



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

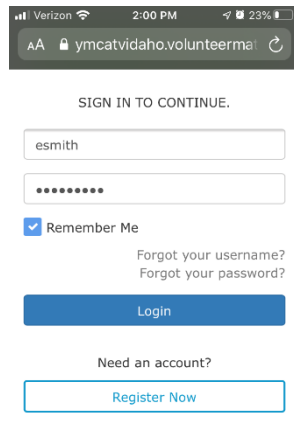
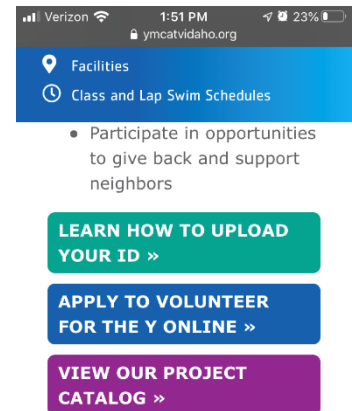
TREASURE VALLEY YMCA VOLUNTEERISM

Guide to Clocking Time in VolunteerMatters

1. Go to the VolunteerMatters Site:

The site can be accessed by using the direct link:
<https://ymcatvidaho.volunteermatters.org/login>

or through the Treasure Valley YMCA website by selecting Support Our Cause > Volunteer > Apply to Volunteer for the Y Online



2. Login to Your VolunteerMatters Account:

If logging in to your own personal device, it is recommended that you check the "Remember Me" box to avoid having to enter your information each time you login.

Note that each volunteer creates their own username, so there is no standard format. If you are unsure of your username or password, click the appropriate "forgot your" link to have the information sent to the email address associated with your account.

3. Submit Hours:

Select "Submit Hours" for the associated assignment.

Select the date that you are submitting hours for.

In the description, type the time that you began and ended volunteering.

Enter the total amount of hours volunteered for that date under Credited Hours.

Don't forget to click "Save"!

