



# Charities Guide to Hour Republic: Adding Volunteer Opportunities

<https://www.hourrepublic.com>

## ★ Overview

Background information about **Hour Republic**:

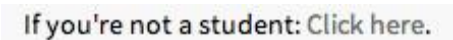
*Hour Republic is an online tool used to track student volunteer activities. Our goal is to help students become more involved with events and volunteer opportunities in their community. Get started by creating an account on **Hour Republic**!*

### **Recommended Browsers to use:**

Mozilla Firefox or Google Chrome

## ★ Charity Sign Up:

**Step 1:** Navigate to [hourrepublic.com](https://www.hourrepublic.com) and click the **Sign Up** button

**Step 2:** Find in  the top right-hand corner of the page and click the “Click here.” link.

**Step 3:** Under Account Type  click,

**Step 4:** Type in a username.

#### TIPS:

- If the username is taken, try adding in numbers
- Write down your username just in case!

**Step 4:** Enter in a password that includes at least 6 characters, a capital letter, and a number

**Step 5:** Enter in your first and last name

**Step 6:** Enter in an email address

### Forgot your password or username?

If you forget your password, you can reset your password by visiting the [Log In](#) page and click “Forgot?” - then enter in your username and the email address that you used to sign up.

- If you forget your username, click [Log In](#) > “Forgot?” > “Forgot Your Username? Recover it here”

### Organization Information:

**Step 7:** Enter the name of your organization

**Step 8:** Select the Type of Organization (enter options here)

**Step 9:** Enter your organization’s address

**Step 10:** Enter your organization’s telephone number

**TIP:** Be sure to take the hyphens (-) out of the Phone Number for it to save properly (e.g. 5557774444)

**Step 11:** Enter your organization's B/N Registration Number.

**Step 12:** Enter the Captcha letters and digits that you see in the box (unique for everyone)

**Step 13:** The final step is to review and check the box to accept the [User Agreement](#), and then click **Sign Up!**

It will take up to 24 hours to review your sign up form and provide you with access to **Hour Republic**. If you have any questions, concerns, or feedback then please click the [Contact](#) button on the bottom of the web page and we will be happy to help! Thank you.

### ★ How to Use Settings:

After your account has been activated, hover over your name and click on [Settings](#).

Under the Account tab, you can change any information you filled out when you signed up for **Hour Republic**. This information is used to auto-fill the form under [Add Opportunity](#).

Under the Password tab, you can create a new password.

### ★ How to Use the History Dashboard:

Navigate to the Volunteer Dashboard and click on History, this can be found at the top of the page. This will lead you to a Submission History page where you can sort the hours that students have submitted from [Pending](#), [Verified](#), and [Declined](#) (**Figure 1**).

**Figure 1: Submission History**



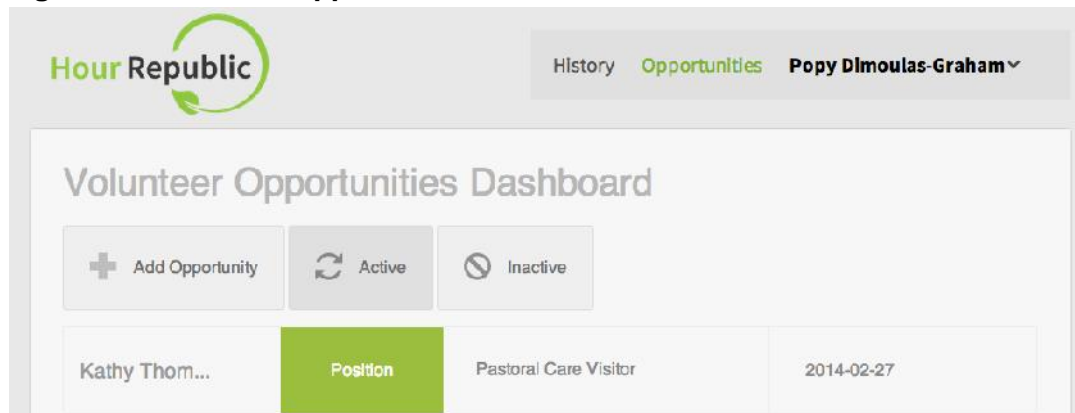
Submission History



Pending Verified Declined

### ★ How to Use the Volunteer Opportunities Dashboard:

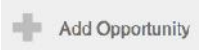

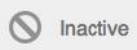
**Figure 2: Volunteer Opportunities Dashboard**



