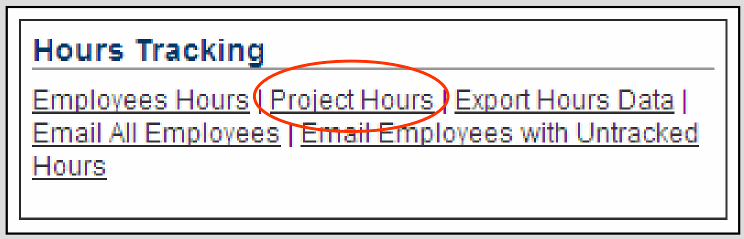
Bulk Hours Tracking

The Bulk Hours Tracking tool makes it easy for corporate administrators to track hours for their employees, and improves reporting information in your VolunteerMatch system.

The tool allows administrators to track hours for participants of a Special Event or Private Organization Project, easily adding hours to their accounts in bulk.

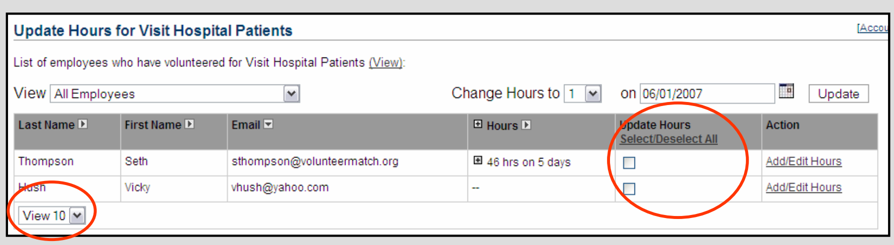
To track bulk hours for a project / opportunity, follow the steps below:

1. Click "My Account," then click "Special Event" or "Private Organization" and select the Event / Organization you would like to manage



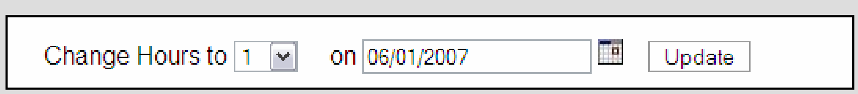
2. Under your Tools, click on "Project or Opportunity Hours"

3. From the list of opportunities in your event, select the one that you would like to track hours for and click on "View Volunteers"



4. To view more volunteers, change the view in the drop down. Select the individuals you wish to track hours for. You can select all volunteers, or check them individually.

5. The date will automate to the date of the project. Enter the number of hours worked and click "Update"



6. A notice will let you know how many records have been updated.