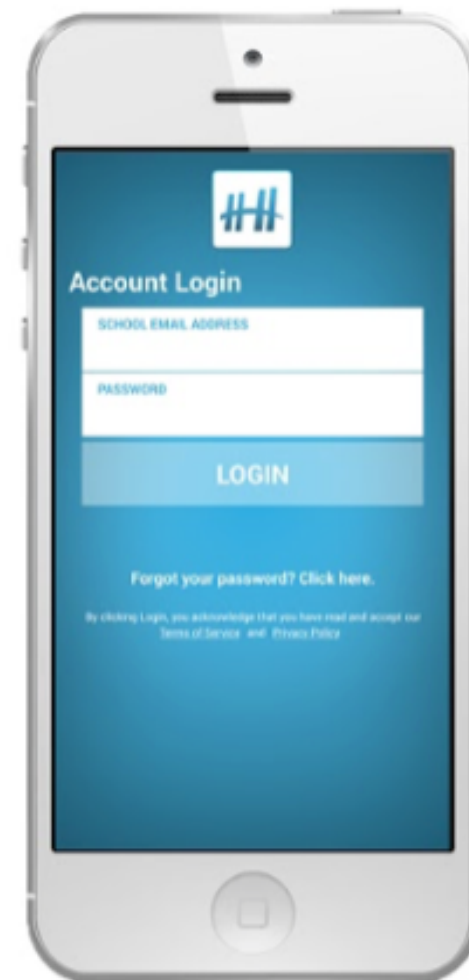
# Helper Helper App Tutorial

- Downloading the Helper Helper App



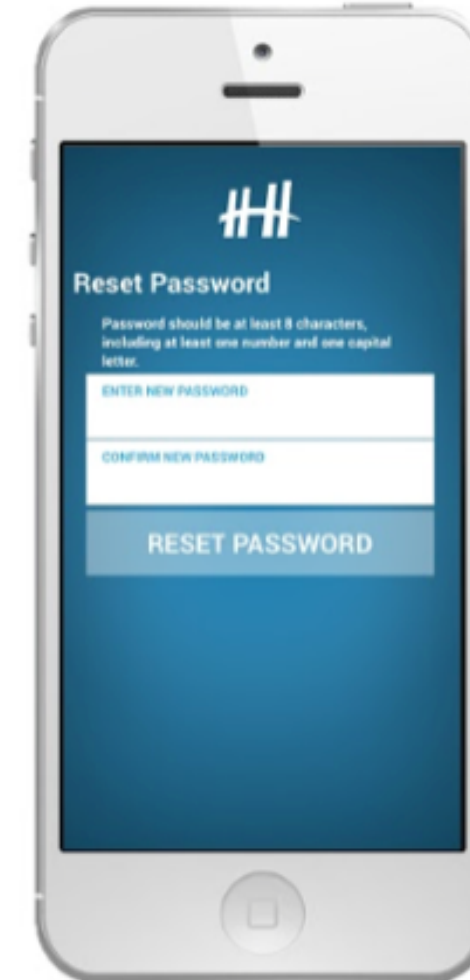
**DOWLOAD**

1) Search for Helper Helper at the app store or google play.



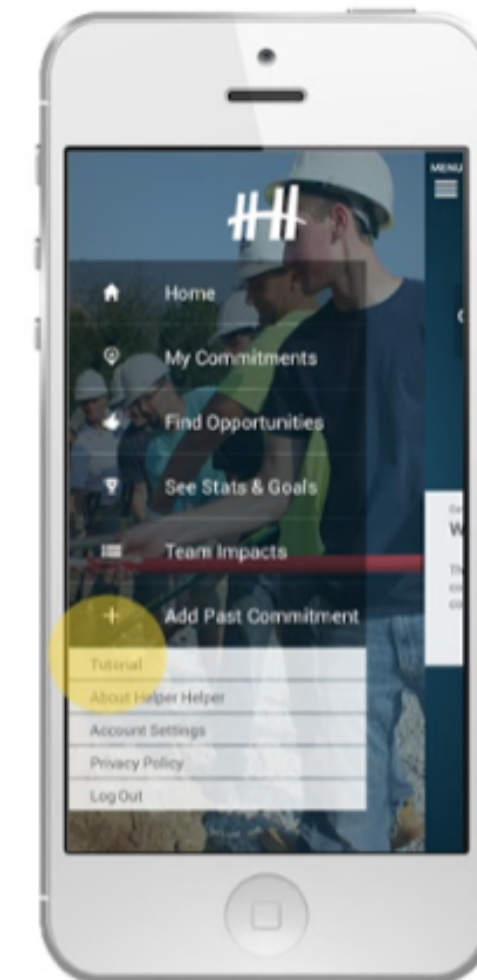
**LOGIN**

2) Use your email & temporary password emailed to you from [info@helperhelper.com](mailto:info@helperhelper.com)



**RESET PASSWORD**

3) Follow on screen prompts.

