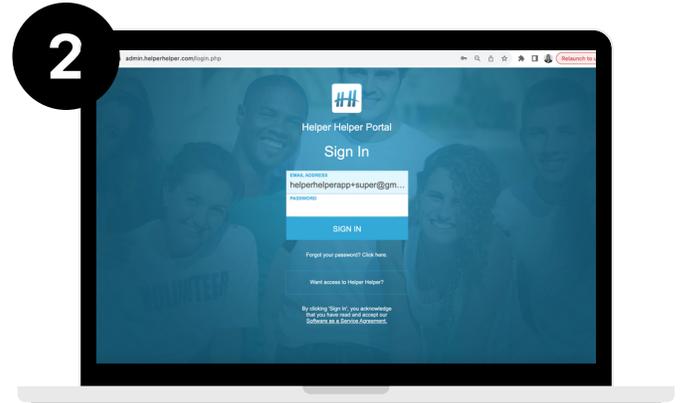


# TEAM ADMIN TUTORIAL

## Login to Helper Helper Admin Account



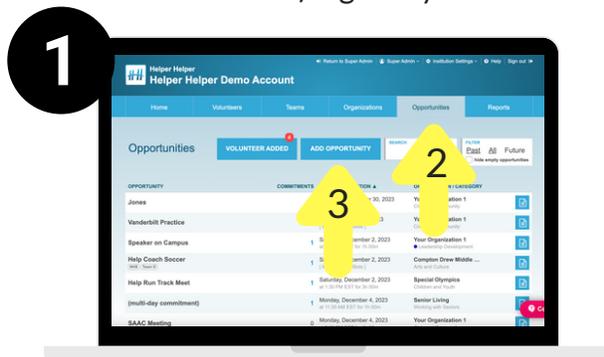
- 1) visit [admin.helperhelper.com](https://admin.helperhelper.com)
- 2) request a password if you have not received one from [info@helperhelper.com](mailto:info@helperhelper.com)



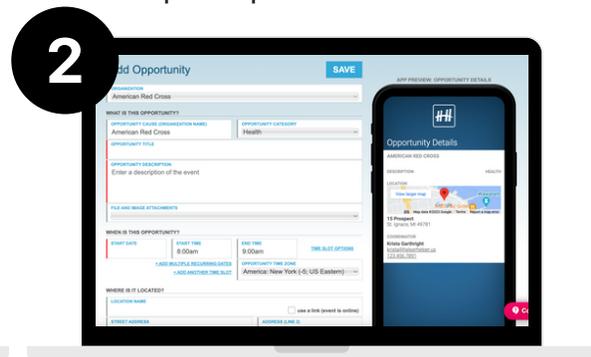
- 2) enter your username and password (this is the same username and password you use to access the Helper Helper app)

## Creating an Opportunity For Your Team

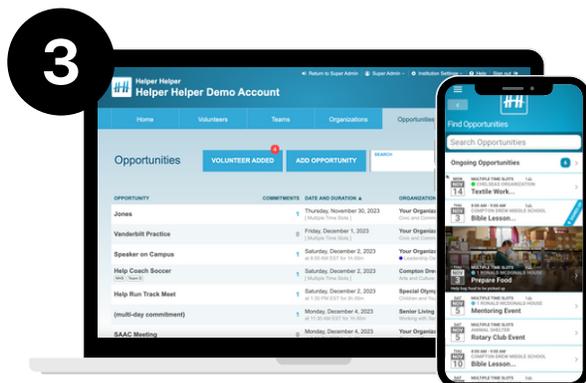
- 1) login to your account at [admin.helperhelper.com](https://admin.helperhelper.com)



