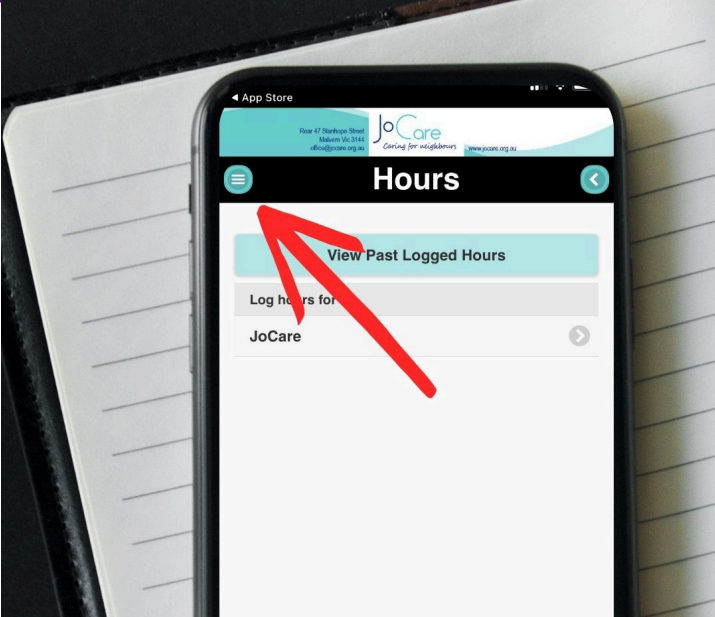


# A Quick Guide to Logging Hours in the "My Impact" App



Download the "My Impact" App. Download is free from the App Store.

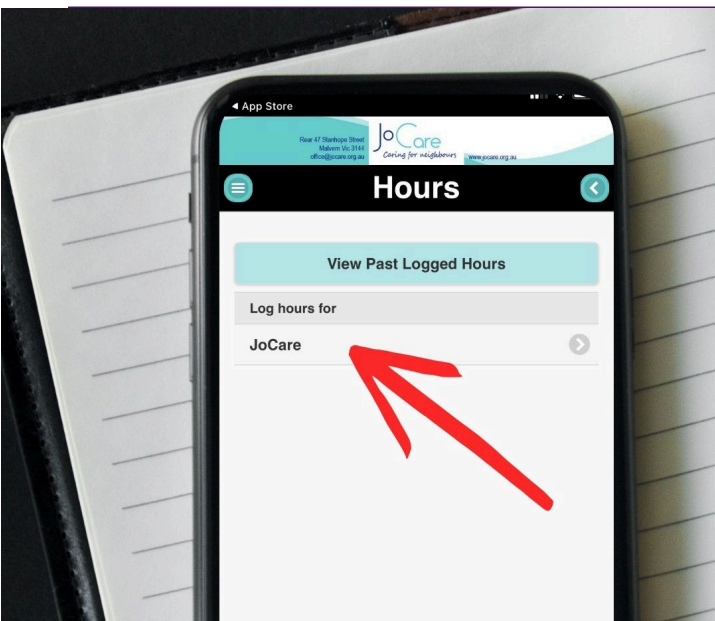
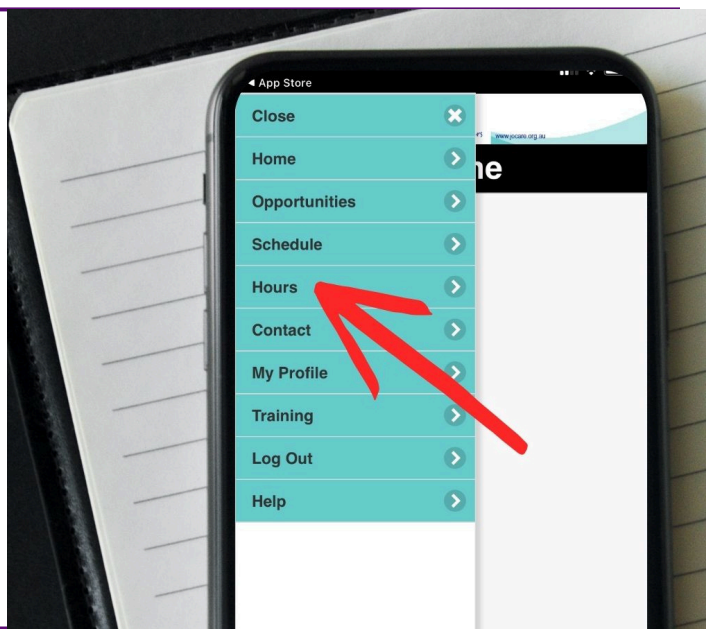


## Step 1.

Once logged into My impact - Click on the 3 stacked lines.