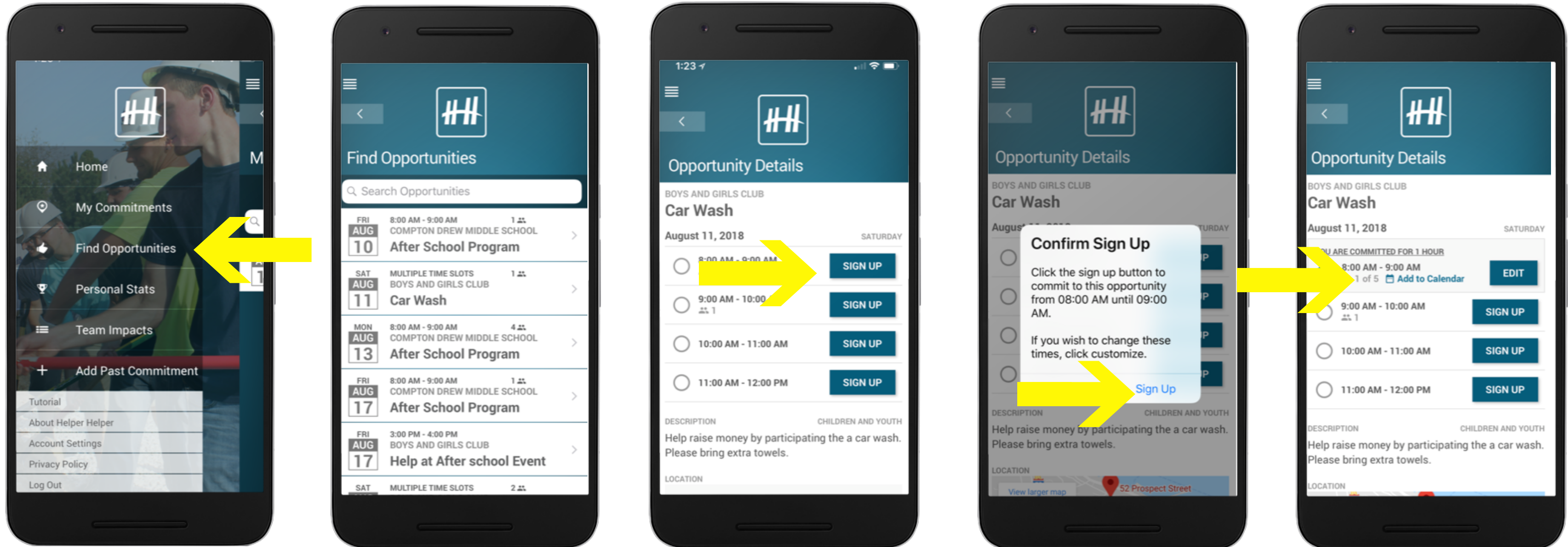


**VIEW TUTORIAL**

4) Get started with the viewing the quick tutorial

**\*\*If you do not have a smartphone access Helper Helper at [app.helperhelper.com](http://app.helperhelper.com)**

- Signing up for an event on your app



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.

