

# LIVE UNITED.

## Give. Advocate. Volunteer.

### Approving Logged Volunteer Hours

- 1.) Go to [www.unitedwayqc.org](http://www.unitedwayqc.org) and click on the Volunteer Button at the top of the page. Select the agency link on the next page.
- 2.) Log in using your user name and password. (If you are new to this site, please use the agency registration guide to help you register your agency.)
- 3.) From your agency's main page look down for the "Tasks" section. Here you will find a prompt letting you know you need to "**Approve hours for X entries**". Click on this.
- 4.) You will now be able to view the logged hours information. From this page you may select to see details and edit information if necessary.
- 5.) To approve hours simply click on the box in front of each entry you wish to approve and change the "select action" at the bottom of the list to "Approve". Click the "Do" button.

You have now completed the logged hours approval process. When the volunteer logs back in to their page, they will now find their logged hours status as approved. If you would like to review the hours at a later date, simply log in and go to the "Hours" tab found to the far right of the main page.

For more information about United Way's volunteer connecting website, please contact Marci Zogg at 563.344.0334 or [mzogg@unitedwayqc.org](mailto:mzogg@unitedwayqc.org).



United Way  
of the Quad Cities Area