- 2) click on the OPPORTUNITIES tab
- 3) Click on ADD OPPORTUNITY



- 4) Fill out required fields and click SAVE

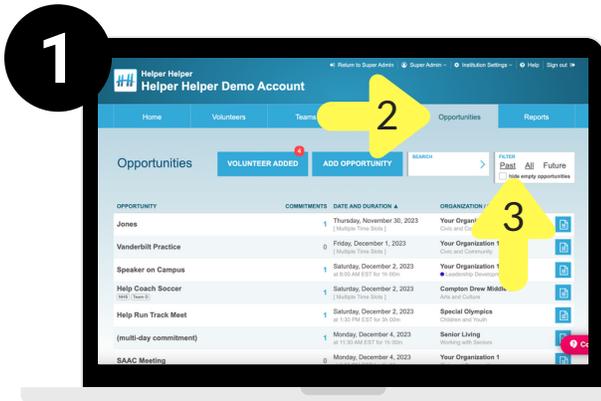


- 5) Opportunity will now be available to anyone on your team

# TEAM ADMIN TUTORIAL

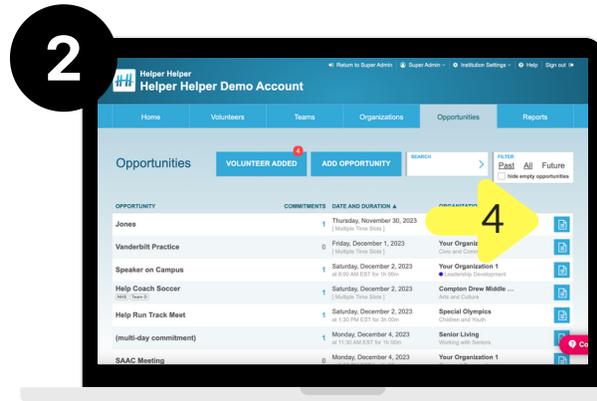
## Tracking a Past Event/Adding Users to an Event

1) login to your account at admin.helperhelper.com

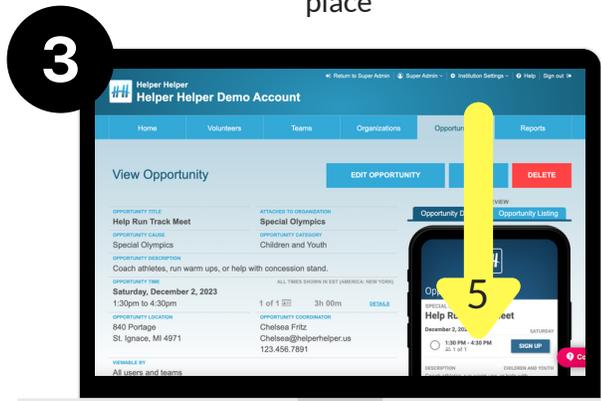


2) Click on the OPPORTUNITIES tab

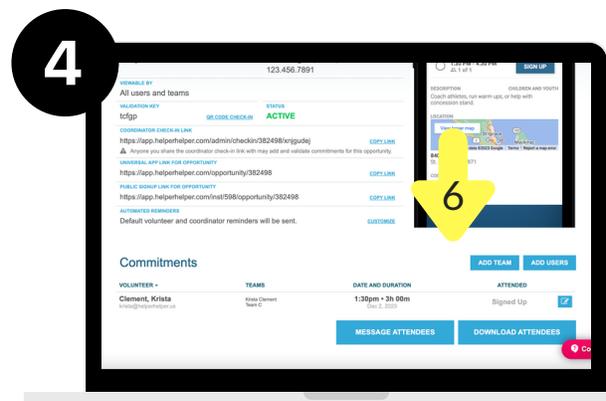
3) Create an opportunity or filter events to PAST to find an event that has already taken place



