

# Entering Hours on the Hour Tracker Smartphone Version

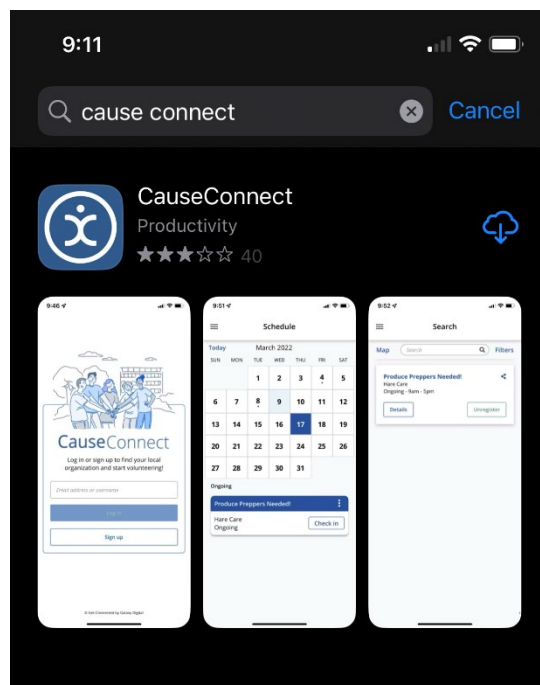
## DOWNLOADING & SETTING UP THE APP

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 how to enter your hours on the device. For more trainings and information, visit: <https://extension.arizona.edu/volunteers/hour-tracker-trainings>

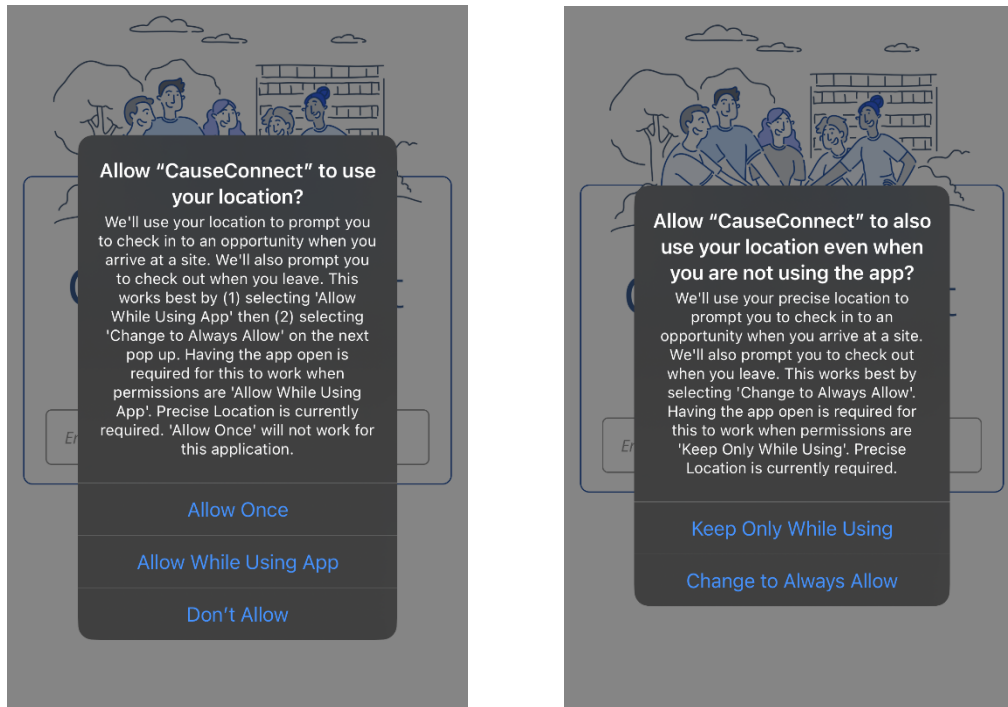
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1. In your App Store, search for “Cause Connect” and download the app.



## Entering Hours on the Hour Tracker Smartphone Version

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**.

The image shows the CauseConnect login screen. At the top is a cartoon illustration of a group of people. Below it, the text reads "CauseConnect" in a large, blue, sans-serif font, followed by "Log in or sign up to find your local organization and start volunteering!". Below this text is a red rectangular box that highlights the email input field and the "Log in" button. The input field contains the email address "j\_rampke@yahoo.com". The "Log in" button is a solid blue rectangle with white text. Below the "Log in" button is a "Sign up" button, which is a white rectangle with a blue border and blue text.

