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** and click the **Sign Up** button
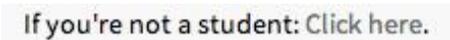
Step 2: Find in **If you're not a student: Click here.** the top right-hand corner of the page and click the "Click here." link.

Step 3: Under Account Type **Volunteer Organization** 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)**.
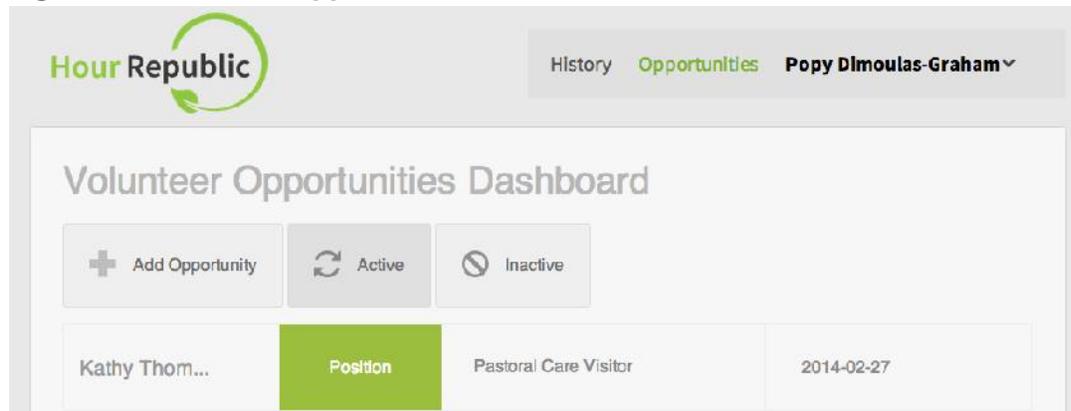
Figure 1: Submission History

★ **How to Use the Volunteer Opportunities Dashboard:**
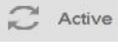
Figure 2: Volunteer Opportunities Dashboard

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, ➕ Add Opportunity , 🔄 Active , and 🚫 Inactive .
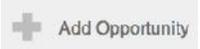
To an Add Opportunity - Refer to the bottom section called "**How to Add an Opportunity**"

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

To view Inactive posts - Click on the 🚫 Inactive 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: **Edit** , **Deactivate** , and **DELETE** .

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

To Delete a post - Click on a opportunity and select **DELETE** , 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
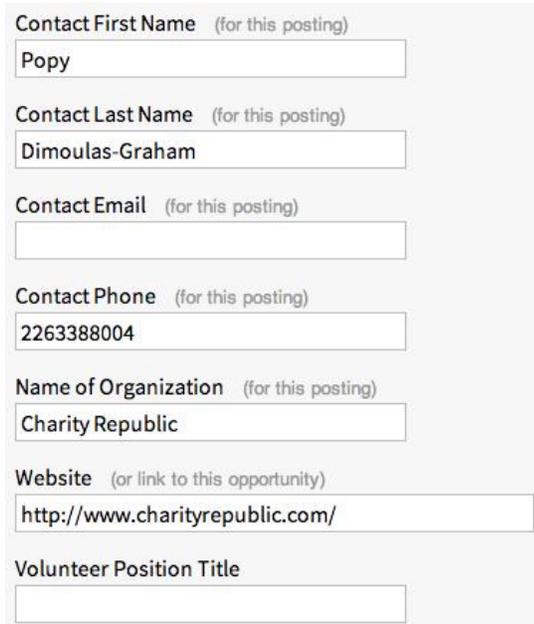
Contact First Name (for this posting)

Popy

Contact Last Name (for this posting)

Dimoulas-Graham

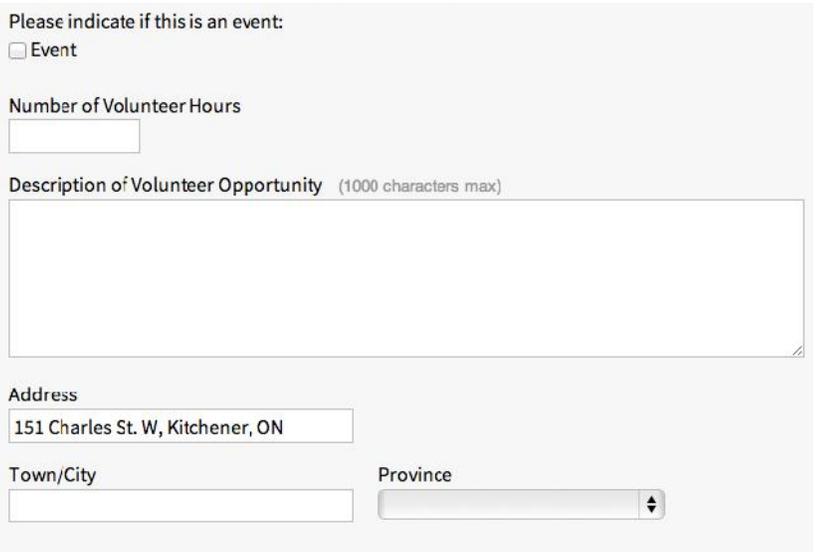Contact Email (for this posting)

Contact Phone (for this posting)

2263388004

Name of Organization (for this posting)

Charity Republic

Website (or link to this opportunity)

http://www.charityrepublic.com/

Volunteer Position Title

Figure 4: Add Event Opportunity

Please indicate if this is an event:

☐ Event

Number of Volunteer Hours

Description of Volunteer Opportunity (1000 characters max)

Address

151 Charles St. W, Kitchener, ON

Town/City

Province

Figure 5: Interests

Categories

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

Arts & Culture
- ☐ Arts
- ☐ Culture
- ☐ Heritage
- ☐ Library Services
- ☐ Museum
- ☐ Theatre

Select All

Animals
- ☐ Animals/Animal Services

Business & Finance

Social Services & Justice
- ☐ Community & Social Services
- ☐ Crisis Services
- ☐ Crime, Law & Victim Issues
- ☐ Disability Issues
- ☐ Education/Tutoring
- ☐ Family/Parenting
- ☐ Human Rights & Civil Liberties
- ☐ Immigration/Refugee
- ☐ Poverty/Homelessness & Housing
- ☐ Public & Society Benefit
- ☐ Volunteerism

Select All

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.*