# **TEAM ADMIN TUTORIAL**

#### Login to Helper Helper Admin Account



 visit admin.helperhelper.com
request a password if you have not received one from 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**



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

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

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

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Helper Helper Demo Accou

Opportunities

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







7) Select ADD 8) Click DONE

|--|

Past All Future

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#### 6) Select ADD TEAM or ADD USER

https://app.helperhelper.com/opportu	nitv/382498	COPYLINK		
PUBLIC SIGNUP LINK FOR OPPORTUNITY		Chelsea F	ritz	
https://app.helperhelper.com/inst/598/opportunity/382498		COPY LINK 123.456.7	eperheiperus 91	
AUTOMATED REMINDERS				
Default volunteer and coordinator ren	ninders will be sent.	CUSTOWIZE		
Commitments			ADD TEAM ADD U	
VOLUNTEER -	TEAMS	DATE AND DURATION	ATTENDED	
Clement, Chelsea odemorfl@gmail.com	Team A	1:30pm • 3h 00m Dec 2, 2023	Signed Up	
Clement, Clark odement@12gmail.com	Team A	1:30pm • 3h 00m Dec 2, 2023	Signed Up	
Clement, Krista vista@helpertelper.us	Kriste Clement Team C	1:30pm • 3h 00m Dec 2, 2023	Signed Up	
Manganaro, Anne helperhelperapp+5@gmail.com	Team A	1:30pm • 3h 00m Dec 2, 2023	Signed Up	
Rep 26, Sample helperhelperapp+26@gmail.com	Team A	1:30pm • 3h 00m Dec 2, 2023	Signed Up	
University, Belmont kristaec+tw1@gmail.com	Team A	1:30pm • 3h 00m Dec 2, 2023	Signed Up	

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

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### Validating User Added Hours

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



2) Go to the OPPORTUNITIES tab3) 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 tab3) To see a comprehensive report click on TEAM REPORT 4) Filter REPORT for the dates you wish to see5) Download report into excel