This primer provides guidance on how to enter your hours of volunteer service via the volunteer website. This applies to both individuals and organized groups such as schools, corporations and community groups.

To Login

or go to www.fpdcc.com/volunteer and click on “Report Hours”

Enter your user name and password and click on “Log in”

Click on “Forgot Password” if you don’t remember your User Name or Password

Choose the survey for the Opportunity that you would like to report your hours.

Don’t see the survey that you are looking for? Then you are either not placed in the Opportunity or the Opportunity has expired. If it is an Opportunity that is on the website, you can sign yourself up for it; if it is not on the website, email Volunteer Resources
Fill out all of the information in the survey and then hit “OK”

If you want to fill out the same survey again, click on “Make another entry”

Each survey you fill out creates a log book entry which can be viewed and then edited or deleted
This primer provides guidance on how to view your log book to see what surveys you have filled out and how to edit or delete log book entries.

**Viewing Your Logbook**

Click on the “Logbook” tab

Choose the range of dates you want to view by selecting the start and end date

*Your log book entries are sorted by Opportunity*

**Editing and Deleting Records**

If you made a mistake on a survey or double reported a workday, you can Edit or Delete a record

Click on the box next to the record and then click “Edit Selected Record” or “Delete Selected Record”

**Official Reports**

If you need an official printout of your hours or miles, contact Volunteer Resources and we will send it to you.