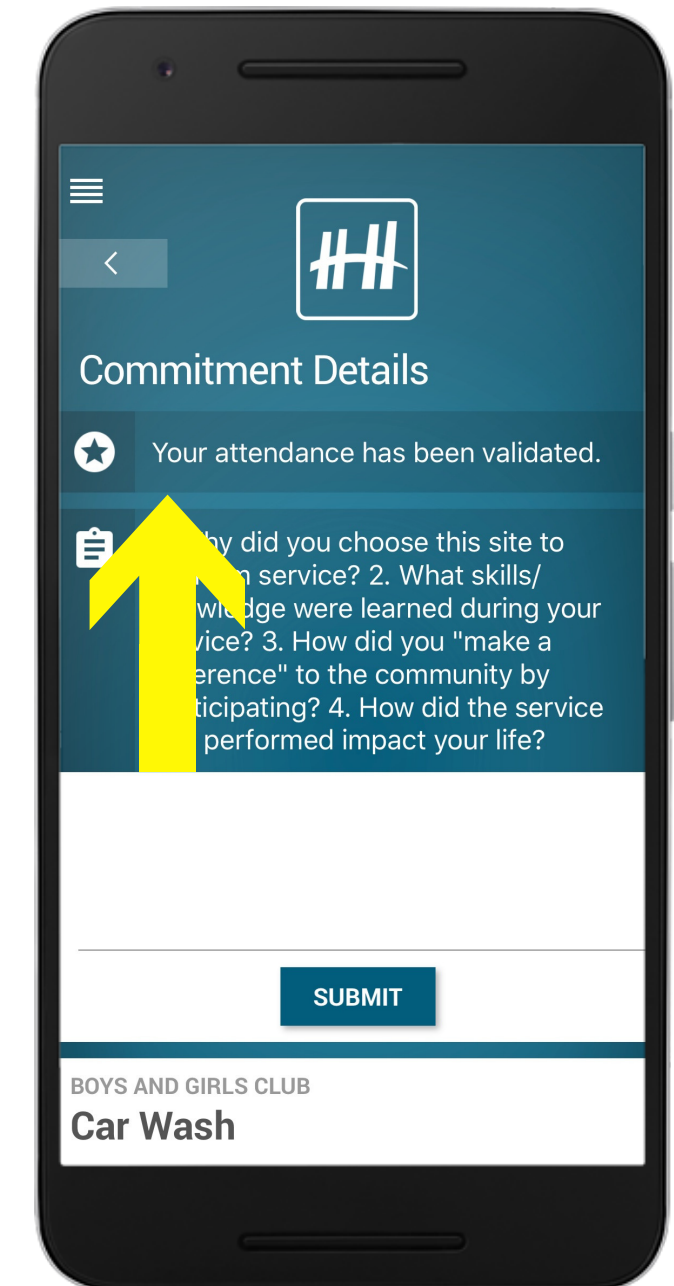
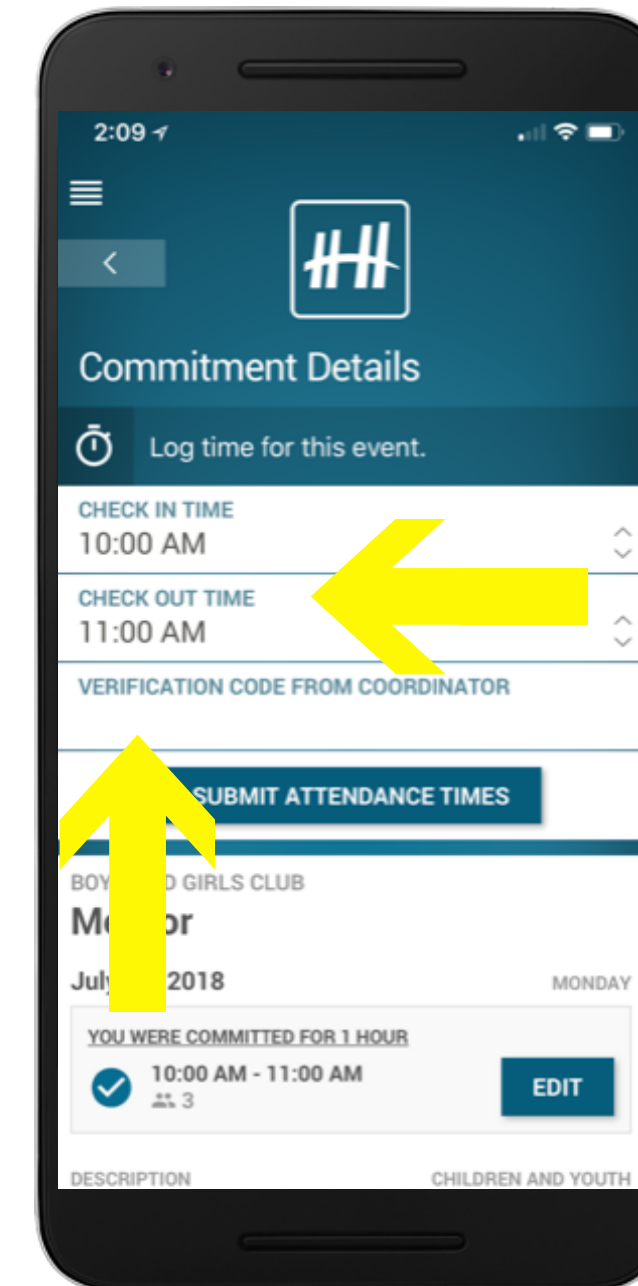
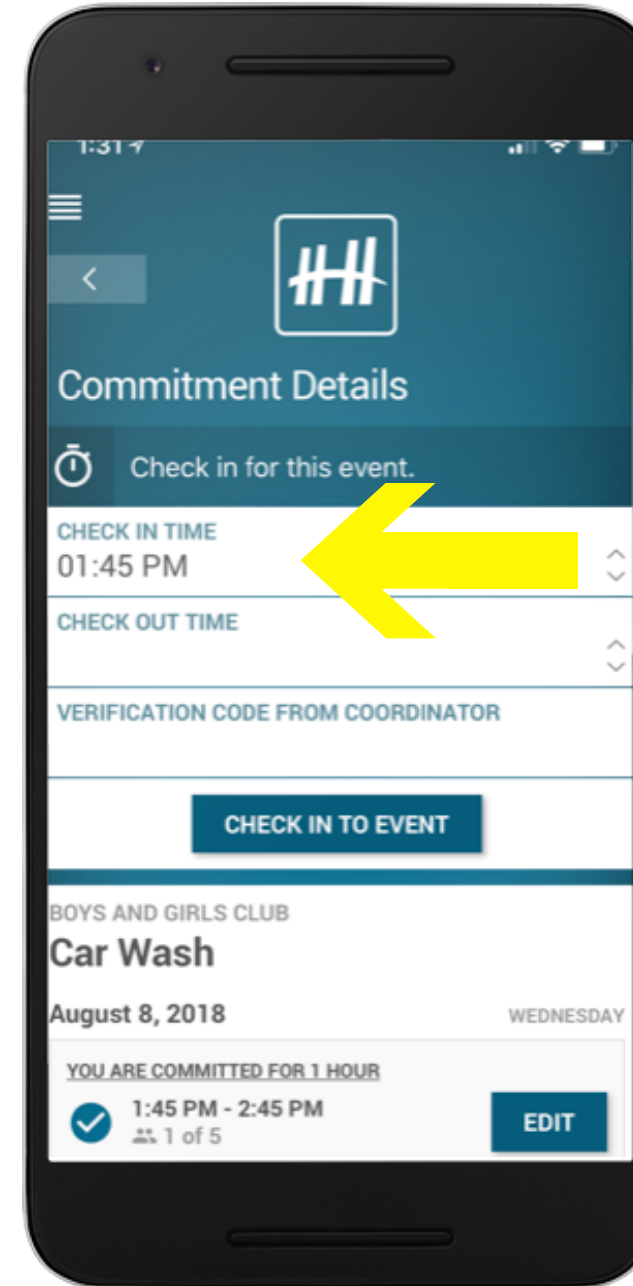