## 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.

< Log In

**THE UNIVERSITY OF ARIZONA**

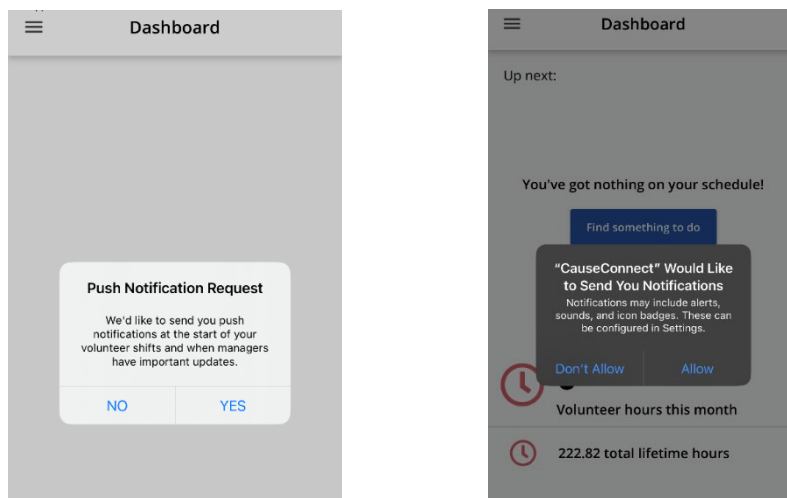
We found your account with **University of Arizona - Master Gardeners**. Please enter your password to log in.

Password

Log in

I've forgotten my password

5. You will now receive a prompt to allow Push Notifications to your device, select the setting of your choice.
  - a. You do not 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.

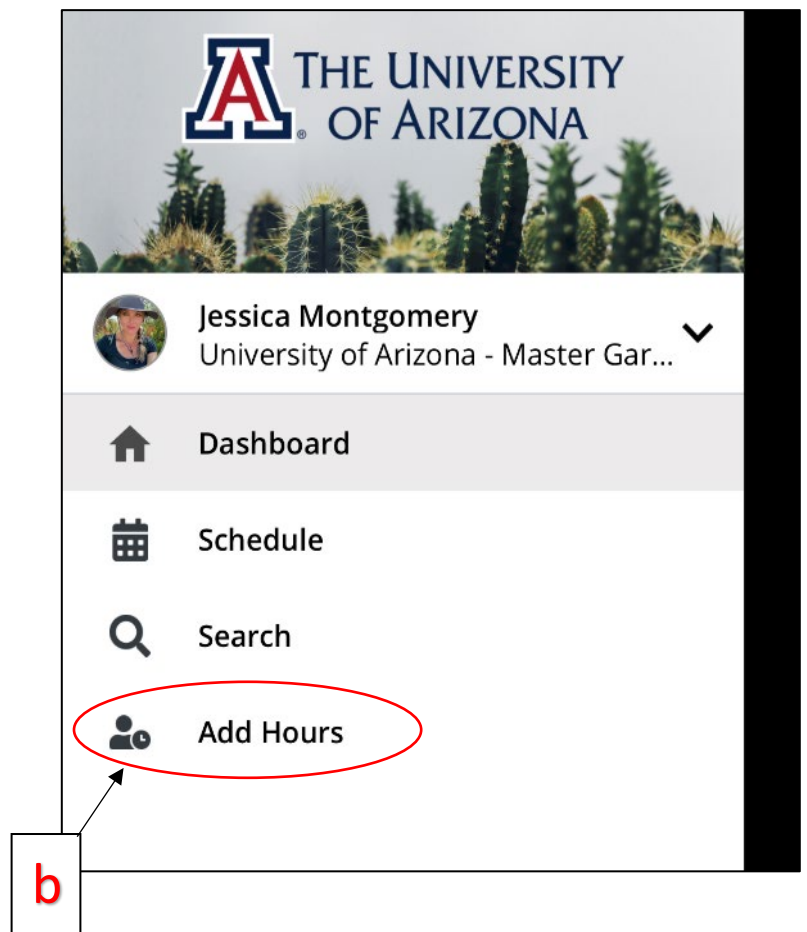
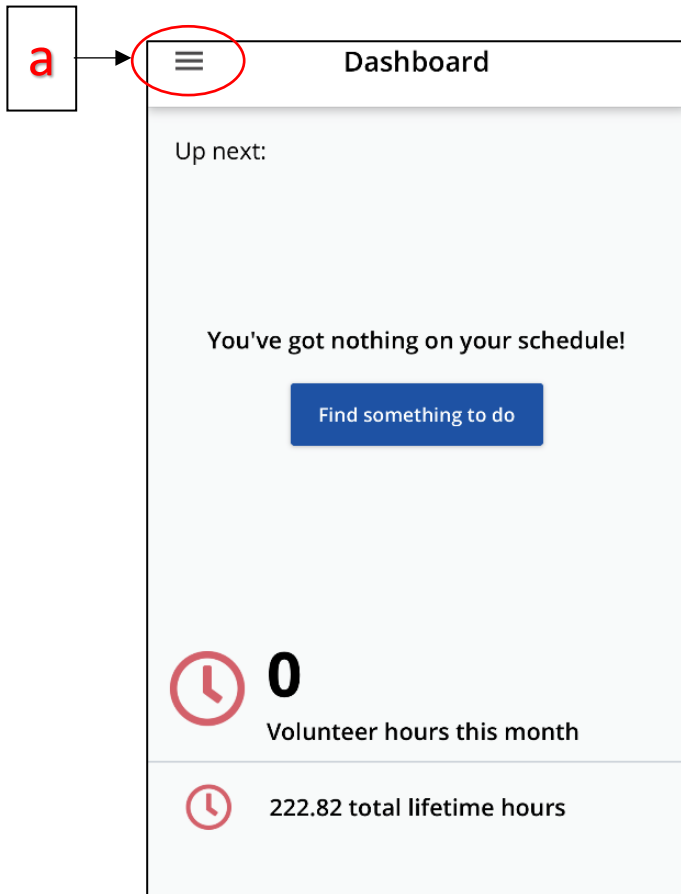
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## ENTERING HOURS OPTION 1

