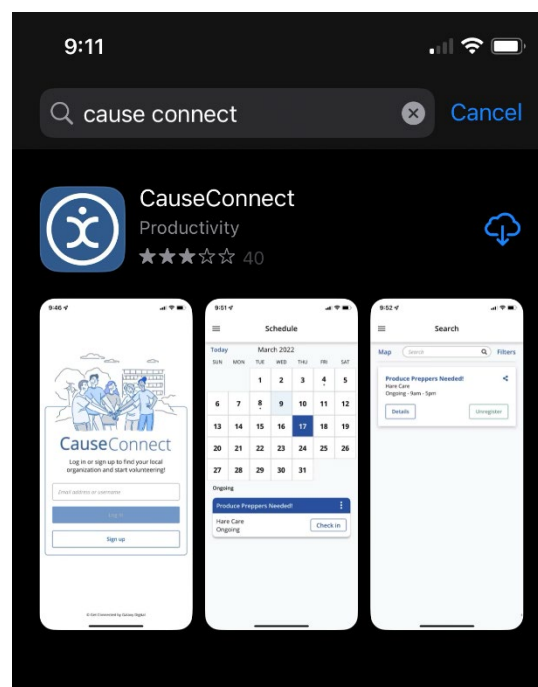


DOWNLOADING & SETTING UP THE APP

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.

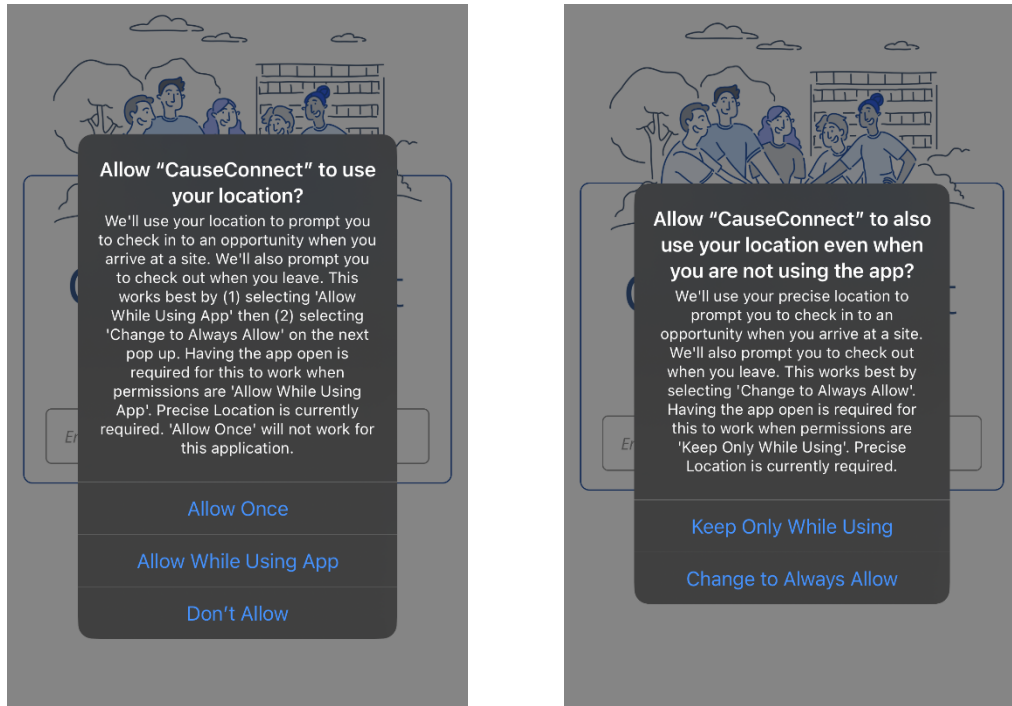
These instructions will cover downloading the app on an iOS device, as well as how to enter your hours on the device. For more trainings and information, visit: <https://extension.arizona.edu/volunteers/hour-tracker-trainings>

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



Entering Hours on the Hour Tracker iOS Mobile Version

2. Upon initialization of the application, you will 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 and sign-up screen. At the top, there is an illustration of a group of people with their hands clasped together. Below the illustration, the text "CauseConnect" is displayed in a large, blue, sans-serif font. Underneath the logo, the text "Log in or sign up to find your local organization and start volunteering!" is written in a smaller, black, sans-serif font. A red rectangular box highlights the login section, which includes a text input field containing the email address "j_rampke@yahoo.com", a blue "Log in" button, and a "Sign up" button located below the login button.