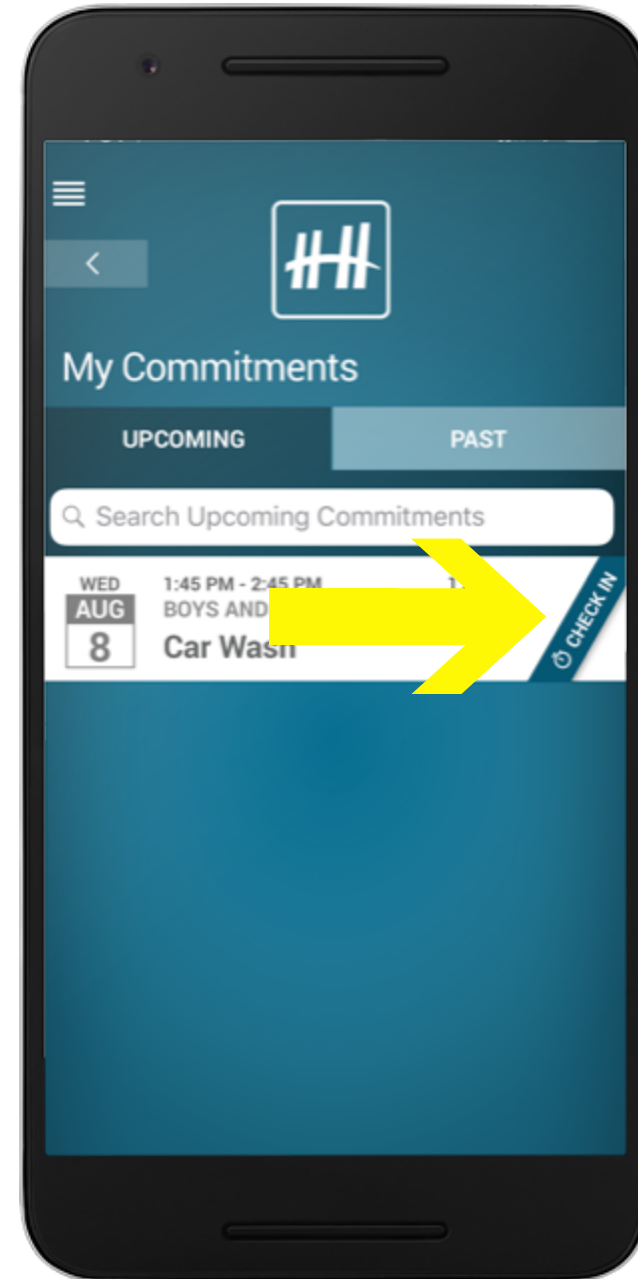
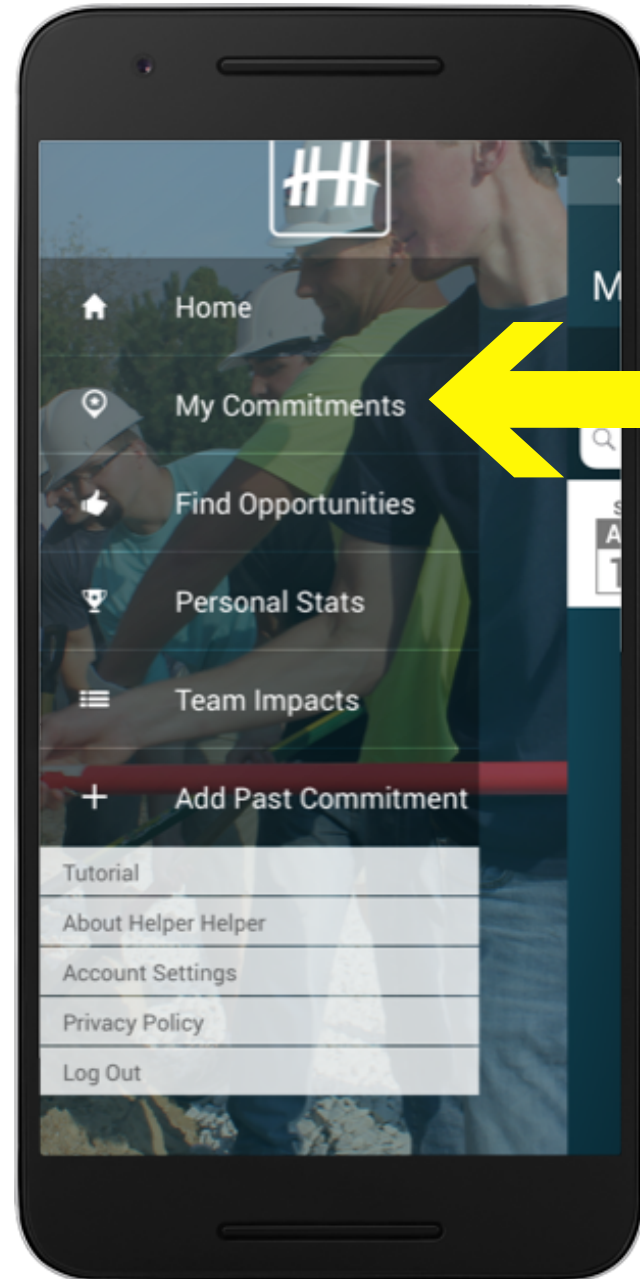
5) You will then be able to see  
any available details about the  
event.  
6) If you want to commit to the  
event click, 'Sign Up'

