

How to Log Volunteer Hours

1. Log into the World Relief Portal using your email and password. (This is where you did your application and other onboarding steps.) If you don't remember your login credentials, email volunteermemphis@wr.org.

<https://worldrelief.powerappsportals.com/?wroffice=memphis>



World Relief

Welcome to World Relief! To get started as a volunteer, please click "Sign In" in the upper right-hand corner of the screen.

If you encounter any technical difficulties, please send an email to portaltechnical@wr.org. We will respond as soon as possible. Have questions about how to use the Portal? [Here are some How To Videos](#) that might help.

2. At the bottom of your home page, click the blue clock beside **Log Hours**. You can also access this from the menu bar, by clicking Log My Hours.

*If you don't see this Log Hours icon on the home page, you have not finished the onboarding steps. Refer to your home page, or email your volunteer coordinator if you aren't sure what you need to do.



World Relief - Memphis

To sign up for upcoming volunteer opportunities and events, ~~please click the text below.~~

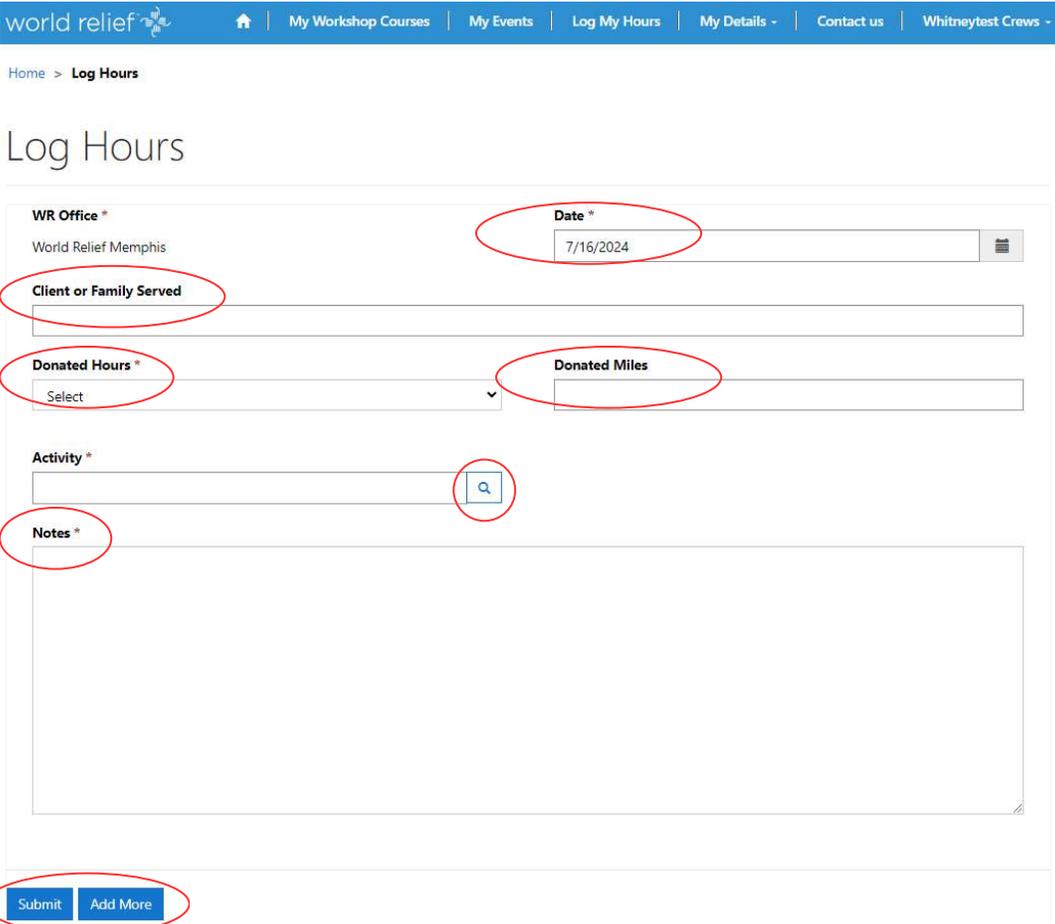
 **Upcoming Events**  **Log Hours**

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Congratulations! You have completed all the required actions steps to volunteer. The Volunteer Coordinator will contact you about specific trainings for your volunteer opportunity, as well as get you matched and started as a volunteer.

3. This is what you will see. Fill in the fields with the appropriate data:

- **Date:** Select the date you *volunteered*, even if that's not today's date.
- **Client or Family Served:** List the names of any clients you interacted with while you volunteered, if applicable.
- **Donated Hours:** Select the number of hours you volunteered.
- **Donated Miles:** If you drove your personal vehicle while volunteering, enter the number of miles you drove while a client was in the car with you. It is a World Relief policy that we only count the mileage when a client was present in the car.
- **Activity:** Click the magnifying glass. Select the activity that closely fits what you did. Examples: Conversational English, Tutoring - English, Apartment set-up, Transportation, Mentoring - Youth, etc. If you aren't sure which category to use, select Case Management Support as a default.
- **Notes:** Give a 1-3 sentence description of what you did.



The screenshot shows the 'Log Hours' form in the World Relief Memphis system. The form is titled 'Log Hours' and is located under the 'Home > Log Hours' breadcrumb. The form includes the following fields and buttons:

- WR Office*:** World Relief Memphis
- Date*:** 7/16/2024
- Client or Family Served:** (Empty text field)
- Donated Hours*:** Select (Dropdown menu)
- Donated Miles:** (Empty text field)
- Activity*:** (Empty text field with a magnifying glass icon)
- Notes*:** (Large empty text area)
- Submit** and **Add More** buttons at the bottom.

4. At the bottom of this page, click **Submit** to submit that entry, or **Add More** if you want to enter another entry.