Entering Hours on the Hour Tracker iOS Mobile 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

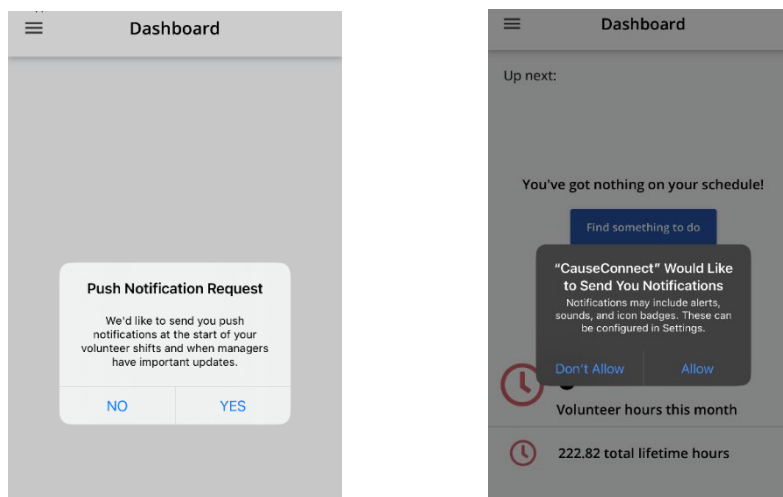
We found your account with **University of Arizona - Master Gardeners**. Please enter your password to log in.

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.



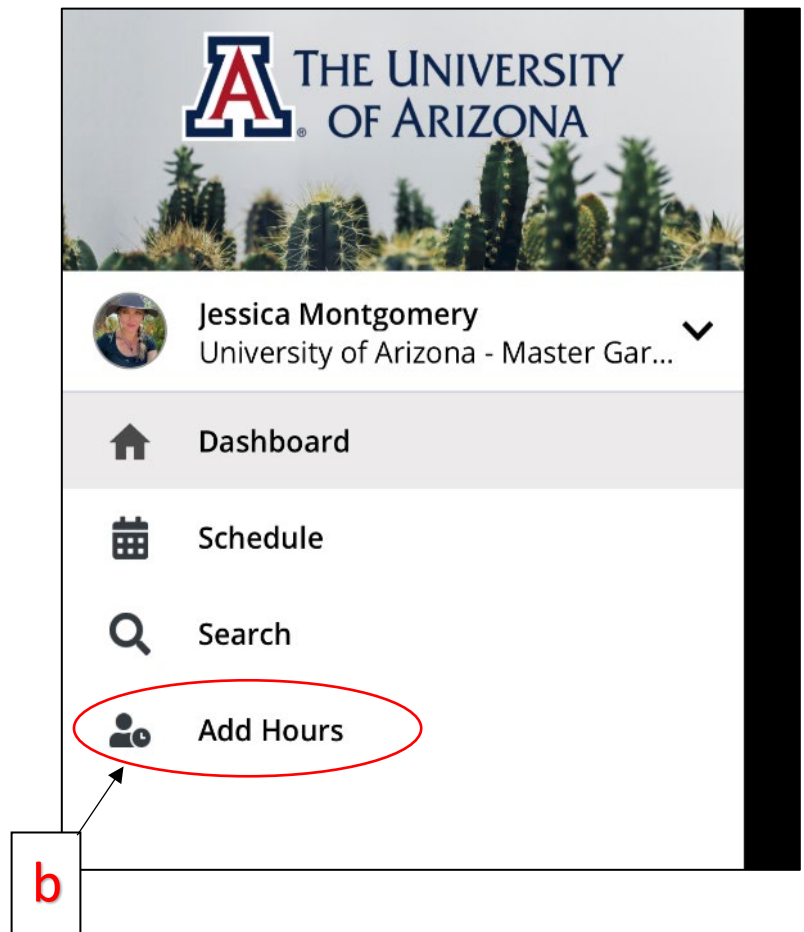
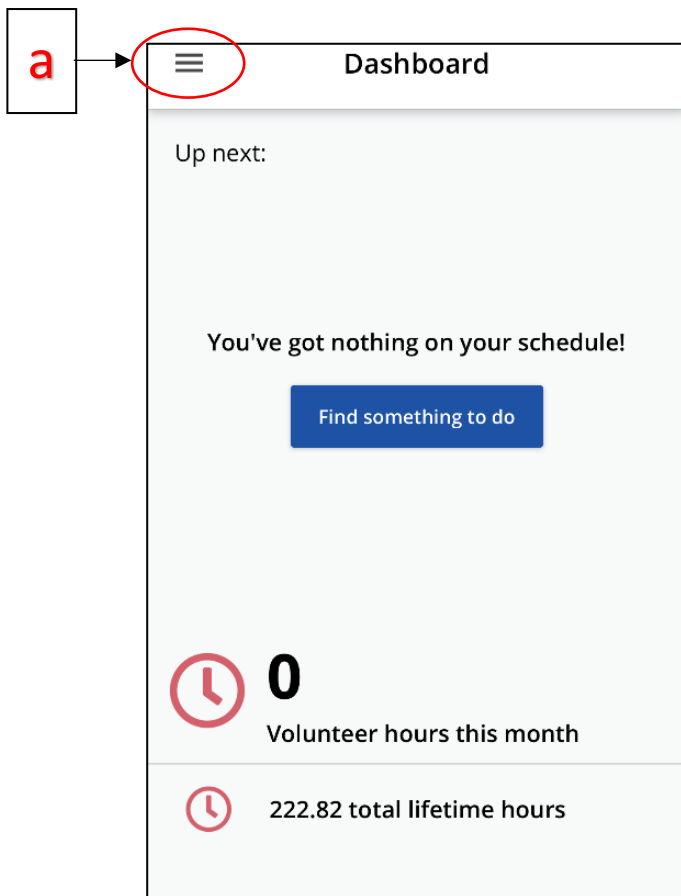
6. This completes the setup of the application. You can now enter your hours.