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



- Validating time at an event



1) Login to your Helper  
Helper App  
2) Click 'My Commitments'

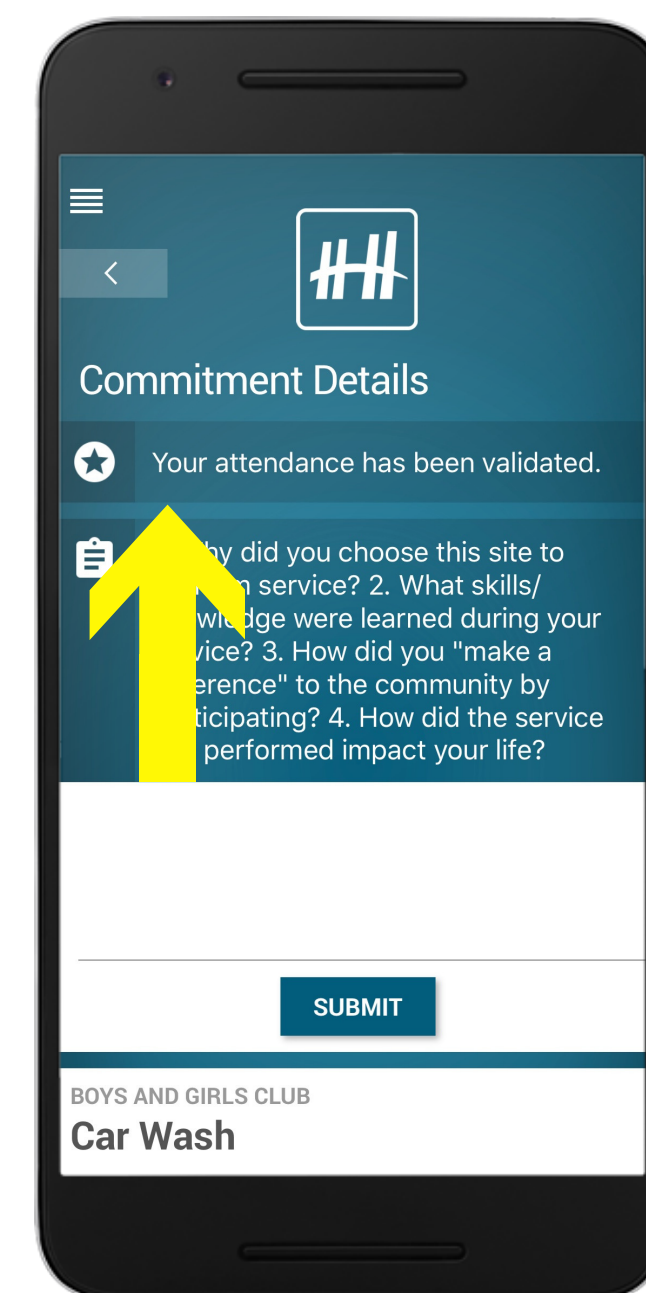
