

Teacher's Guide to Hour Republic Volunteer: Student Training

<https://www.hourrepublic.com>

★ Overview:

Please provide students with background information about **Hour Republic**:

Hour Republic is an online tool used to track your Volunteer activities, including your weekly logs. Volunteer hours were tracked using a paper-based system last term, but we are piloting Hour Republic to make your Volunteer tracking easier. Let's get started by creating an account on Hour Republic.

Optional:

Play 3-minute tutorial video (available in FAQ section)

Volunteer Dashboard: <http://www.youtube.com/watch?v=GxqwT26t2EY>

[Please contact Hour Republic for a demo student account \(info@charityrepublic.com\)](mailto:info@charityrepublic.com)

★ Student Sign Up:

Recommended Browsers to use:

Mozilla Firefox or Google Chrome

***What students need to know before training:

OEN number (**teachers can provide this too**)

Parent / Guardian Email Address and Phone Number

Step 1: Ask your students to navigate to hourrepublic.com and click on the **Sign Up** button

Step 2: Type in a Username.

TIPS:

- It is recommended that students use a username that they use for other programs. (e.g. Same username as: school computer account, myBlueprint, Career Cruising)
- If the username is taken, suggest that students try adding in numbers
- **Remind students to write down their username!**

Step 3: Enter in a Password.

TIP: Passwords must include at least 6 characters, a capital letter, and a number.

Step 4: Ask students to enter their Ontario Education Number (OEN)

Step 5: Select School Board and then School

Step 6: Select Year Started High School.

TIP: This is how Hour Republic calculates a student's Grade.

Step 7: Enter Birthday, Gender, Postal Code (optional)

Step 8: Tell students to enter Parent/Guardian Contact Name, Email, and Phone Number.

TIPS:

- If students don't know their Parent/Guardian's information or if they are living on their own, please let the students use your contact information. They can change it later under Settings (located under the student's name) once their account is verified.
- They can enter either their Parent/Guardian's Home Phone or Cell Phone number
- Be sure to take the hyphens (-) out of the Phone Number for it to work
e.g. 5557774444

Step 9: The final step is to review and check the box to accept the User Agreement and then click **Sign Up**

Additional TIPS for students:

At the bottom of the page there is a Contact button, so that anyone who needs help can contact the **Hour Republic** team. Students can also review the FAQ section for additional help.

Make sure that students are on the correct Dashboard.

Forgot your Password or Username?

If students forget their password, they can reset their password by visiting the Log In page and click "Forgot?" - instruct students to enter in their username and the email address that they used to sign up.

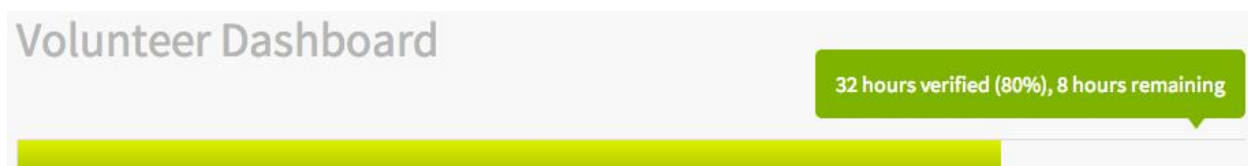
If they forget their username, click Log In > "Forgot?" > "Forgot your username? Recover it here"

★ **Log In:**


Once students are logged in, the first thing students will see is the **Volunteer Dashboard** their page is blank because they have not added their hours yet.

Instruct your students to scroll to the top and navigate to the **Volunteer Dashboard**. Inform students about the Progress Bar (**Figure 1**): it is used to track volunteer hour progress and measures the amount of hours needed to complete their Volunteer placement. The Progress Bar moves automatically when an employer verifies student hours.

Figure 1: Progress Bar



Inform students that they can add volunteer hours and create a weekly log by clicking the Add Hours button, and they can find opportunities through the Opportunities button.