The screenshot shows the Hour Republic Volunteer Opportunities Dashboard. At the top left is the Hour Republic logo. To the right are navigation links for 'History', 'Opportunities' (which is highlighted in green), and a user profile 'Popy Dimoulas-Graham' with a dropdown arrow. Below the navigation is the title 'Volunteer Opportunities Dashboard'. Underneath are three buttons: 'Add Opportunity' with a plus icon, 'Active' with a refresh icon, and 'Inactive' with a power-off icon. Below these buttons is a table with one row of data:


Kathy Thom...	Position	Pastoral Care Visitor	2014-02-27
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On the dashboard (**Figure 2**) you can see all the opportunities that you have added. The [Contact's Name](#), whether the opportunity is an [Event](#) or [Position](#), the [title of the event](#), and the [date](#) it was posted.


As well as three buttons at the top, , , and .


To an Add Opportunity- Refer to the bottom section called “**How to Add an Opportunity**”


To view Active posts - Click on the  button and this will sort the postings so that it will only show Active opportunities.

To view Inactive posts - Click on the  button and this will sort the postings so that it will only show deactivated opportunities.

Click on an Activity and the following buttons will show: , , and .

To Edit a post - Click on a opportunity and select  this will lead you to a form where you can make changes to your posting.

To Deactivate a post - Click on a opportunity and select , this will make the posting unavailable for students.

To Delete a post - Click on a opportunity and select , this will erase the posting and make it disappear from your list entirely.

## How to Add an Opportunity:

Navigate to the [Volunteer Opportunities Dashboard](#) and click Add Opportunity (**Figure 3**). Add in all your details that aren't already auto-filled from the Settings, such as Contact Email, Volunteer Position Title, etc.

Be sure to check off if it is an Event (**Figure 4**) and fill out all the fields that pop up.

### Figure 3: Add Opportunity Contact Info

Contact First Name (for this posting)	<input type="text" value="Popy"/>
Contact Last Name (for this posting)	<input type="text" value="Dimoulas-Graham"/>
Contact Email (for this posting)	<input type="text"/>
Contact Phone (for this posting)	<input type="text" value="2263388004"/>
Name of Organization (for this posting)	<input type="text" value="Charity Republic"/>
Website (or link to this opportunity)	<input type="text" value="http://www.charityrepublic.com/"/>
Volunteer Position Title	<input type="text"/>

### Figure 4: Add Event Opportunity

Please indicate if this is an event:	
<input type="checkbox"/> Event	
Number of Volunteer Hours	<input type="text"/>
Description of Volunteer Opportunity (1000 characters max)	<input type="text"/>
Address	
<input type="text" value="151 Charles St. W, Kitchener, ON"/>	
Town/City	Province
<input type="text"/>	<input type="text"/>

**Figure 5: Interests**

## Categories

Please select all the fields of interest that apply to this opportunity.

<b>Arts &amp; Culture</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Arts</li><li><input type="checkbox"/> Culture</li><li><input type="checkbox"/> Heritage</li><li><input type="checkbox"/> Library Services</li><li><input type="checkbox"/> Museum</li><li><input type="checkbox"/> Theatre</li></ul> <p>Select All</p>	<b>Social Services &amp; Justice</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Community &amp; Social Services</li><li><input type="checkbox"/> Crisis Services</li><li><input type="checkbox"/> Crime, Law &amp; Victim Issues</li><li><input type="checkbox"/> Disability Issues</li><li><input type="checkbox"/> Education/ Tutoring</li><li><input type="checkbox"/> Family/ Parenting</li><li><input type="checkbox"/> Human Rights &amp; Civil Liberties</li><li><input type="checkbox"/> Immigration/ Refugee</li><li><input type="checkbox"/> Poverty/ Homelessness &amp; Housing</li><li><input type="checkbox"/> Public &amp; Society Benefit</li><li><input type="checkbox"/> Volunteerism</li></ul> <p>Select All</p>
<b>Animals</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Animals/ Animal Services</li></ul>	
<b>Business &amp; Finance</b>	

At the Categories section, select all the fields of **Interests (Figure 5)** that apply to the opportunity you're adding.

Finally, click the **Submit** button to make the posting official for all students to see on their Volunteer Opportunities page.

This opportunity will be posted to our Volunteer Opportunities page and interested volunteers will contact you directly to the email or phone number you provided in the post.

*If you have any questions, concerns or feedback, then please contact us by clicking the **Contact** button at the bottom of the page and we will be happy to help! Thank you.*