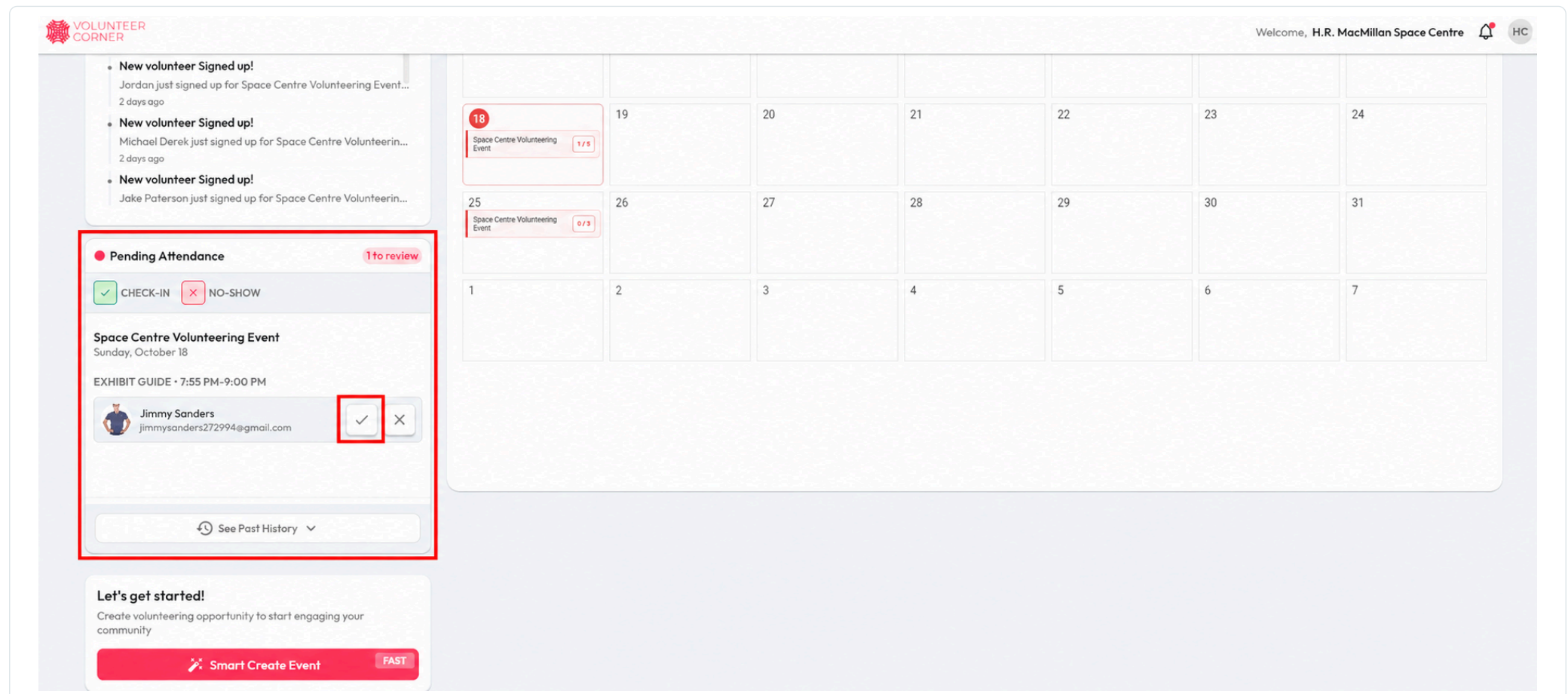


Option 1: Confirm attendance from the dashboard

Pending Attendance

When a volunteer has signed up and the event time has passed, Pending Attendance appears on the left of the dashboard. Select the checkmark next to the volunteer to confirm attendance.



The screenshot shows the Volunteer Corner dashboard. On the left sidebar, the 'Pending Attendance' section is highlighted with a red box. It displays a list of pending attendance for the 'Space Centre Volunteering Event' on Sunday, October 18. The event details are: EXHIBIT GUIDE • 7:55 PM-9:00 PM. A volunteer, Jimmy Sanders, is listed with a checkmark icon next to his name, which is highlighted with a red box. Below the list, there is a 'See Past History' button. The main area of the dashboard shows a calendar grid for the month of October, with the 18th highlighted in red. The top right of the dashboard shows the user's name, 'H.R. MacMillan Space Centre', and a notification bell icon.

