

Directions for [HelpCounter](#) Our Online Service Tracking Program

At Valley Catholic Elementary School, parents can view volunteer opportunities and submit/log their hours online using HelpCounter.

First Time Users - Set Up

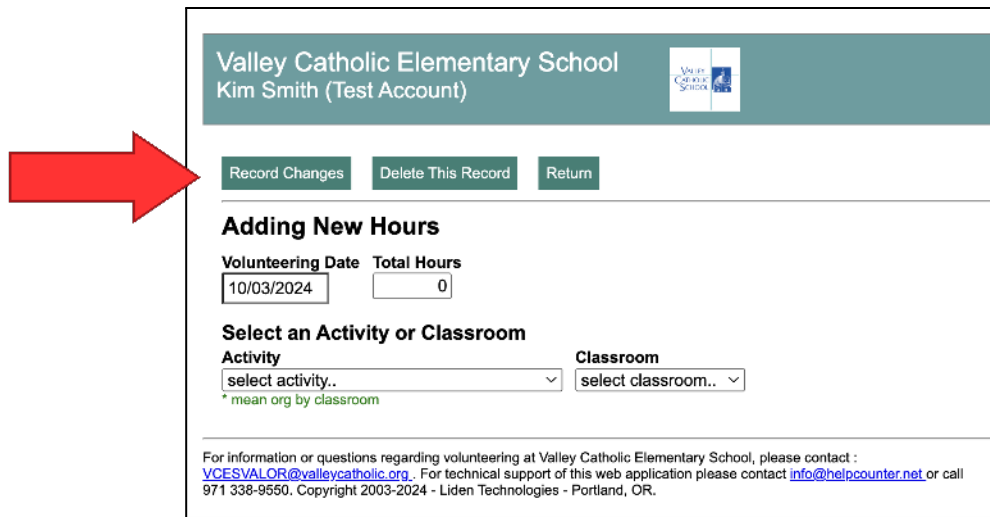
1. Visit [HelpCounter](#) and click “Create New User Name” to set up your new account.
2. Enter your information. **Enter the email address that the school has on file.** Be sure to write down your username and password.
3. Search for “Valley Catholic” to associate with our school.
4. Search for your current email address.
5. Open the newly sent email from HelpCounter to confirm the account. Go to the login page.
6. Login to HelpCounter with your newly created and verified account.
7. Be sure that your Profile Information is correct.
8. You can see details about volunteer opportunities by clicking the button “Update Your Volunteer Interest Form.”

Recording and Checking Your Hours

1. To record hours, click on the “Record Hours/Review Past Hours Volunteered” button.

The screenshot shows the user interface for Valley Catholic Elementary School. At the top, it displays the school name and the user's name, Kim Smith (Test Account). Below this, there are four main menu items: "Update Your Volunteering Interest Form", "Check for Upcoming Opportunities", "Record Hours/Review Past Hours Volunteered", and "Update/View Profile Information". A red arrow points to the "Record Hours/Review Past Hours Volunteered" button. At the bottom, there are options to "End This Session", "Keep me logged in on this device" (with a checkbox), "Change Password", "Change Email Address", "Add/Remove Schools", and "hablo español". A footer contains technical support information and copyright details.

2. To add new hours, click the “Add New Hours” button. When the new page opens, you’ll type the date the service was completed, enter the number of hours served, and identify the activity or classroom you supported with your service.



Valley Catholic Elementary School
Kim Smith (Test Account)

Record Changes Delete This Record Return

Adding New Hours

Volunteering Date Total Hours
10/03/2024 0

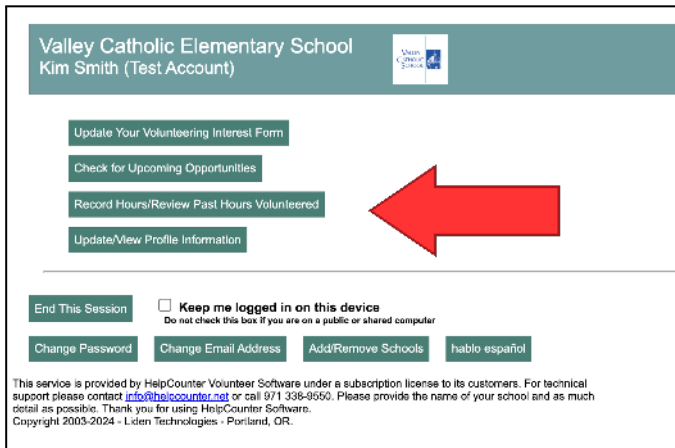
Select an Activity or Classroom

Activity: select activity.. Classroom: select classroom..
* mean org by classroom

For information or questions regarding volunteering at Valley Catholic Elementary School, please contact : VCESVALOR@valleycatholic.org. For technical support of this web application please contact info@helpcounter.net or call 971 338-9550. Copyright 2003-2024 - Liden Technologies - Portland, OR.