## Step 2.

Select Hours

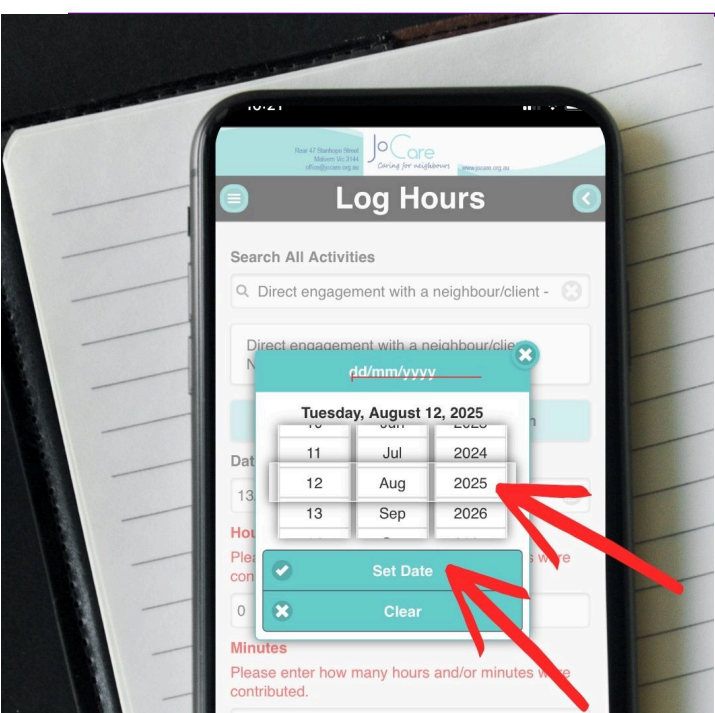
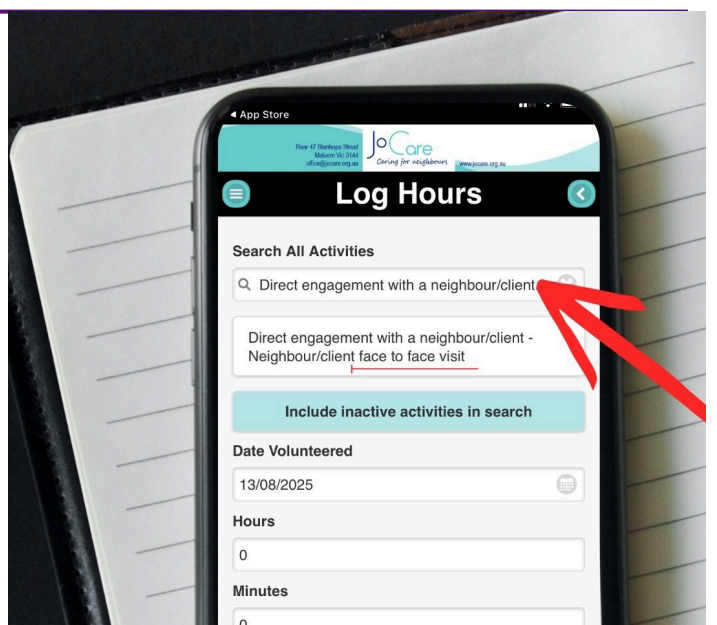


## Step 3.

Select JoCare

## Step 4.

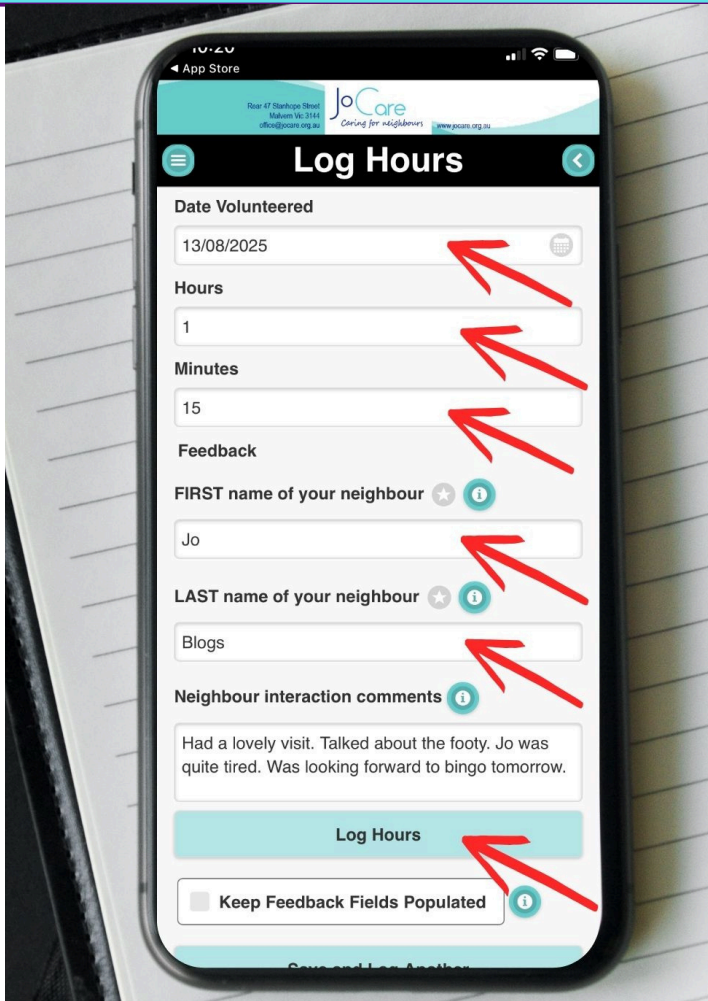
Under 'search all Activities' title - Start typing 'face' this will bring up a prompt of a 'face to face visit' or if you communication has been an email or phone call. Start typing those prompt words and options will show just below. Select the appropriate one.



