Entering Hours on the Hour Tracker
Smartphone Version

DOWNLOADING & SETTING UP THE APP

CauseConnect is an app that feeds into our Arizona Cooperative Extension Hour Tracking System (https://volunteer.extension.arizona.edu) . You can use the app to track your hours as an alternative to the website version.

These instructions will cover downloading the app, as well as hour to enter your yours on the device. For more trainings and information, visit: https://extension.arizona.edu/volunteers/hour-tracker-trainings

1. In your App Store, search for "*Cause Connect*" and download the app.
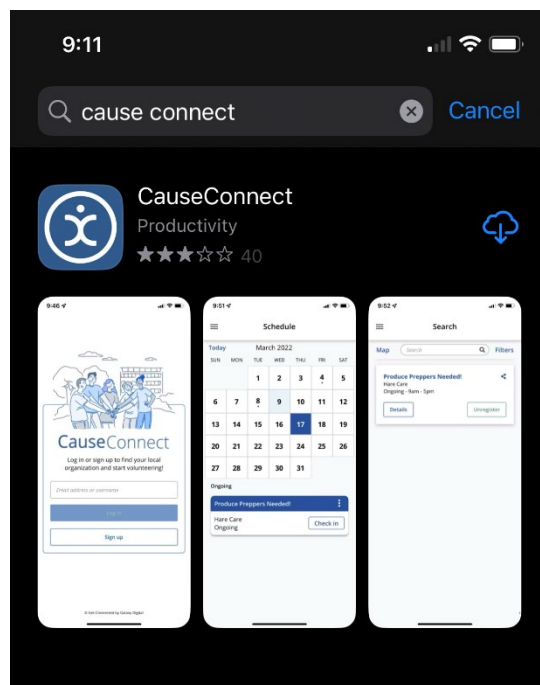
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2. Upon initialization of the application, you may get a series of prompts regarding location services. Select your preferred options to move forward. (You do not need to allow location services to utilize the app.)
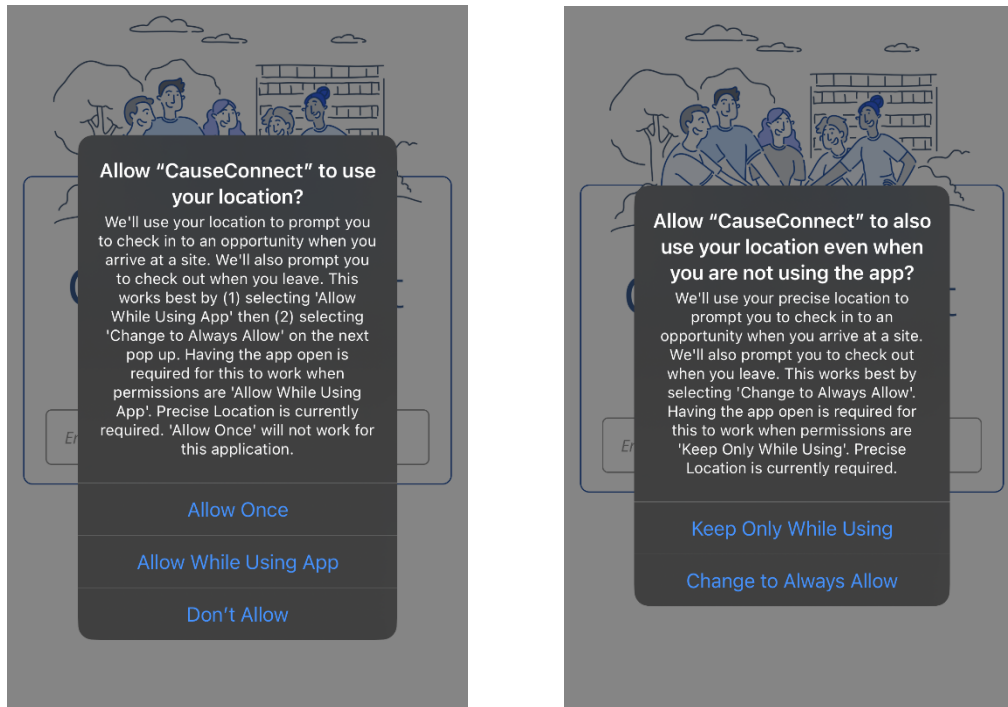
3. In the next screen, enter the email address you provided to your Local County Coordinator and click **Log In.**