3. To submit, click the “Record Changes” button.

4. To see your volunteering history and check the number of hours you’ve completed, click on “Record Hours/Review Past Hours Volunteered” button and then “View Summary” button.



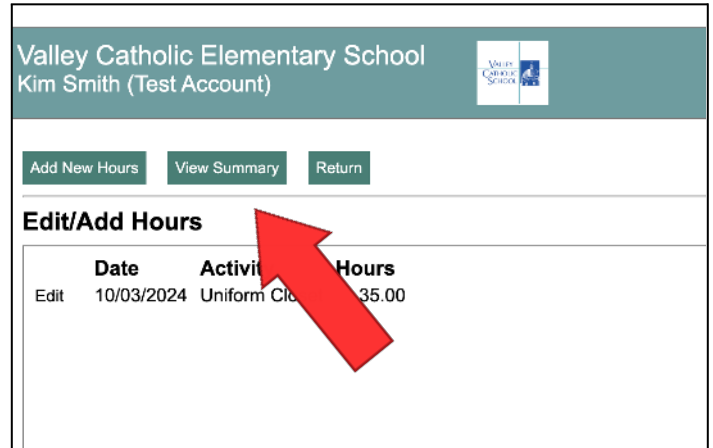
Valley Catholic Elementary School
Kim Smith (Test Account)

Update Your Volunteering Interest Form
Check for Upcoming Opportunities
Record Hours/Review Past Hours Volunteered
Update/View Profile Information

End This Session Keep me logged in on this device
Do not check this box if you are on a public or shared computer

Change Password Change Email Address Add/Remove Schools hablo español

This service is provided by HelpCounter Volunteer Software under a subscription license to its customers. For technical support please contact info@helpcounter.net or call 971 338-9550. Please provide the name of your school and as much detail as possible. Thank you for using HelpCounter Software. Copyright 2003-2024 - Liden Technologies - Portland, OR.

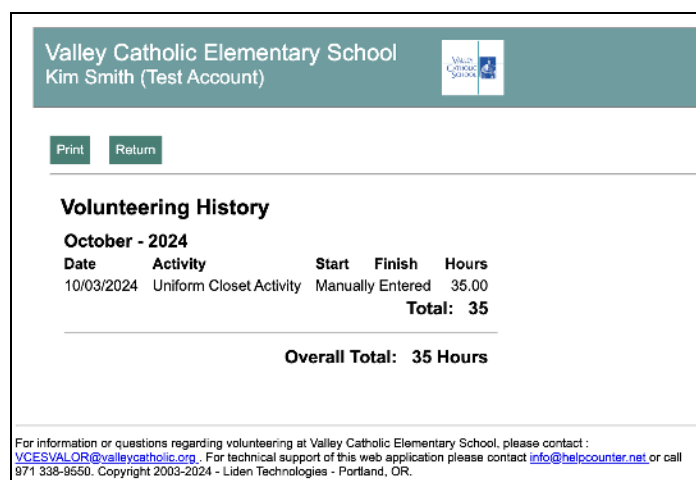


Valley Catholic Elementary School
Kim Smith (Test Account)

Add New Hours View Summary Return

Edit/Add Hours

	Date	Activity	Hours
Edit	10/03/2024	Uniform Closet	35.00



Valley Catholic Elementary School
Kim Smith (Test Account)

Print Return

Volunteering History

October - 2024

Date	Activity	Start	Finish	Hours
10/03/2024	Uniform Closet Activity	Manually Entered		35.00
Total:				35

Overall Total: 35 Hours

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Lost Password?

If you have lost or misplaced your password, please visit <http://www.helpcounterweb.com/volunteer> and click on the “Forgot User ID or Password” button. Enter your email address or user name, and your information will be sent to you.

Questions?

Should you have any questions about the program, please email valor@vcstudent.org and a VCES VALOR Network parent will be in touch with you.