

Add Volunteer Hours in Team Member Portal

1. Navigate to Time Logs by scrolling down and clicking the "Time Log" option. If you do not see "Time Logs" as an option, you have to be granted Time Log Access by a Volunteer Coordinator.

> ANNOUNCEMENTS

Welcome to the Team Member Portal. This new portal is still actively being developed with new additional features coming soon.

Currently live:

- **Selection:** Team Members can review volunteer applications and make changes to a volunteer's application status, including tentatively selecting them for the volunteer opportunity.
- **Onboarding:** Team Members can sign OF-301a forms as part of the onboarding process, as well as apply their signature to the termination line to close out OF-301a forms to end a volunteer's service.
- **Time Logs - NEW as of September:** Team Members will have all the same functionality as a Volunteer Coordinator, which includes the ability to create new time log entries for individuals or groups, and review and approval time log entries made by volunteers. Team Members will also get any improvements made to Time Logs for Volunteer Coordinators.

Under development:

- **Help Center - Coming in December:** Team Members will get a Help Center built into the Team Member Portal that will contain helpful guides detailing how to use the various functions of the portal.

[Selection and Onboarding](#) **Time Log**

Selection and Onboarding Information +

Under Review **Waitlist** **Accept** **Decline** **Sign 301a** **End Service**

FILTERS Clear all

Volunteer Opportunities

- Cleanup Event
- Education Volunteer
- Planting Event
- Trail Maintenance Volunteer
- Visitor Services Volunteer

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Opportunity	Opportunity Status	Volunteer Name	Volunteer Email	Application Status	Date/Time Changed	Status Last Modified By	Onboarding Form
<input type="checkbox"/> Cleanup Event	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Ready to Volunteer	Sep 16, 2025	Cassie Rodrique TMP	301a
<input type="checkbox"/> Education Volunteer	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Onboarding Task Assigned	Sep 16, 2025	Cassandra Rodrique	301a
<input type="checkbox"/> Planting Event	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Ready to Volunteer	Sep 16, 2025	Cassie Rodrique TMP	301a
<input type="checkbox"/> Trail Maintenance	Recruitment Active	Hermione Granger	crodrigue@nps.gov	Ready to Volunteer	Sep 16, 2025	Cassie Rodrique TMP	301a

2. Choose which opportunity you want to add volunteer hours for and click the "+" sign to expand the Time Logs.

Education Volunteer | Recruitment Active | 2025-09-30 - 2026-09-29 +

Planting Event | Recruitment Active | 2025-09-30 - 2025-09-30 +

Cleanup Event | Recruitment Active | 2025-09-30 - 2025-09-30 +

Visitor Services Volunteer | Recruitment Active | 2025-09-22 - 2026-09-21 +

Trail Maintenance Volunteer | Recruitment Active | 2025-08-01 - 2026-08-01 +

3. Click "Add Hours."

Visitor Services Volunteer | Recruitment Active | 2025-09-22 - 2026-09-21 -

Volunteer Time Log

Total Number of Volunteers: 0
Total Volunteer Hours: 0
Total Individual Volunteer Hours: 0
Total Group Volunteer Hours: 0

Add Hours **Export Time Logs**

Time Log Record Number	Volunteer Name	Position	Category	Date Hours Occurred	Total Hours	# of Volunteers	Status	Notes
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4. Select the Time Log entry type and click "Next."

- **Individual:** individual hours are for individual volunteers who signed up for an opportunity through Volunteer.gov. When hours are entered this way they will count toward totals that appear on a volunteer's profile.
- **Group:** group hours are for entering hours in a bulk fashion and can represent hours of volunteers who may or may not have signed up for an opportunity using Volunteer.gov. When hours are entered this way they will not count toward totals that appear on a volunteer's profile.

New Volunteer Time Log

> Additional information

*** Select the time log entry type.**

Individual

Group

Cancel

Next

5. Input the volunteer Time Log details for the volunteer. For a Group Leader entry, there is an additional field for Number of Volunteers. **Note:** To add bulk group hours, do not select a Group Leader name but leave that field blank.

- **Volunteer Name (or Group Leader):** select the volunteer or group leader from the dropdown list.
- **Position:** if a volunteer has been onboarded into more than one position in a single opportunity, select the appropriate one from the dropdown list to associate with the time log entry
- **Date Hours Occurred:** this can be either the date the hours actually occurred or a date associated with the hours of the time log entry. Whatever date is entered here will affect reports related to when the hours occurred (such as fiscal year, month, etc.).
- **Number of Volunteers (group hours entry only):** when entering group hours this should reflect the number of volunteers associated with the hours entry.
- **Total Hours:** the total hours for the entry. In the case of group hours, this should reflect the total number of hours performed by all volunteers who were a part of the group. For example if 3 volunteers gave 5 hours each, the number to enter in total hours should be 15.
- **Note:** This can be used to include any notes relevant to the Time Log entry, for example, including a note of why a time log entry may have been marked "Not Approved."

Individual Time Log:

New Volunteer Time Log

Complete the time log entry for Visitor Services Volunteer

> Additional information

+ Add Row

* Volunteer Name		Position	Category
Hermione Granger		Visitor Volunteer	Cultural and Historic Resources
1 * Date Hours Occurred	* Total Hours	Note	
Aug 5, 2025	3.00		

Submit Time Log

Group Time Log:

New Volunteer Time Log

Complete the group time log entry for Visitor Services Volunteer

> Additional information

+ Add Row

Group Leader	Position	Category	
Hermione Granger	Select position	Cultural and Historic Resources	
1 Date Hours Occurred	Number of Volunteers	Total Group Hours	Note
Aug 5, 2025	5	15.00	

Submit Time Log

6. Click "Submit Time Log."

7. You can also add multiple Time Logs that occurred on separate dates by using the "+ Add Row" button on the left side of the New Volunteer Time Log screen. You can do this for both individual and group hours.

Complete the time log entry for Visitor Services Volunteer

> Additional information

+ Add Row

Volunteer Name	Position	Category
Hermione Granger	Visitor Volunteer	Cultural and Historic Resources
1 Date Hours Occurred	Total Hours	Note
Aug 5, 2025	3.00	
Volunteer Name	Position	Category
Hermione Granger	Visitor Volunteer	Cultural and Historic Resources
2 Date Hours Occurred	Total Hours	Note
Aug 12, 2025	3.00	

8. Once you have added all of the Time Logs you want to add, click "Submit Time Log" at the bottom. These hours are automatically approved.

Submit Time Log

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