Entering Hours on the Hour Tracker
Smartphone Version

4. After entering your email address, the University of Arizona account will query you for your account password. Enter your password, and click **Log In**.
   a. You can click on "**I've forgotten my password**" to reset the password if needed.

5. You will now receive a prompt to allow Push Notifications to your device, select the setting of your choice.
   a. You <u>do not</u> need to allow notifications to use this software. By selecting YES, it allows the application to send notifications to you that might include email blasts from Local Program Coordinators, new Opportunities, and start of Shifts if applicable.
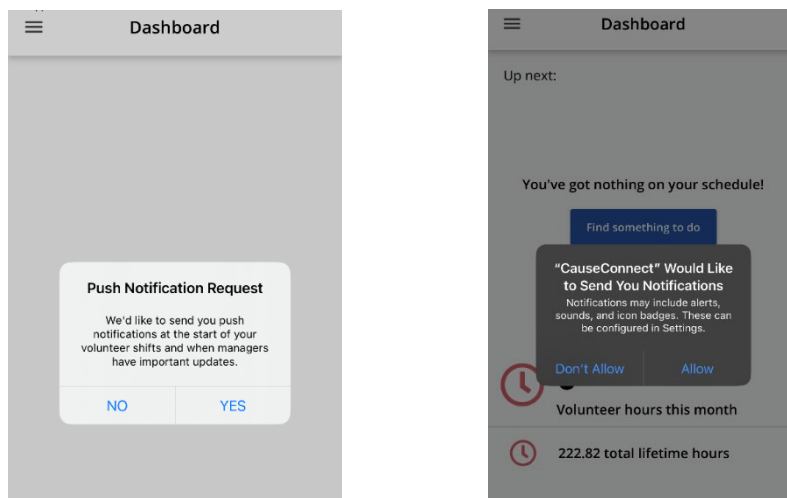
6. This completes the setup of the application. You can now enter your hours.
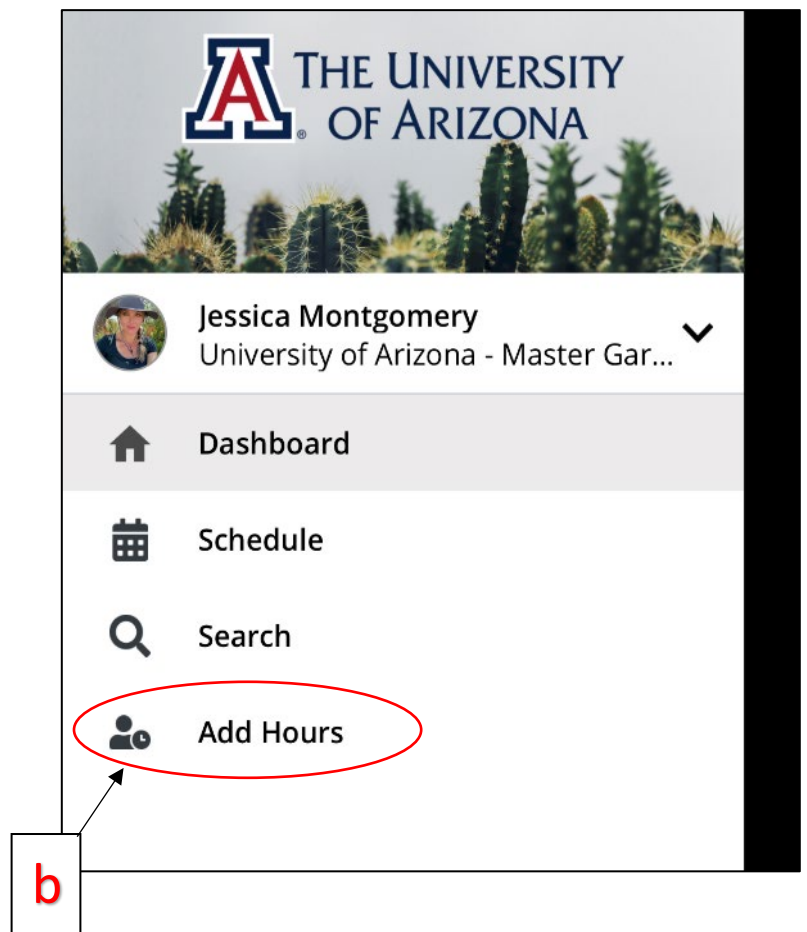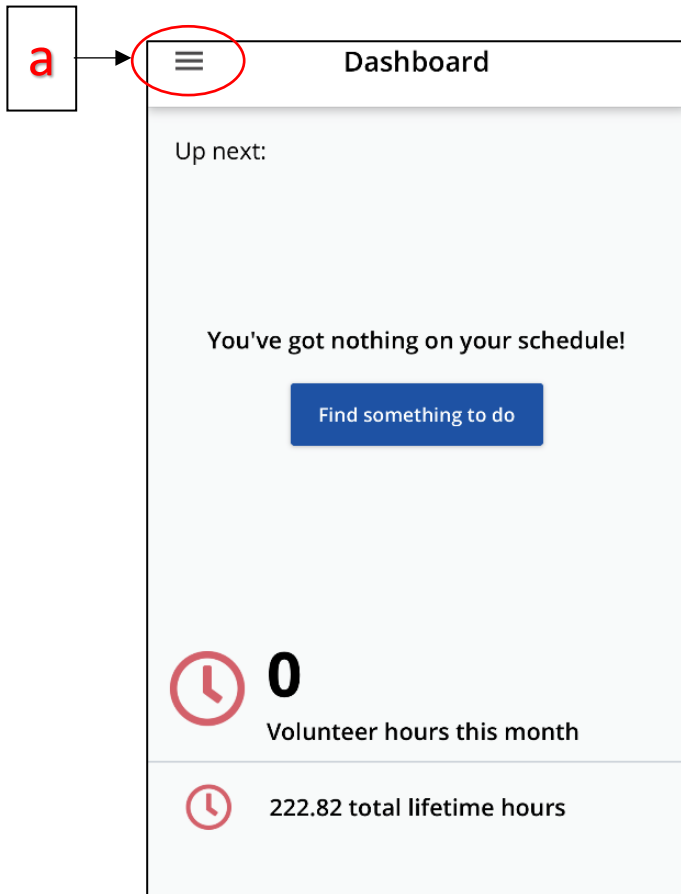
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ENTERING HOURS OPTION 1

