

Report Volunteer Hours in **volunteer now!**

1. If you have a Pioneers Web Login, go to <https://www.pioneersvolunteer.org>.
Note: If you do not have a Pioneers Web Login, you can create one at <https://pioneersvolunteer.org/Profile/login.aspx> then return here
2. Click on **log in** located at the top right of the page.
3. Enter your Pioneers Web Login (username & password) in the login box and click on login.
4. The system displays the pioneers center home page.
5. Click on **volunteer now!**
6. The system displays the volunteer now! Home page. The options available to you are displayed on the left side of the page.
7. Click on **Report Volunteer Hours**
8. Scroll to the bottom of the screen and click on the **Report Project Details and Participation Hours** bar.
9. Enter the requested *Project Details* (* Required field):

Project Title*
Project Category*
Short Description*
Project Description*
Non Profit Partner (Optional)
Project Lead*
Chapter/Council/Club*
Business Unit
Charity/School/Organization*
Project Location*
Street Address, City, State, Zip Code*
Start Date*
End Date*
Hours Reporting Method*

Note: Be sure to change the Project Lead (if it's not you) and associate the project with the appropriate Chapter, Council and/or Club.

10. Click on the **Save and Continue to 'Report Hours'** bar
11. Build your Volunteer List by clicking on the **Add Another Volunteer** bar then search for and select each volunteer that participated in the project.

When possible, volunteer hours are to be reported by / associated with the individual volunteer. Any hours that cannot be associated with a volunteer, are to be reported as Bulk Hours.

12. Enter the number of hours volunteered in the **Hours Worked** field.
13. When appropriate, enter the number of items collected, sewn, distributed, etc., in the **Units Completed / Units** field.

When appropriate, enter the number of **Adults** and/or **Children Impacted** when entering Bulk Hours.

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14. Click on the **Save Hours and Units Data** bar.
15. The **Data Saved** message is displayed at the top of the screen.
16. Click on **Report Volunteer Hours** to enter another project or **Log Out** to exit.

If you have any questions regarding PALS, please contact Michelle Turner at:
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