

Approve 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

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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 the opportunity you want to approve volunteer hours for and click the "+" to expand the Time Logs.

Selection and Onboarding [Time Log](#)

Time Log Information +

FILTERS Clear all Showing 10 Page 1 of 1

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	+

Approve a Single Time Log

1. Review the Volunteer Time Log details to determine if you approve or not approve of the Time Log information.

2. Hover your cursor over the status field you would like to change. Click the pencil icon to make editable.

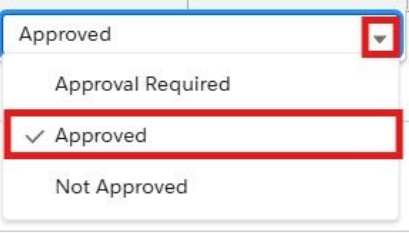
Volunteer Time Log

Total Number of Volunteers: 1
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
<input type="checkbox"/> VTL-00008535	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/01/2025	4	1	Approval Required	
<input type="checkbox"/> VTL-00008536	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/08/2025	4	1	Approval Required	
<input type="checkbox"/> VTL-00008537	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/15/2025	4	1	Approval Required	
<input type="checkbox"/> VTL-00008538	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/22/2025	4	1	Approval Required	

3. Click the dropdown arrow and change the Status to "Approved." Save your changes by clicking "Save" at the bottom of your screen.




The dropdown menu shows the following options: Approved (selected), Approval Required, and Not Approved.

<input type="checkbox"/>	Time Log Record Number	Volunteer Name	Position	Category	Date Hours Occurred	Total Hours	# of Volunteers	Status	Notes
<input type="checkbox"/>	VTL-00008535	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/01/2025	4	1	Approved	
<input type="checkbox"/>	VTL-00008536	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/08/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008537	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/15/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008538	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/22/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008539	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/29/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008540	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	09/05/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008541	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	09/12/2025	4	1	Approval Required	

Buttons: Cancel, Save

4. You can also change a status to "Not Approved. Hover your cursor over the status field you would like to change. Click the pencil icon to make the status editable. Change the Status to "Not Approved." Save your changes by clicking "Save" at the bottom of your screen.



The dropdown menu shows the following options: Not Approved (selected), Approval Required, and Approved.

<input type="checkbox"/>	Time Log Record Number	Volunteer Name	Position	Category	Date Hours Occurred	Total Hours	# of Volunteers	Status	Notes
<input type="checkbox"/>	VTL-00008535	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/01/2025	4	1	Not Approved	
<input type="checkbox"/>	VTL-00008536	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/08/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008537	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/15/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008538	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/22/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008539	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/29/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008540	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	09/05/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008541	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	09/12/2025	4	1	Approval Required	

Buttons: Cancel, Save

Bulk Approve Time Logs

You can approve multiple time logs at once to the same status of either "Approved" or "Not Approved."

1. Select all the Time Logs using the checkbox next to the column title or select multiple individual time logs by clicking the box next to each entry.

<input checked="" type="checkbox"/>	Time Log Record Number	Volunteer Name	Position	Category	Date Hours Occurred	Total Hours	# of Volunteers	Status	Notes
<input checked="" type="checkbox"/>	VTL-00008535	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/01/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008536	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/08/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008537	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/15/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008538	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/22/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008539	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/29/2025	4	1	Approval Required	

OR

<input checked="" type="checkbox"/>	Time Log Record Number	Volunteer Name	Position	Category	Date Hours Occurred	Total Hours	# of Volunteers	Status	Notes
<input checked="" type="checkbox"/>	VTL-00008535	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/01/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008536	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/08/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008537	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/15/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008538	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/22/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008539	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/29/2025	4	1	Approval Required	
<input type="checkbox"/>	VTL-00008540	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	09/05/2025	4	1	Approval Required	

2. Hover your cursor over the status field of any of the selected time log entries you would like to change. Click the pencil icon to make the status editable. Change the Status to "Approved" or "Not Approved." Select the "Update selected items" checkbox to apply the status change to all selected volunteer time logs. Click "Apply."

<input checked="" type="checkbox"/>	Time Log Record Number	Volunteer Name	Position	Category	Date Hours Occurred	Total Hours	# of Volunteers	Status	Notes
<input checked="" type="checkbox"/>	VTL-00008535	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/01/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008536	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/08/2025	4	1	Approval Required	
<input checked="" type="checkbox"/>	VTL-00008537	Hermione Granger	Individual Volunteer (301a) - Crew	Construction and Facilities Maintenance	08/15/2025	4	1	Approval Required	

Approved

Update 7 selected items

Cancel
Apply

3. Click "Save."