Students can download their own [Volunteer Hours Report](#) by clicking  and can review the guidelines for the volunteer program by clicking [Guidelines](#).

★ How to use Settings:

After the students' accounts have been activated, ask your students to hover over their name and click on [Settings](#), then the [Interests tab](#) (**Figure 2**):

Instruct them to select their volunteer interests so that we can match them to opportunities in the community!

Figure 2: Adding Your Interests



★ How to use the Inbox:

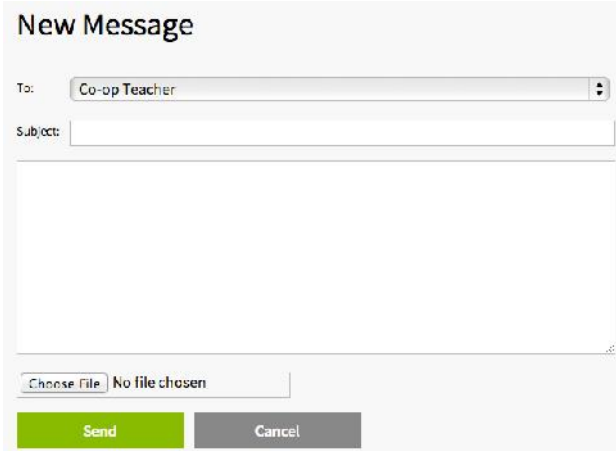
Figure 3: Using the Inbox



Instruct your students to hover over their name and click on [Settings](#) then click [Inbox](#) (**Figure 3**), they can sort through messages by hovering over [Sort](#) and clicking one of the filters. They can also archive messages by clicking the archive button on the left side of the message.

To view a message, click the message and they can send a reply back.

Figure 4: To Compose a Message



To compose a message, click [Compose Message](#) (Figure 4): and select the intended person the message will go to. Include a subject line and type in your message in the box provided.

Students using the *Volunteer Dashboard* will be using the Inbox feature to mainly receive emails from Guidance.

Students can view their message history and hours submission by clicking on an email (Figure 5) and it will show the Chat History between the recipient and the Student.

★ How to Use the Volunteer Dashboard:

How to Add Hours:

Now, navigate to the *Volunteer Dashboard* and start by clicking on [Add Hours](#).

Instruct your students to enter the organization's contact information the students volunteered for:

Name of Organization, Contact Name, Contact Email, Contact Phone, Ext.

Add in a Description of Community Involvement (e.g. This week I focused on collecting canned foods for the food drive...)

Select Skills Learned (click  to view and check off skills)

TIP: Students can add their own skills! Just select Other from the drop-down menu.

Select the Start and Completion Date of the volunteer activity

Add the Total Hours volunteered

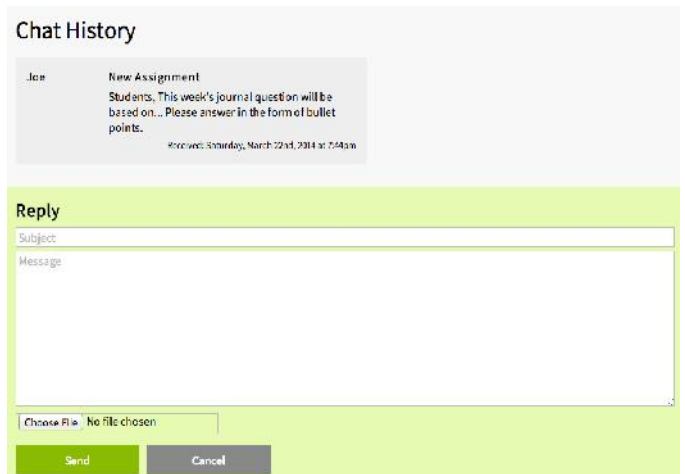
Finally check off that they have verified that this activity meets your school board's guidelines and eligibility criteria for community involvement in order to submit their hours.

They can click on the **guidelines and eligibility criteria** text to view the document describing the criteria.