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**.



## Entering Hours on the Hour Tracker Smartphone Version

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.

**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**

## Entering Hours on the Hour Tracker Smartphone Version

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.

**Add Hours**

**Pima County - Tucson: Site Consultations**  
Pima County: Tucson  
Ongoing

**Hour Details**

a → Date worked and start time  
2023-01-31 9:15 am  
Required

b → Hours worked  
1.00  
Required

c → Description:  
Consulted Mr. Jones on his tree.

d → **Submit hours**

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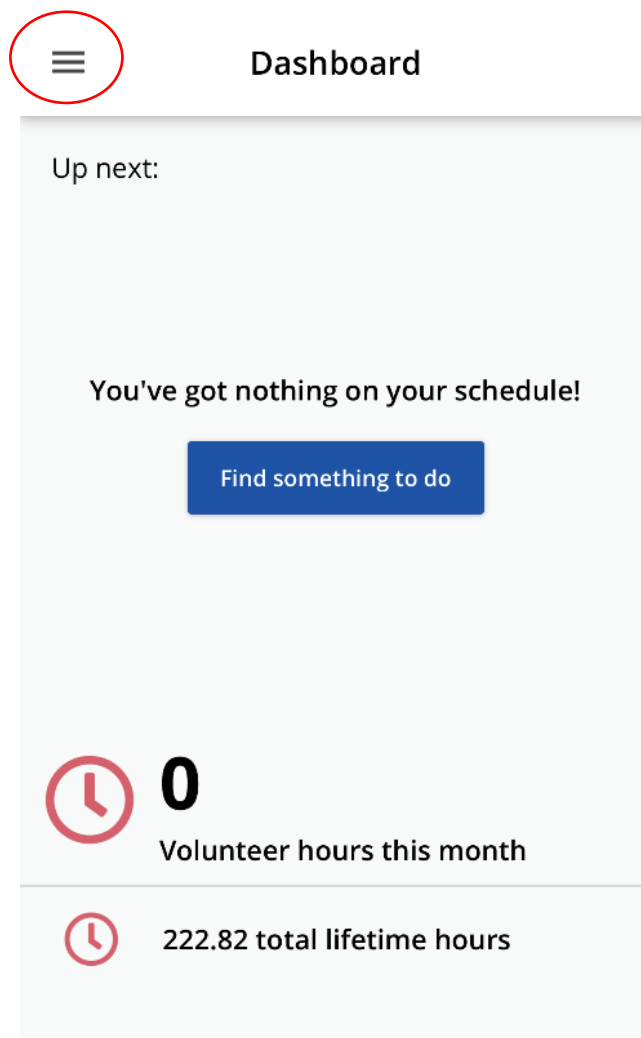
## ENTERING HOURS OPTION 2

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.

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



## Entering Hours on the Hour Tracker 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"**

**Schedule**

Today February 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Ongoing

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**Check in**

**Pima County - Tucson: General MG**

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**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.

**Check In**

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Pima County: Tucson  
Ongoing

Check in time:

2023-01-31 9:18 am

Required

**Check in**

## Entering Hours on the Hour Tracker Smartphone Version

- After you finish your shift, you can go back into the *Schedule* tab, and select “**Check Out**”.

**Schedule**

Today January 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Ongoing

Pima County - Tucson: Site Consultations

Pima County: Tucson  
Ongoing

Check out

- 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.

**Check Out**

**Pima County - Tucson: Site Consultations**

Pima County: Tucson  
Ongoing

Check out time:

2023-01-31 9:19 am

Required

Check out

**Checked Out Successfully!**

Hi Jessica,  
You've checked out with 0.02 hours for this shift.

OK