Option 2: Confirm from the event screen

Confirm the volunteer

Open the event and scroll to the role. Expand **View Volunteers**, then click **Confirm** beside the volunteer.

< Event

604-758-7827

Education

Join us at Science World for an exciting evening of space exploration! Volunteers will assist visitors, facilitate interactive exhibits, and help create an engaging learning environment focused on astronomy and space science.

<

October 2026

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	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

Available Roles for Oct 18

1 / 2 Volunteers

Activity Facilitator

8:40 PM - 9:00 PM

1 / 2 Filled

1 slots left

2 volunteers needed

View Volunteers

Approved Volunteers

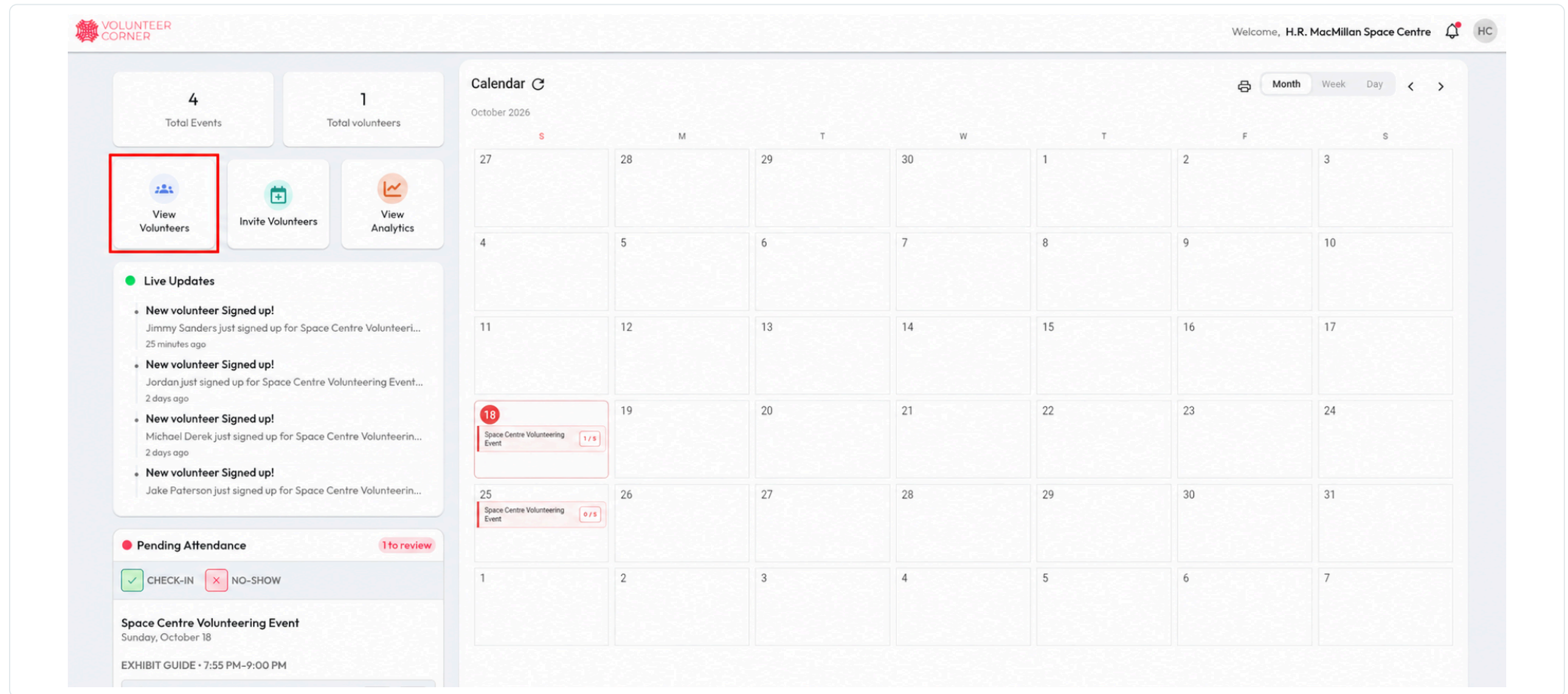
 Jimmy Sanders
jimmysanders272994@gmail.com
604-318-7319

Confirm

Option 3: Add manual hours — open the volunteer table

Open the list

On the dashboard, select View Volunteers.



