

Using the Greenville County School District Volunteer Portal

The GCSD Volunteer Portal allows our volunteers to easily manage their volunteer activities – sign up for events, track hours, view and update their profile, change their password, and communicate with other volunteers. Upon approval as a volunteer, you will be sent an email providing you instructions on how-to access the Portal.

Access Volunteer Portal

- Locate your volunteer approval email and click the link to access the Volunteer Portal.
- > Create a new password and then log in with your email address and new password.
- Bookmark the Raptor Volunteer Portal website for future access.



O View your volunteer hours

- > Click the Hours tab and view a history of the hours you've volunteered.
- Click Details to view specific information about the logged hours.
- Click Add Hours to report the hours you worked and optionally associate them to an event.

E C H N	PTOR	Hour	s Events (Commun	ity Preferences					Profile +	Sign O
My Hours History											
Details	rs History	=	Building	=	Start Date/Time	End Date/Time	Total Time	=	Self Entered	=	Options
Detein	School Event		Raptor Element	tary	12/19/16 4:29 PM	12/19/16 6:00 PM	O1 hrs 32 mins		No		
	Classroom Helper		Raptor High School		12/16/16 8:00 AM	12/16/16 11:20 AM	03 hrs 20 mms		No		
Detette	Classroom Helps										
Desets	School Event		Raptor High Sci	hool	12/15/16 11:00 AM	12/15/16 2:10 PM	03 hrs 10 mins		No		

Manage your events

- Click the Events tab to view upcoming events.
- Click Details to view specific information about an event.

Available	Upcoming Events				
Details	Event III	Start Date/Time	 End Date/Time		Sign &
00000	Bake Sale	12/23/16 1:11 PM	12/23/16 1:11 PM		1.735
(COLUMN)	Special event meeting	12/22/16 1:12 PM	12/22/16 1:12 PM		Sec. 1
2.3	1 · - 10 · Rema per page			1.247280	.0

Email other volunteers

- Click the Community tab and select the volunteers you want to send an email.
- Create the email and click Send.

RA	PTOR		wenths Community	r Prefere	nces				Profile -	Sign Out			
Volun	Volunteer Community												
Select	Eirat.Name		Last Name	11	Email Address	=	Primary Phone	н	Second Phone	=			
	Susas		Dayle		susandoyle@raptor	l.com	(281) 480-3003						
-	Mary		Back		maryblack@raptor6	com	(222) 222-2222						

S Allow other volunteers to contact you

Click the Preferences tab to specify how other volunteers can contact you.

6 Change your password

Click Profile and select Change Password, as needed.

