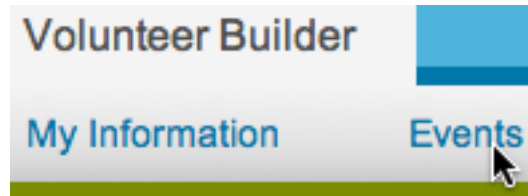


# HOW TO LOG YOUR VOLUNTEER TIME AT HOME


Log your volunteer time through your personal computer within 48 hours of completing your volunteer time.

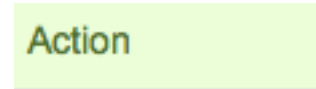
To log your volunteer time:

1. Go to <http://benfranklinacademy.ptomanager.com/index.html> using your computer's browser.
2. Enter your e-mail address and password and then click the *Sign In* button.
3. Click *Events* at the top of the page.
4. Look for the event you volunteered for in the *Event* column. Click on *Volunteer for Event* in the *Action* column for your volunteer event row. If you have already volunteered for that event category previously the *Action* is listed as *View My Tasks for Event*.



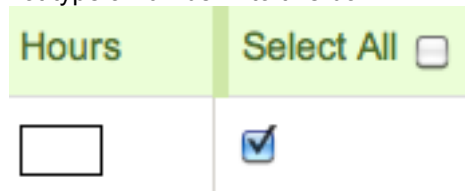
Click Events to enter your time for the volunteer task.

5. Fill in the event details row:
  - type a brief description of your work into the *Task* field,
  - select a *Task Date* by clicking on the calendar button  to the right of the default date,
  - enter the starting and ending time of your work,
  - check the box in the *Select All* column,
  - and then click the *Save* button below the grid. Your volunteer time is automatically calculated after the *Save* button is clicked. The total time for the volunteer task is displayed in the *Hours* column. You cannot type a number into this box.



[Volunteer for Event](#)

Click Volunteer for Event to enter details of the volunteer task.



Check the box and then click the *Save* button at the bottom of the grid to calculate and submit your hours.

Your volunteer time is updated in your profile after your volunteer time is reviewed and approved by Ben Franklin Academy staff members. You can view your total volunteer time in the *My Information* page (*Hours Volunteered to Date*) or you can view a detailed list of volunteer time in the *My Hours* page.