The screenshot shows the Volunteer Corner dashboard. The top navigation bar includes the logo, a welcome message for 'H.R. MacMillan Space Centre', and a user profile icon. The dashboard is divided into several sections:

- Summary Cards:** Two cards at the top left show '4 Total Events' and '1 Total volunteers'.
- Action Buttons:** Below the summary cards are three buttons: 'View Volunteers' (highlighted with a red box), 'Invite Volunteers', and 'View Analytics'.
- Live Updates:** A section titled 'Live Updates' lists recent volunteer sign-ups:
 - New volunteer Signed up!** Jimmy Sanders just signed up for Space Centre Volunteer... 25 minutes ago
 - New volunteer Signed up!** Jordan just signed up for Space Centre Volunteering Event... 2 days ago
 - New volunteer Signed up!** Michael Derek just signed up for Space Centre Volunteerin... 2 days ago
 - New volunteer Signed up!** Jake Paterson just signed up for Space Centre Volunteerin...
- Pending Attendance:** A section titled 'Pending Attendance' with a '1 to review' badge. It includes a 'CHECK-IN' button (checked) and a 'NO-SHOW' button (unchecked).
- Calendar:** A calendar view for October 2026. The 'View Volunteers' button is highlighted in the dashboard. The calendar shows dates from 27 to 31. Two events are visible: 'Space Centre Volunteering Event' on October 18 (1/8) and October 25 (0/8).

Option 3: Add manual hours — start an entry

Add manual hours

Scroll the volunteer table to the right. Under **Manual Hours**, click **+ Add** for the volunteer.

Volunteer Details

Customize

Show Monthly

Search Volunteers

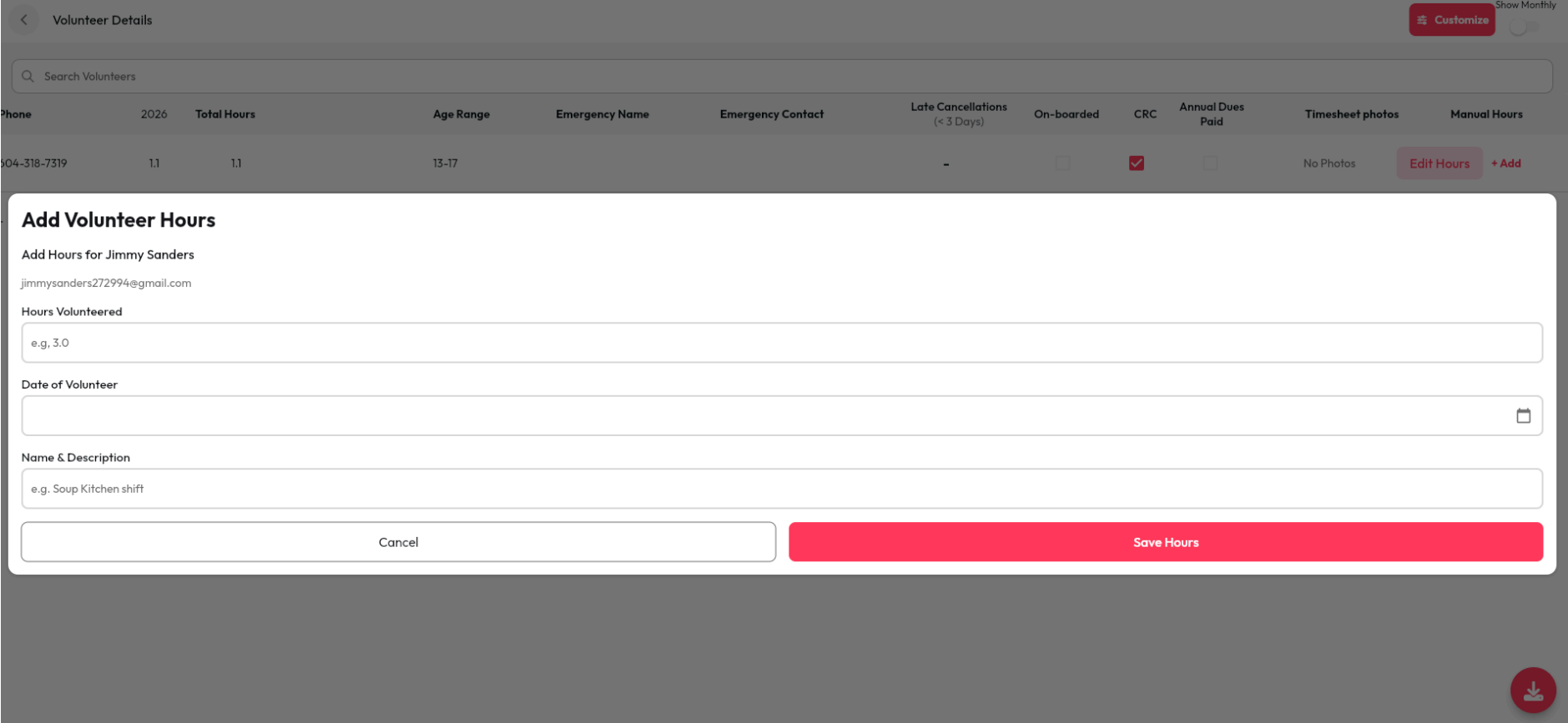
Phone	2026	Total Hours	Age Range	Emergency Name	Emergency Contact	Late Cancellations (< 3 Days)	On-boarded	CRC	Annual Dues Paid	Timesheet photos	Manual Hours
604-318-7319	1.1	1.1	13-17			-	☐	☒	☐	No Photos	Edit Hours + Add
-	5.0	5.0	18-24	Hane	48434649	-	☒	☒	☐	No Photos	Edit Hours + Add