Finally [Save](#) or [Submit](#) your volunteer hours:

If a student selects [Save](#), then they can continue editing their form and submit it when

Figure 5: To View Message History



they're ready. Students can edit and save forms as often as necessary (e.g. hourly, daily, weekly).

If a student selects **Submit**, their organization will receive an email and will be asked to verify and comment on their hours. Once verified (*the organization simply selects an **Accept or Decline button***), a student's dashboard and progress bar will automatically be updated!

How to Look for Volunteer Opportunities:

Navigate to the **Volunteer Dashboard** and start by clicking on **Volunteer Opportunities**


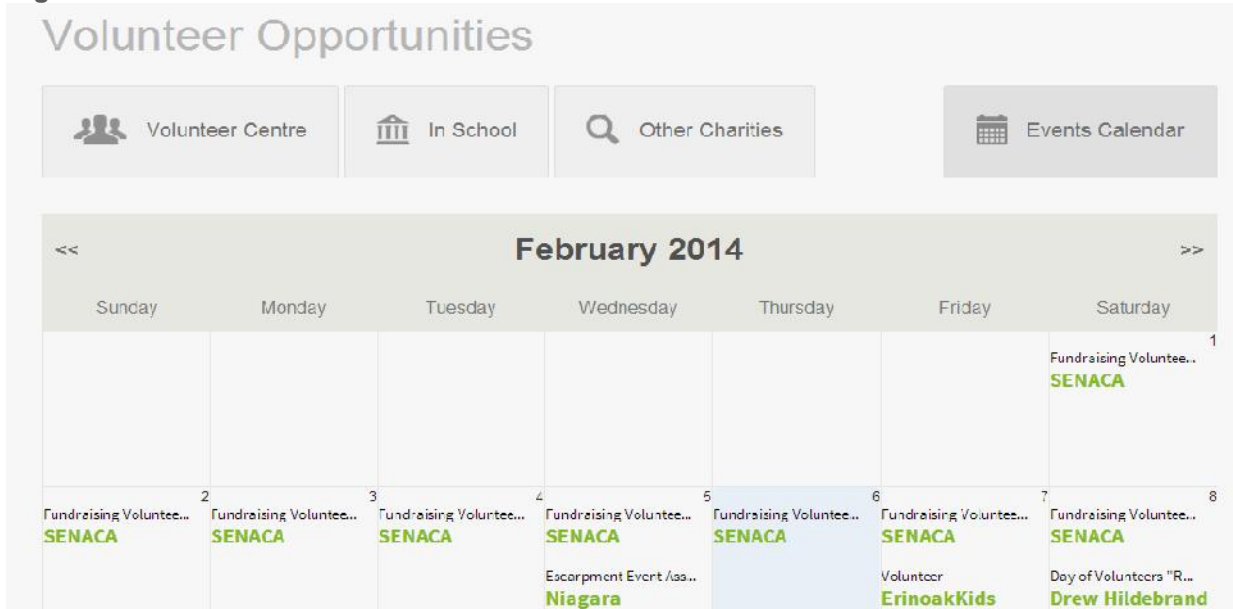



From there the  **Events Calendar** will show on your screen (**Figure 6**), click on a day for more information on volunteer opportunities for the specified date

Figure 6: Events Calendar



TIP: Click on  **Events Calendar** to go back

For a list of Volunteer Centres nearby, click  **Volunteer Centre**

Click  **In School** and based on the **Interests** you selected in **Settings**, we can match you to opportunities in your school.

For additional information about a Volunteer Opportunity, click **Details about this Opportunity** to find about: Contact Information, Hours Available, Address, Website, Type of Opportunity, Distance.

TIP: Select more **Interests** or come back later to view new opportunities

TIP: Under  **Other Charities**, you can find out more opportunities not in school

If you have any questions, concerns, or feedback please contact your Guidance Office or click the **Contact** button at the bottom of the page and we will be happy to help! Thank you.