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**.



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.

The screenshot shows the 'Add Hours' screen in a mobile app. It features a hamburger menu icon in the top left and the title 'Add Hours' in the top center. The main content area is light gray and contains the following elements:

- Hours type:** A section header followed by the question 'Are these hours in reference to something you responded to on this site?'. Below this are two radio button options: 'Yes' (selected with a blue dot) and 'No' (unselected).
- Opportunity Selection:** A white dropdown menu with the text 'Pima County - Tucson: Site Consultations' and a downward arrow. Below the dropdown is the word 'Required'.
- User Groups:** A section header followed by a checked checkbox and the text 'Pima MGs | Tucson'.
- Continue Button:** A large blue button with the text 'Continue' in white.

Four red boxes with letters 'a', 'b', 'c', and 'd' are placed to the left of the screen, with arrows pointing to specific elements:

- a** points to the 'Hours type' section header.
- b** points to the dropdown menu.
- c** points to the 'User Groups' section header.
- d** points to the 'Continue' button.

Entering Hours on the Hour Tracker
iOS Mobile 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

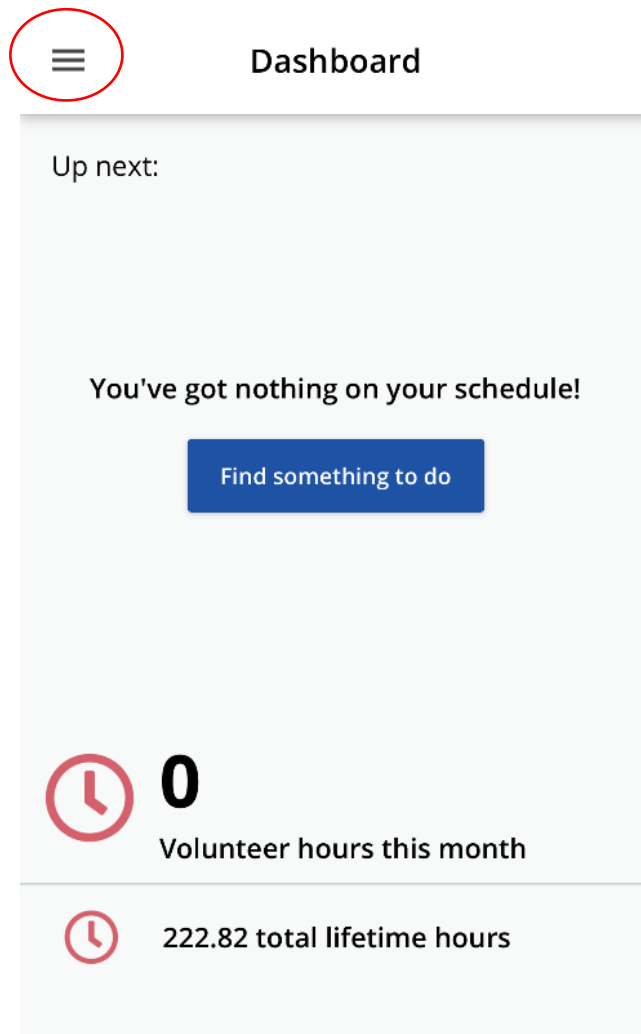
ENTERING HOURS OPTION 2

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
iOS Mobile 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

Pima County - Tucson: Site Consultations

Pima County: Tucson
Ongoing

Check in

Pima County - Tucson: General MG

Pima County: Tucson
Ongoing

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**

Pima County - Tucson: Site Consultations

Pima County: Tucson
Ongoing

Check in time:

2023-01-31 9:18 am

Required

Check in

Entering Hours on the Hour Tracker
iOS Mobile Version

4. 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

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.

Check Out

Pima County - Tucson: Site Consultations

Pima County: Tucson
Ongoing

Check out time:

2023-01-31 9:19 am

Required

Check out

Check Out

Pima County - Tucson: Site Consultations

Pima County: Tucson
Ongoing

Check out time:

2023-01-31 9:19 am

Required

Checked Out Successfully!

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

OK