

Logging Volunteer Hours on the VCRI web page

Go to VCRI Home page <http://www.vcri.org/matriarch/default.asp>

On blue stripe under Volunteer Center, click on Volunteer Logon/ Register

For new users, Register

For returning users, enter user name and password and click “GO”

On right, third item down, “Your Hours”. Click on Log Hours

Connect hours to agency. Once you click on the agency, you are taken to

Log Hours page

You can enter # hours and date

Or Start date, end date and # hours

Once hours are entered, your agency can export the data into an excel spreadsheet or pdf file, including volunteer name, email, date, and number of hours.

Agencies cannot enter volunteer names initially. The volunteers have to connect themselves to your agency, either by requesting information about your agency or opportunity through the VCRI website or by logging their first hours with your agency. Once they are connected to the agency, you can log additional hours for your volunteers



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