APP TUTORIAL

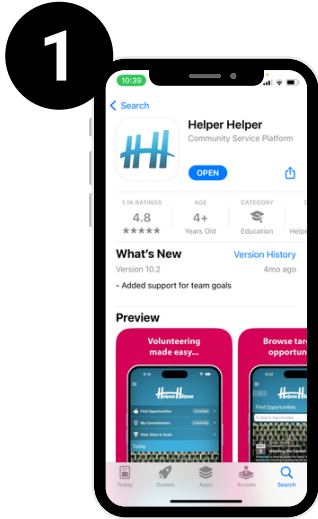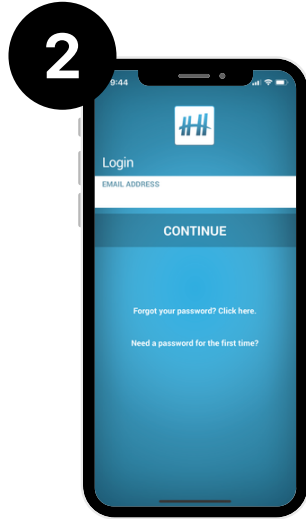## Downloading the Helper Helper App
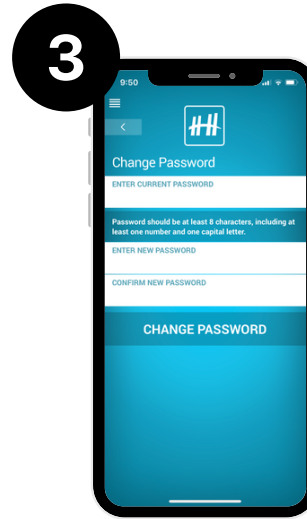
1

DOWNLOAD
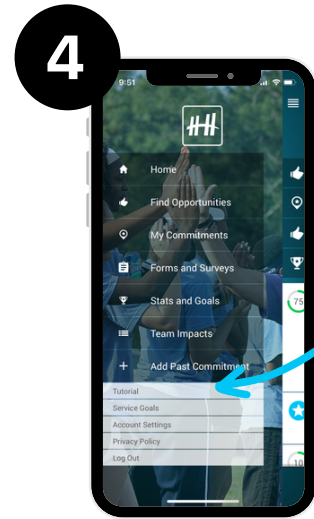Search for Helper Helper at the app store or google play.

2

LOGIN
Use your email & temporary password emailed to you from info@helperhelper.com

3

RESET PASSWORD
Follow on screen prompts.

4

VIEW TUTORIAL
Get started by viewing the quick tutorial

**If you do not have a smartphone access Helper Helper at app.helperhelper.com

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Signing Up for an Event

1

Login to Helper Helper then Click 'Find Opportunities'
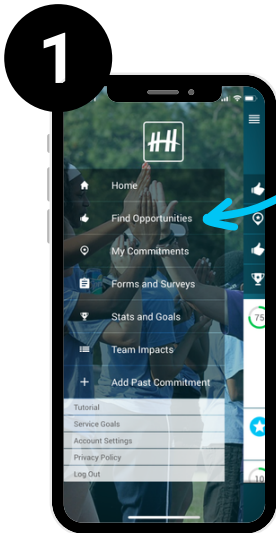
Click the event that you are interested in committing to attending.

2

3
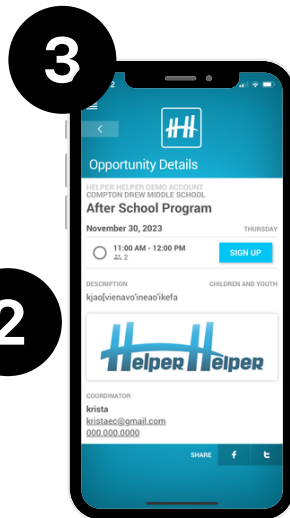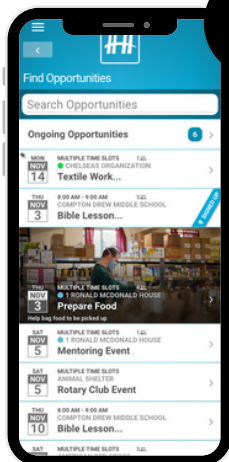
Review event details and click 'Sign Up.'

4

It will then ask you to confirm that you would like to commit to that event. Click 'Sign Up.'