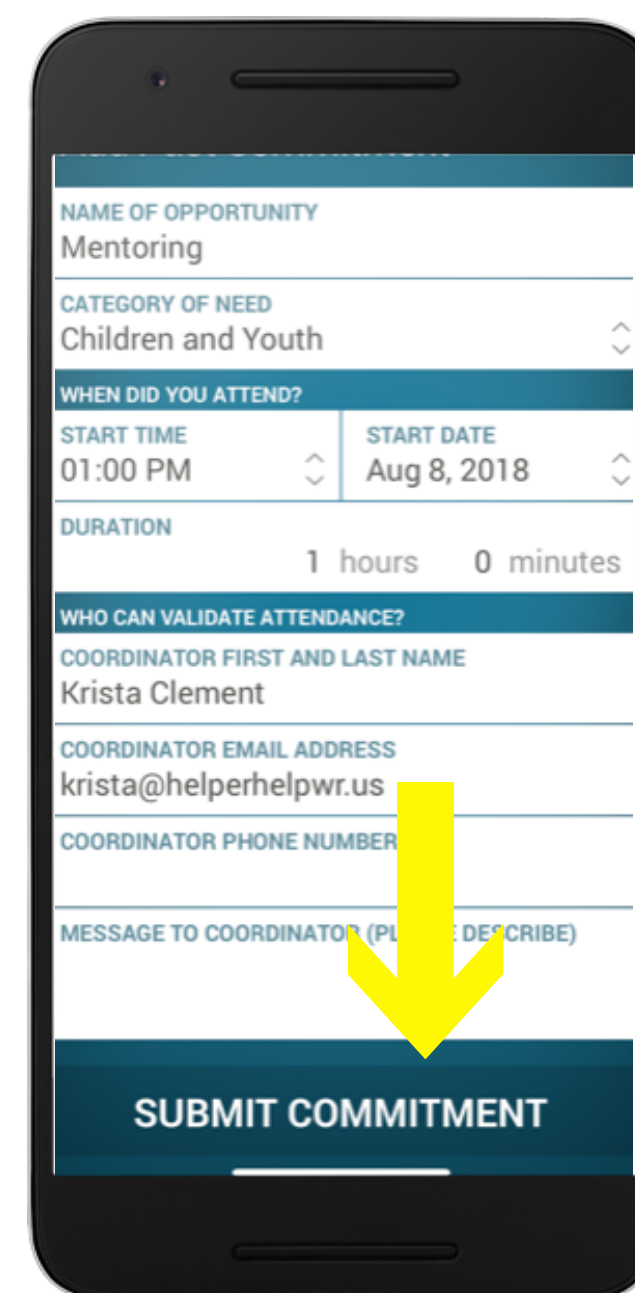
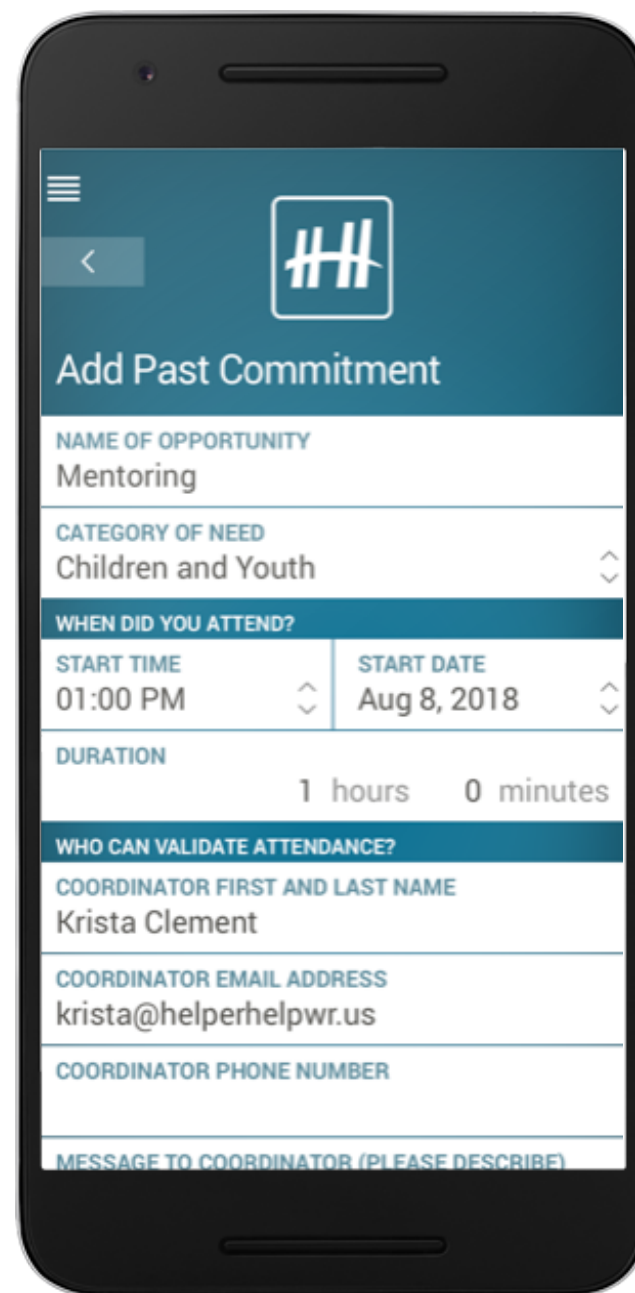
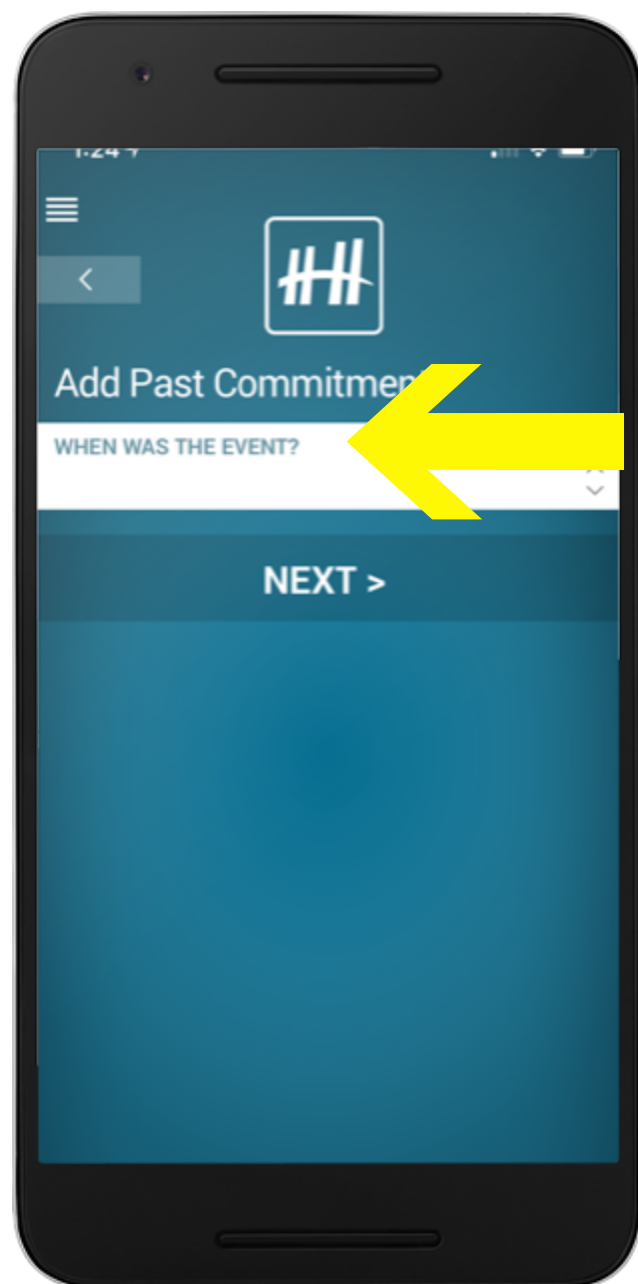
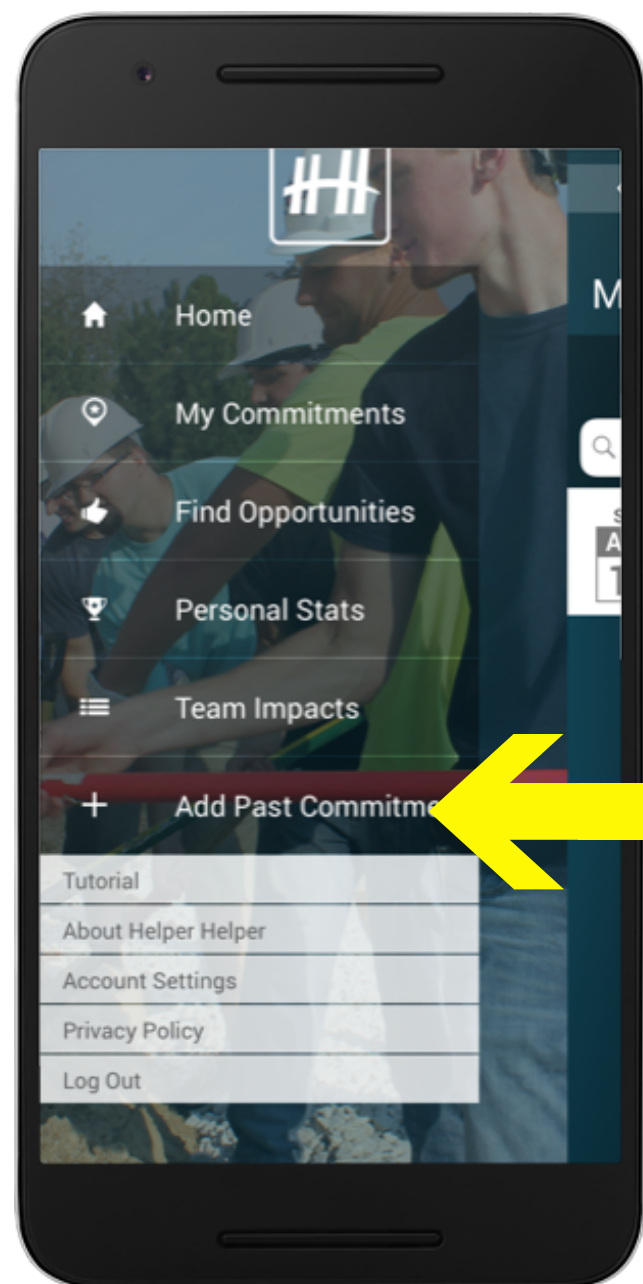
3) Click 'Check-in' on the  
event that you wish to track  
your time for (this button will  
only appear during the  
event)

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!

- Adding a past commitment



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!