This option allows you to enter your hours via the "Add Hours" screen. Examples of when you might want to use this option are:

-**You need to enter hours retroactively.**

-**You need to add hours for a volunteer activity not listed in your Schedule or Opportunities.**

1. The **Dashboard** is your default page.
   a. On the top left corner, select the 3 lines to open the Dashboard tabs.
   b. Select **Add Hours.**

a

Dashboard

Up next:

You've got nothing on your schedule!

Find something to do

0
Volunteer hours this month

222.82 total lifetime hours

THE UNIVERSITY OF ARIZONA

Jessica Montgomery
University of Arizona - Master Gar...

Dashboard

Schedule

Search

Add Hours

b

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2. **Add Hours**: In the *Add Hours* tab, you will be prompted to:
   a. Enter Hours type. Select "**Yes**".
      i. The "No" option is for a non-scheduled event and requires approval from Local Program Coordinator.
   b. Select response: Choose which Opportunity you are adding hours for. These are prepopulated via your Local Program Coordinator.
   c. User Groups: Select the **User Group** that corresponds with the Opportunity.
   d. Click **Continue** when ready to add hours.

a

b

c

d

≡   **Add Hours**

Hours type:

Are these hours in reference to something you responded to on this site?

🔘 Yes

⭕ No

| Pima County - Tucson: Site Consultations ▾ |

Required

User Groups:

☑ Pima MGs | Tucson

Continue

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3. You will now add details about the hours you have completed.
   a. **Date worked and start time**: use the date selector tool.
   b. **Hours worked**: enter the hours you contributed that date.
   c. **Description:** optional description of your volunteer activity.
   d. **Submit Hours:** click this when you are done.

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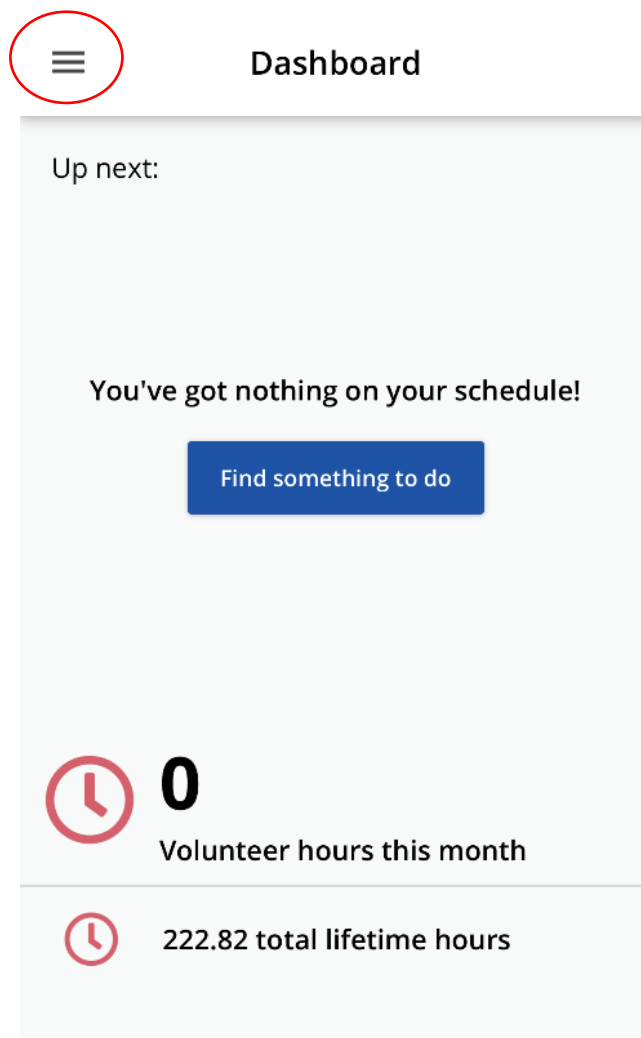# Smartphone Version

ENTERING HOURS OPTION 2

This option uses the Scheduling feature that you can simply "Check In" at the start of your volunteer shift, and "Check Out" when completed. The app will log your hours automatically upon completion. Examples of when you might choose to use this option are:

-Wanting to track your hours in real time.

-Want to be able to track your hours down to the minute.

-Wanting to do the least amount of data entry as possible.

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1. On the **Dashboard** page, click the 3 lines at top left corner to open the Dashboard tabs to add your hours by Schedule.

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Smartphone Version

2. In the **Schedule** screen, you will see a list of the Opportunities you are eligible to track hours on. Select "**Check In**"

3. Confirm that the correct time and date is entered and select "**Check In**". You will see a confirmation once you have successfully checked in.

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Smartphone Version

4. After you finish your shift, you can go back into the *Schedule* tab, and select "**Check Out**".

5. You will see a prompt verifying the time and date of the end of your shift. Select "**Check Out**". You will see a confirmation stating the amount of time you contributed on your shift.