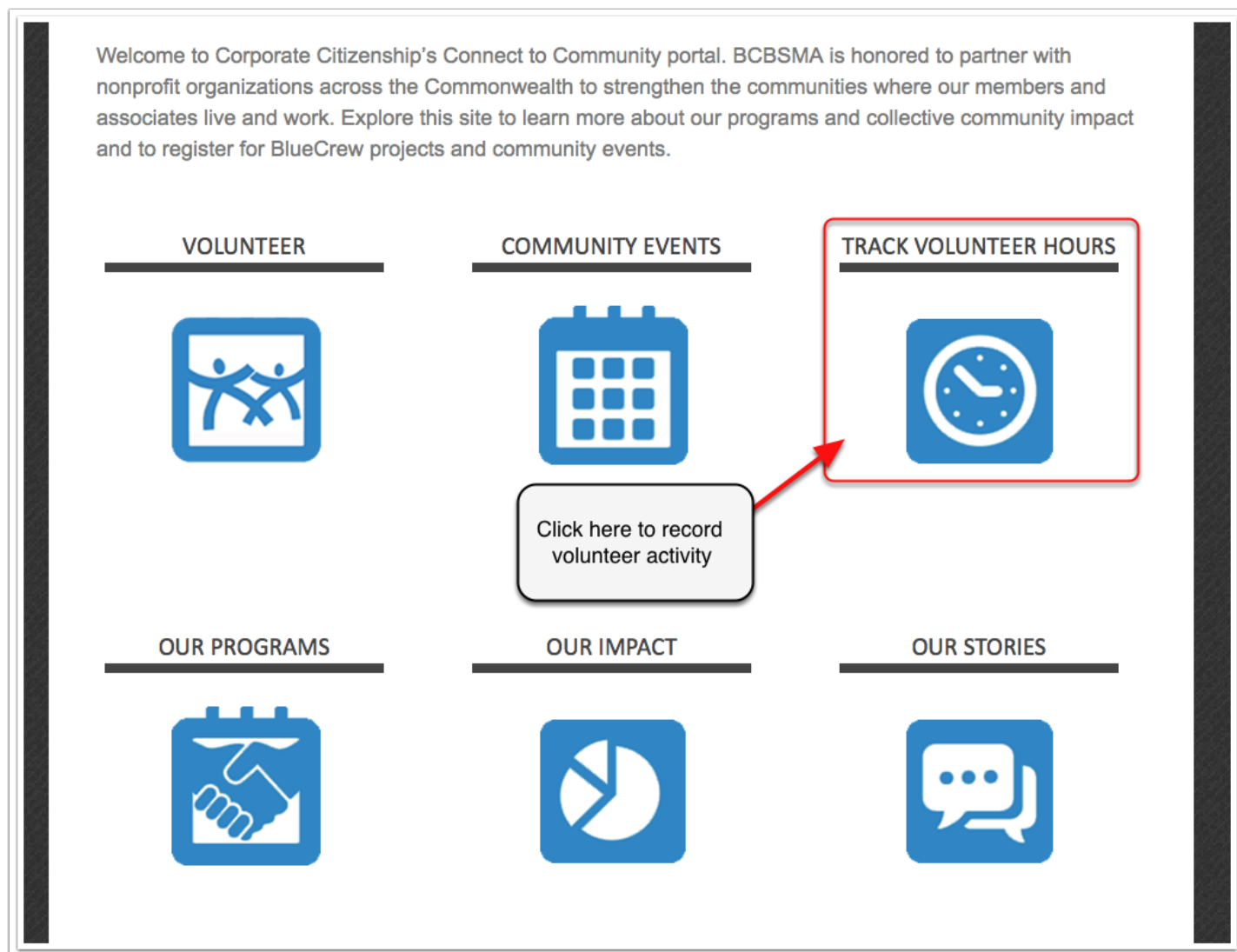


1. Dashboard

If you are already involved in the community and want to record your hours, then click like seen below.



2. Record volunteer hours

You will be directed here and asked to fill in the details about your involvement.

**To enter a non-profit organization you will need to begin typing in the name of the organization and then select from the drop-down menu. If it is not already in the system, then click on the highlighted in yellow "Click Here" to add.

Thank you for volunteering in our community and supporting BCBSMA's Corporate Citizenship efforts. It is important that we track associate volunteer hours in order to measure our collective impact. Please take a moment to log your hours, if they have not been automatically recorded for you. Please note: this section of the portal is for tracking participation in volunteer projects rather than participation in Community Events (such as sponsorship events and Team Blue).

You are recording volunteer hours for:

Select if this is a one time event or recurring

Non-Profit *

Can't find your non-profit? **Click here** to add a new one

Enter the non-profit organization that you volunteered for

Frequency * One-Time Recurring

Select who volunteered their time. If it was you then leave the donator as yourself.

Activity *

Date * # of Hours *

Enter the date and hours you volunteered

Description *

Enter a description of the volunteer activity

You have 200 characters remaining

[Click here](#) to add another activity

Donator *

If you organized a team to volunteer for this event, please enter all team members: No Yes

Continue **Continue and Add New** **Reset**

3. Record volunteer hours for a team

If you volunteered with a team of colleagues and would like to log hours for them, then click on "Yes" highlighted below.

If you would like to upload a CSV file, then first download the template highlighted in yellow and fill out accordingly.

If you would like to manually enter for team members, then begin typing in their name and select from the drop-down menu.

After confirming all information is correct, then click on "Continue"!

The screenshot shows a web form for recording volunteer activity. At the top, there is a question: "If you organized a team to volunteer for this event, please enter all team members:" followed by radio buttons for "No" and "Yes". The "Yes" option is highlighted with a red box. Below this is the "Import Participants" section, which includes a "Choose File" button, a "No file chosen" message, and a link to "Download the CSV file template (HERE)". The "Upload File" button is highlighted with a red box. Below the file upload section is a table with columns for "First Name", "Last Name", "Email", and "Hours". The first row of the table is highlighted with a red box. Below the table is a "+ Add Another Participant" button, also highlighted with a red box. At the bottom of the form are three buttons: "Continue", "Continue and Add New", and "Reset". The "Continue" button is highlighted with a red box. Annotations with red arrows point to the "Yes" radio button, the "Upload File" button, the "HERE" link, the first row of the table, the "+ Add Another Participant" button, the "Continue" button, and the "Continue and Add New" button. A callout box says "Click here to upload an excel file of volunteers" pointing to the "Upload File" button. Another callout box says "Click to add more volunteers" pointing to the "+ Add Another Participant" button. A third callout box says "Manually enter volunteer information" pointing to the first row of the table. A fourth callout box says "If there were multiple volunteers for event click yes" pointing to the "Yes" radio button. A fifth callout box says "When finished click here" pointing to the "Continue" button.