KeepnTrack

This video goes over signing in and out volunteers from the KeepnTrack Kiosk.

Front Office: Volunteer Sign-In/Out

First, an Approved Volunteer is a volunteer who has submitted an application, for example through this form on the Kiosk, and who has had their application approved by an administrator.

Select Approved Volunteer, then click on Sign In. In the Select Person screen, enter either the volunteer's name or ID number, and press Continue.

Next is the Select Activity screen. Depending on your system's settings, you can choose to Print a Badge with the volunteer's sign-in information.

Choose an activity for the volunteer to sign in to.

Once signed in, all volunteer hours and activities are tracked by the system.

To sign a volunteer out, again click on Approved Volunteers, but choose Sign Out. Once you type in her ID number and press Continue, or <enter>, it will sign her out.

Quickly sign in and out volunteers using the command line. Type in the volunteer ID number, choose their classification, and you are brought again to the Activities page. Choose an activity. Some activities have subcategories, or Destinations. Choose the Destination, and the volunteer is signed in.

Similarly, to sign him out, type his ID in the command line, press <enter>, and it immediately signs him out from his activity.

To learn more about the available Activities, please contact your site administrator.

For KeepnTrack support, call our Tech Support team at 1-800-320-5830.