

VOLUNTEER HOURS

LOGGING INTO YOUR RAPTOR ACCOUNT

1. On your computer browser go to <https://apps.raptortech.com> (this site is not very mobile friendly)

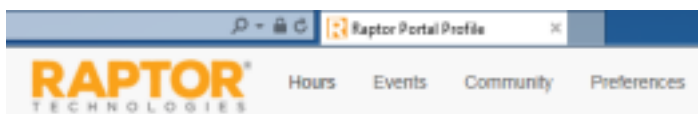


If you are asked (not everyone is) choose the Raptor 6 option 2. If you have never logged in before or have forgotten your password, click on "Forgot Password" 3. Enter your Username (this will be the email address you registered with) and click Send Reset Email 4. Open the email and click the Please click here link to confirm your request and reset your password 5. On Password Reset screen, enter new Password, re-enter to confirm, then click Save New Password

The Raptor Log In screen displays with a message indicating your password has been changed. You can now log in to Raptor with your new password. If you have any difficulty, please email lisa.bengel@galileogiftedschool.org for assistance at Riverbend or megan.bishop@galileogiftedschool.org for Skyway.

ADDING HOURS TO YOUR RAPTOR ACCOUNT

After logging into your account, choose the "Hours" tab on the top bar



This will take you to your Hours History. Now Click on the "+Add Hours" button (in blue)



Past Event – Choose "Event Not Listed Here"

My Hours History

[My Hours History](#) > Hours Detail

Past Event *

Building *

Building – Choose “Galileo Charter School”

Even if you did not do your volunteer time on campus – you choose this option to have your hours credited to your Galileo account

My Hours History

[My Hours History](#) > Hours Detail

Past Event *

Select a location
 Education Support Center
Galileo Charter School
 Seminole High School
 Location Not Listed

Function *

Start Date/Time *

Organization *

Function – Choose “Office Helper” or “General Classroom” if you are doing work from home or on property on the weekends. If you do not have one of these options on your list, please email Jenny.Slavik@GalileoGiftedSchool.org for these options to be added to your profile

My Hours History

[My Hours History](#) > Hours Detail

Past Event *

Building *

Select a function
 Field Trip Chaperone
Office Helper
 PTA/PTSA Event
 General Classroom

Start Date/Time *

End Date/Time *

Start Date/Time – Enter the date you completed your time. If you did a 5 hour project over the course of 5 days, you may combine your time and enter 5 hours for the day it was completed. Please do not end your time at 11:30pm or later, and do not enter more than 14 hours per day as this may not calculate correctly.

My Hours History

[My Hours History](#) > Hours Detail

Past Event ▼
Event Not Listed Here

Building ▼
Galileo Charter School

Function ▼
Office Helper

Start Date/Time ▼
MAY 2019
Su Mo Tu We Th Fr Sa
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8
TUESDAY, JUNE 18, 2019

End Date/Time ▼
5/18/2019 11:00 PM
10:40 PM
10:45 PM
10:50 PM
10:55 PM
11:00 PM
11:05 PM

Organization ▼
Select an organization

Organization – Choose “None”

RAPTOR
TECHNOLOGIES

Hours Events Community Preferences

My Hours History

[My Hours History](#) > Hours Detail

Past Event ▼
Event Not Listed Here

Building ▼
Galileo Charter School

Function ▼
Office Helper

Start Date/Time ▼
5/18/2019 10:00 AM

End Date/Time ▼
5/18/2019 11:00 PM

Organization ▼
Select an organization
None

Notes

Save Cancel

Notes – You may enter any Note you wish to help you remember what you entered the hours for: Example: “Pressure Washed Car Line Area” or “Stapled packets for Mrs. Slavik”

Click “SAVE” and you are done