Download

Option 3: Add manual hours — save the entry

Save the entry

Enter the hours, service date and work description, then click **Save Hours**. Charity-added hours are accepted immediately; no separate approval is needed.



The screenshot shows a mobile application interface for managing volunteer details. At the top, there's a 'Volunteer Details' header with a back arrow and a 'Customize' button. Below this is a search bar labeled 'Search Volunteers'. A table lists volunteer information with columns: Phone, 2026, Total Hours, Age Range, Emergency Name, Emergency Contact, Late Cancellations (< 3 Days), On-boarded, CRC, Annual Dues Paid, Timesheet photos, and Manual Hours. The first row shows a volunteer named Jimmy Sanders with 1.1 total hours. An 'Add Volunteer Hours' modal is open, displaying the volunteer's name, email, and a form to add new hours. The form includes fields for 'Hours Volunteered' (with a placeholder 'e.g. 3.0'), 'Date of Volunteer' (with a calendar icon), and 'Name & Description' (with a placeholder 'e.g. Soup Kitchen shift'). At the bottom of the modal are 'Cancel' and 'Save Hours' buttons. A download icon is visible in the bottom right corner of the app screen.

Phone	2026	Total Hours	Age Range	Emergency Name	Emergency Contact	Late Cancellations (< 3 Days)	On-boarded	CRC	Annual Dues Paid	Timesheet photos	Manual Hours
904-318-7319	1.1	1.1	13-17			-	☐	☒	☐	No Photos	Edit Hours + Add

Add Volunteer Hours

Add Hours for Jimmy Sanders
jimmysanders272994@gmail.com

Hours Volunteered

Date of Volunteer

Name & Description

Option 4: Approve or reject hours by email

Review the request

This is an independent option when a volunteer submits hours and the charity approves by email.

Check the volunteer, date, hours, and work.

Select **Confirm Hours** to approve or **Reject Hours** to decline.

Volunteer Hours Confirmation Request

Dear Space Centre Team,

A volunteer has submitted hours for confirmation through Volunteer Corner.

Submission Details:

Volunteer:	Michael Derek
Email:	michaelderek12300@gmail.com
Date of Service:	15-10-2026
Hours Volunteered:	5
Work Description:	I helped out with the space centre event yesterday with the VR experience

Please confirm or reject this submission by clicking one of the buttons below:

✓ Confirm Hours

X Reject Hours

If you have any questions about this request, please contact the volunteer directly at michaelderek12300@gmail.com.

Thank you for your time and for all the wonderful work you do in our community!

Best regards,
Volunteer Corner Team