## Step 5.

Click on 'Date Volunteered' mini calendar and scroll to your visit date. Be sure to have the date you want selected in the middle as shown (if it's slightly off it might jump to the date before or after). Once date is correct. Select 'Set Date'.

# A Quick Guide to Logging Hours in the "My Impact" App



## Step. 6

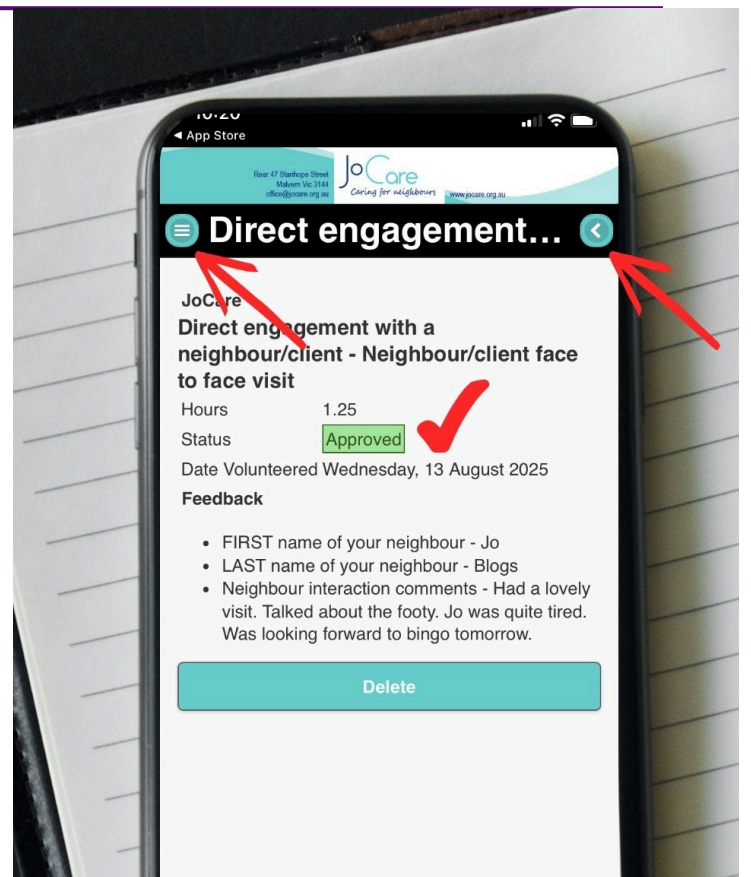
Here we enter all our details

- hours and/or minutes spent together.
- Enter neighbours First Name
- Enter neighbours Last Name
- Enter any Neighbour interaction comments from your visit together (how was the visit, how were they etc)
- Then select 'Log Hours'

## Step 7.

This last page will show that your visit has been successfully logged.

You can now either select the small arrow on the right to head back to start a new entry log. Or you can select the 3 stacked lines on the lefthand side and select home if you are finished.



We hope these tips make logging your hours easier. Every visit or catch-up with your neighbour matters, and by recording them, we can show just how valuable these connections are.

Your logged hours help us share JoCare's impact and highlight the generous time our volunteers give, along with the neighbours they support. This information is vital for our government and private supporters, enabling us to keep growing and reach more people in our community who need this support.

If you ever need assistance, advice or help - please feel free to contact us. We're here to help!

**Leanne**  
Program Leader  
0403 572 440

**Lisa**  
Volunteer Support  
0468 732 999