5
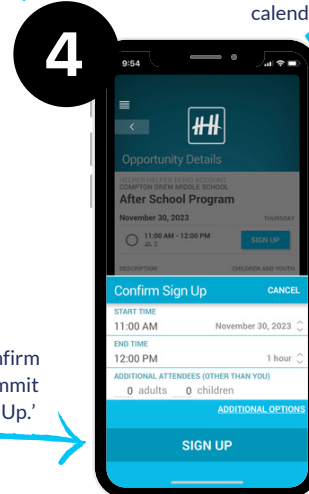
You can now add the event to your personal calendar

APP TUTORIAL

Adding a Past Commitment

1

Click on 'Add Past Commitment'

Menu:
- Home
- Find Opportunities
- My Commitments
- Forms and Surveys
- Stats and Goals
- Team Impacts
- Add Past Commitment

Tutorial
Service Goals
Account Settings
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Log Out

2

Add Past Commitment

WHEN WAS THE EVENT?

NEXT >

Select the date in which you volunteered

3

Add Past Commitment

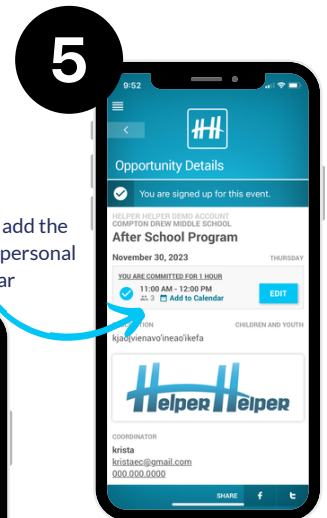INSTITUTION
-Helper Helper-
NAME OF ORGANIZATION
Boys and Girls Club
WHAT DID YOU DO?
NAME OF OPPORTUNITY
Mentoring
CATEGORY OF NEED
Children and Youth
WHEN DID YOU ATTEND?
START TIME — 8:00 AM   START DATE — Nov 30, 2019
DURATION — 4 hours   0 minutes
WHO CAN VALIDATE ATTENDANCE?
COORDINATOR FIRST AND LAST NAME
Peggy Brown
COORDINATOR EMAIL ADDRESS
Peggy@gmail.com
COORDINATOR MOBILE PHONE NUMBER
9062980803

Follow the prompts to fill in the fields. You will need to know the organization name, commitment title, the date and time and the coordinator you worked with.

4

Add Past Commitment

Children and Youth
WHEN DID YOU ATTEND?
START TIME — 8:00 AM   START DATE — Nov 30, 2019
DURATION — 4 hours   0 minutes
WHO CAN VALIDATE ATTENDANCE?
COORDINATOR FIRST AND LAST NAME
Peggy Brown
COORDINATOR EMAIL ADDRESS
Peggy@gmail.com
COORDINATOR MOBILE PHONE NUMBER
9062980803
MESSAGE TO COORDINATOR (PLEASE DESCRIBE)

SUBMIT COMMITMENT

Click submit

Past opportunities can be added for more than 24 hours.

Checking Into an Opportunity with Validation Code

1

Click on 'My Commitments'

Menu:
- Home
- Find Opportunities
- My Commitments
- Forms and Surveys
- Stats and Goals
- Team Impacts
- Add Past Commitment

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2

My Commitments

UPCOMING   PAST

Search Upcoming Commitments

THU NOV 30   11:00 AM - 12:00 PM   AMERICAN HEART ASSOCIATION   5K Walk

Click 'Check-In'

3

Commitment Details

Check in for this event.

CHECK IN TIME
11:00 AM
CHECK OUT TIME
12:00 PM
VERIFICATION CODE FROM COORDINATOR
fjeur

CHECK IN TO EVENT

-HELPER HELPER-
AMERICAN HEART ASSOCIATION
5K Walk
November 30, 2023   THURSDAY
YOU WERE COMMITTED FOR 1 HOUR
11:00 AM - 12:00 PM   1 of 5   EDIT

ADD A PHOTO FROM THIS EVENT

DESCRIPTION
We need volunteers to help hand out water.

Enter in check-in and check-out time. Enter Validation code you received from the event coordinator and click 'check in to event'

4

Commitment Details

Your attendance has been validated.

-HELPER HELPER-
AMERICAN HEART ASSOCIATION
5K Walk
November 30, 2023   THURSDAY
YOU ATTENDED FOR 1 HOUR
11:00 AM - 12:00 PM   1 of 5   EDIT

ADD A PHOTO FROM THIS EVENT

DESCRIPTION
We need volunteers to help hand out water.

LOCATION
3027 Miller Rd
c/o SteveG
Ann Arbor, Michigan 48103
United States

Review the submission and add a photo from the event