

Familiarizing yourself with Better Impact

As a volunteer with Portland Audubon and Backyard Habitat, you will use Better Impact (www.MyImpactPage.com) for a couple things:

1. To register for certain volunteer activities, such as trainings
2. To log your hours
3. To watch virtual training presentations

To help you navigate Better Impact, check out these "How Tos":

How to find and sign up for a volunteer activity:

1. Log on to MyImpactPage.com
2. Click on the "Opportunities" tab along the top of the page
3. Select how you'd like to view opportunities: list or calendar
4. Opportunities will show up specific to your current volunteer status.
5. Select the opportunity you'd like to look at. For example, if you are wanting to sign up for your "Backyard Habitat - 2021 Virtual Volunteer Training Q&A Sessions"
6. Click the "Sign up" button to the right of the shift you want to sign up for. It has a green (+) plus button.
7. Double check your work by looking on the SCHEDULE tab when you are done.

How to Log Your Hours:

There are several ways to log hours on Better Impact. To add hours to an activity (such as a training session) that you've completed:

1. Log on to MyImpactPage.com
2. Click on the **HOURS** tab
3. If you are a volunteer in multiple organizations, select the desired organization from the drop-down list and click the **Portland Audubon** button
4. Select the activity for which you are logging hours by selecting it from the drop-down beside "Activity". You can change which activities display in the drop-down by clicking on the desired button above the list:
 - o **Recent:** your recent assignments
 - o **Active:** active activities that are visible to you
 - o **Inactive:** inactive activities that are visible to you
5. Enter the date you volunteered in the field beside "Date Volunteered"
6. Enter the number of hours and minutes worked
7. Click the [Save] button to create the hours log entry or [Save and Log Another] if you want to create another hours log entry

Additional Resources:

- If you use a smart phone, you can download and use the MyImpact app: <https://www.betterimpact.com/siteguide/my-impact-app/>
- If you have questions or learn by watching, these tutorials are great: <https://www.betterimpact.com/siteguide/>