

# CityServeX Care Champion Instructions

## Step 11

### Track and Approve Volunteer Hours

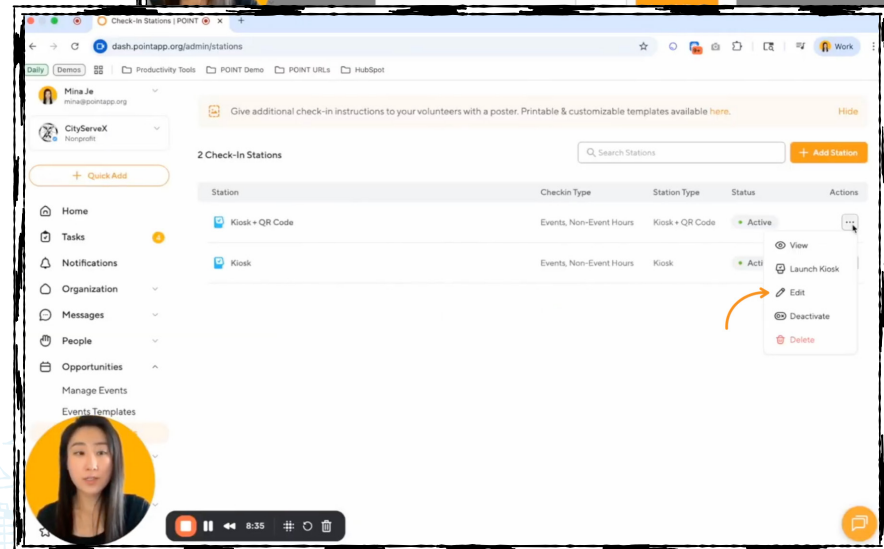
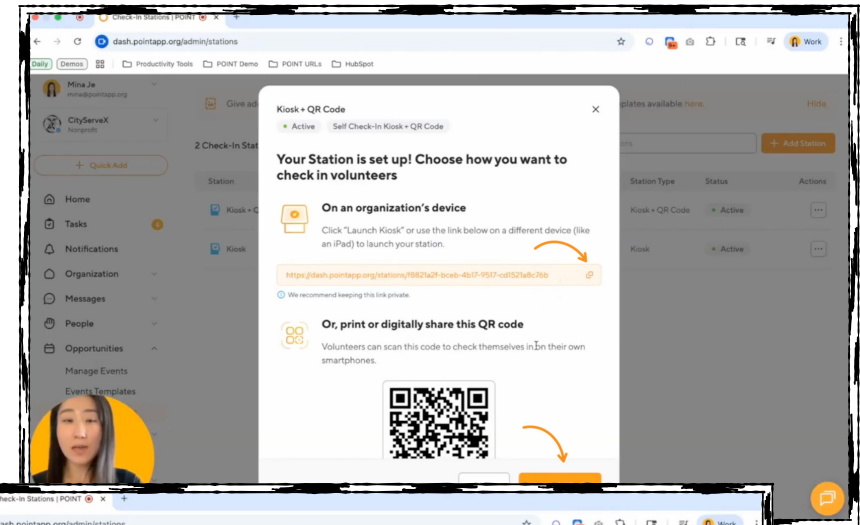
**Here's more info on the different ways to check-in volunteers.**

Coordinators can track hours through:

1. Check-In Station (QR or Kiosk)
  - Go to: Opportunities → Check-In Stations
  - Each site has pre-created kiosks. You can:
    - Click Actions → View to copy the URL and share it with volunteers
    - Click Actions → Launch Kiosk to see how it looks
    - Click Edit to update the contact person or instructions

**Reminder:** Volunteers can check in only on the same day or within 24 hours before their shift.

**Here's more info on how to set up check-in stations.**  
**Here's more info on how to edit a check-in station.**



# CityServeX Care Champion Instructions

## Step 11 cont.

### Track and Approve Volunteer Hours

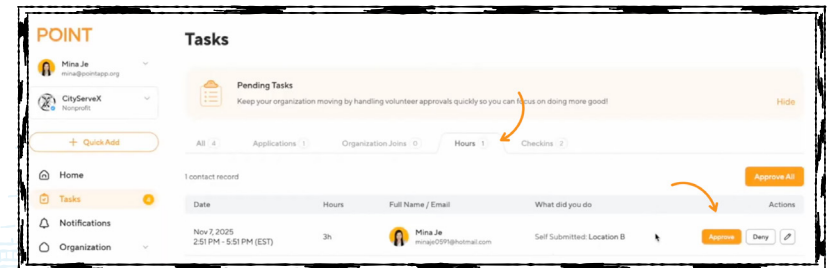
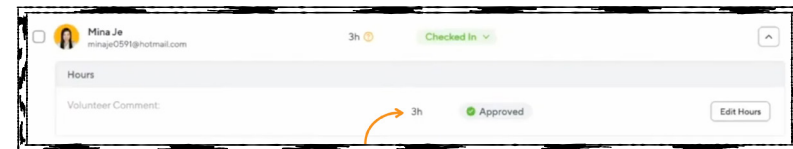
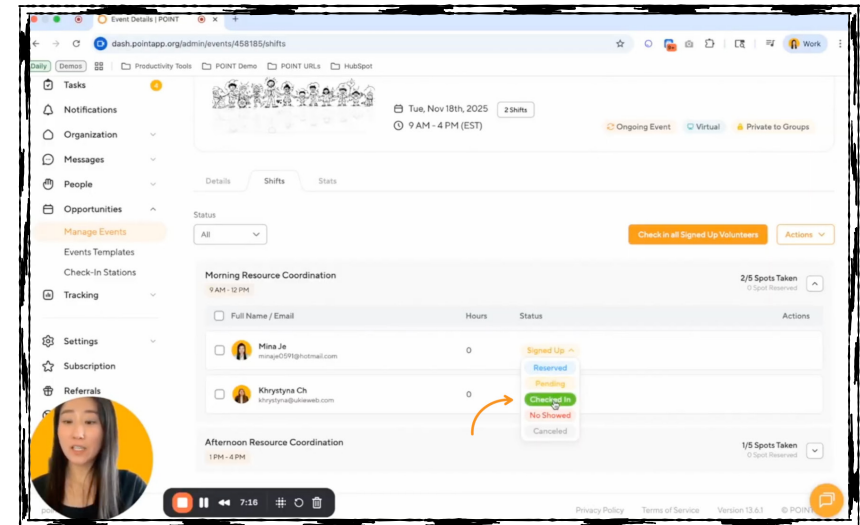
#### 2. Approving Hours via Manage Events

- Inside an event:
  1. Go to Volunteers
  2. Change a volunteer's status to Checked In
  3. Hours auto-fill based on shift length (you can edit manually)

#### 3. Approving Self-Submitted Hours

- Go to: Home → Tasks → Hours

From here you can **Approve** or **Deny** submissions.



Here's more info on approving/editing submitted hours.