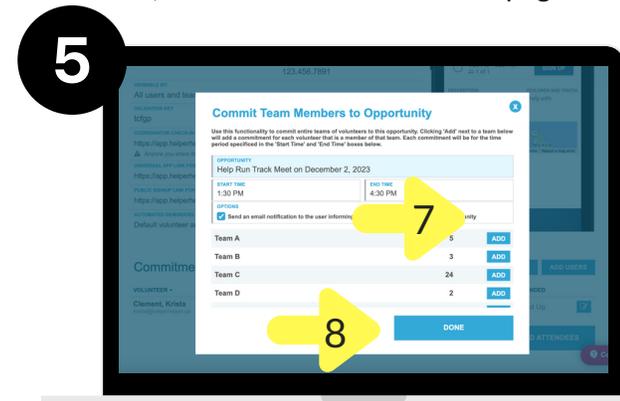
4) Click on the DETAILS for that event



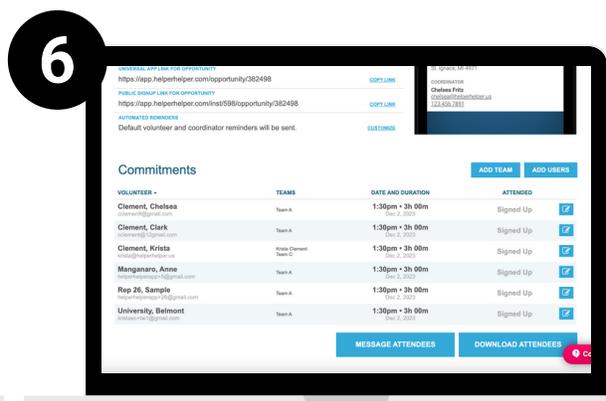
5) Scroll to the bottom of the page



6) Select ADD TEAM or ADD USER



7) Select ADD  
8) Click DONE

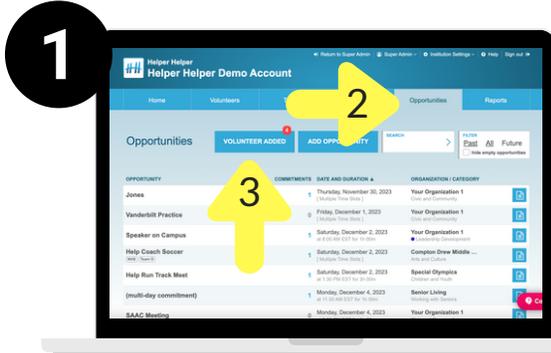


9) You will now see that your team has been added and validated for that event

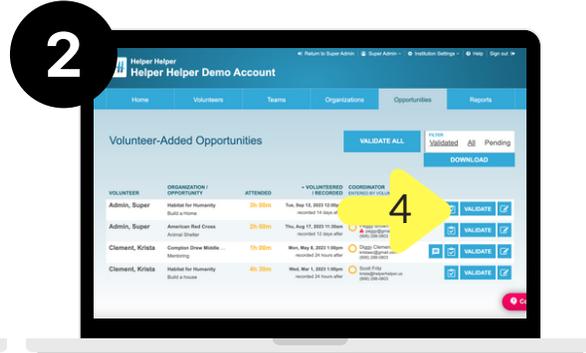
# TEAM ADMIN TUTORIAL

## Validating User Added Hours

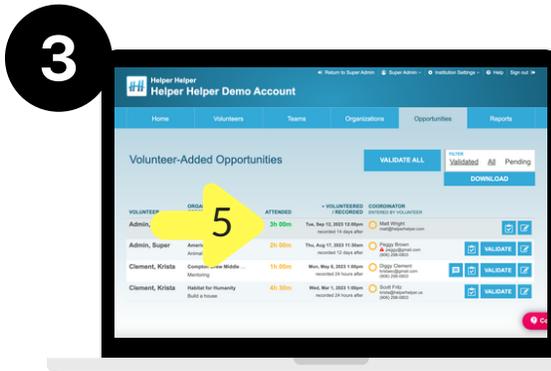
1) login to your account at admin.helperhelper.com



2) Go to the OPPORTUNITIES tab  
3) Click on VOLUNTEER ADDED



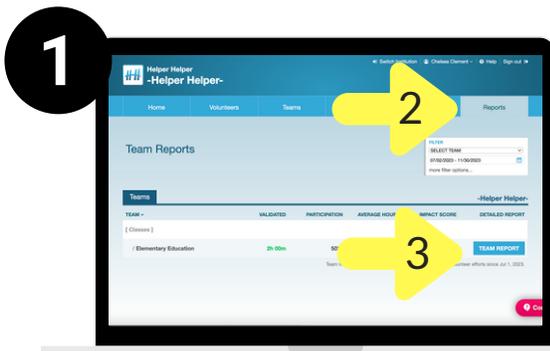
4) Select VALIDATE on the event that you wish to approve



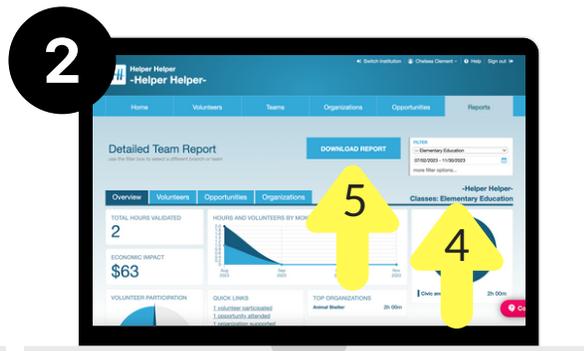
5) Note that hours you validated are now green to indicate that they are validated.

## Viewing Reports

1) login to your account at admin.helperhelper.com



2) Go to the REPORTS tab  
3) To see a comprehensive report click on TEAM REPORT



4) Filter REPORT for the dates you wish to see  
5) Download report into excel