

Welcome to Better Impact

Better Impact is PAWS of CNY's volunteer database. It allows for the submission of new pet applications, the scheduling of volunteer pet therapy shifts, post-visit reporting, storing your pet's personal health information and details associated with your certification status, tracking volunteer hours, and mileage traveled to pet therapy visits.

Please refer to these instructions when utilizing Better Impact. If you have any questions or need any technical assistance, please contact the Board of Directors at info@pawsofcny.org.

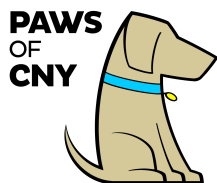
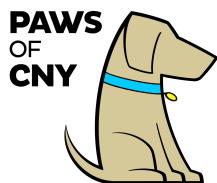


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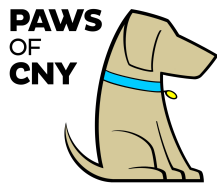


Accessing Better Impact

- Click the link below to access the Better Impact Volunteer Login Page.
 - [Better Impact Volunteer Login Page](#)
 - *It is recommended that you bookmark the login page*
- You can also access the Better Impact Volunteer Login Page directly from pawsofcny.org/volunteer-resources.
 - Click on the link that says "Click here to access your Better Impact Volunteer Login page."
- Log in using the username and password provided to you by PAWS of CNY. If you were not provided with a username and password, contact the Board of Directors at info@pawsofcny.org.
- Click the blue *Login* button

The screenshot shows the PAWS of CNY MyVolunteerPage.com Login page. At the top, there is a logo of a dog and the text "PAWS of CNY". Below this is the "MyVolunteerPage.com Login" heading. The page is divided into two main sections: "Login" and "Privacy Policy". The "Login" section contains a form with two input fields: "Username" (containing "jmarabella") and "Password" (containing "*****"). To the right of the "Username" field, it says "Usernames are not case sensitive." To the right of the "Password" field, it says "Passwords are case sensitive." Below the "Password" field, there is a link "Forgot your username or password?" and a blue "Login" button. The "Privacy Policy" section contains a paragraph of text: "Information contained here is only visible to you and the specific organization(s) you volunteer for. It will neither be disclosed to any other party nor used for any other purpose. Click here to view the complete MyVolunteerPage.com privacy policy." At the bottom of the page, there is a footer with "MyVolunteerPage.com" on the left and "Powered By BETTER IMPACT" on the right.

Note: There is one login per certified pet so that you each pet's assigned shifts, hours, and health records may be tracked separately. If multiple handler's visit with the same pet, they should share login credentials.



About the Welcome Screen

Upon log in, you will see:

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Home - PAWS of CNY, Inc. ? Help Log Out

Welcome **Blue Marabella**
Edit

Your pet's name

Upcoming Shifts
A list of your upcoming assigned pet therapy shifts

- Hospitals - Crouse - Oncology - 4 South
Tuesday, February 20, 2018 4:00 PM - 5:00 PM
- Hospitals - Crouse - Oncology - 4 South
Tuesday, March 06, 2018 4:00 PM - 5:00 PM
- Hospitals - Upstate University Downtown - Pediatric Oncology
Friday, March 16, 2018 11:00 AM - 11:30 AM

PAWS of CNY, Inc.

News Get Social

Welcome to our new volunteer portal!

Mission Statement

PAWS of CNY, Inc. provides pet-assisted wellness services to hospitals, nursing homes, schools, colleges and universities, libraries, airport travelers, and community partners in Onondaga, Oswego, Cortland, Madison, and Cayuga Counties.

We welcome members of the community with domesticated, well-mannered, and well-behaved dogs and cats to apply for pet therapy certification. Certified teams may participate in our pet therapy programs and visit members of the community in need of comfort during assigned visits.

Tweets by @pawsofcny

Recent updates from our Twitter and Facebook pages

PAWS of CNY, Inc. @pawsofcny
Congratulations to Therapy Dog Allie for passing her PAWS of CNY re-certification test!

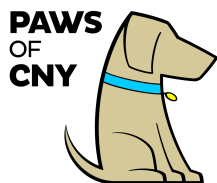
PAWS of CNY volunteers Need Cayuga County
Sign up for an Evaluation
Koboski's K & C Care, Aub
March 25

PAWS of CNY
42 minutes ago

PAWS of CNY, Inc., Central New York's largest non-profit provider of pet-assisted wellness services, will be holding free therapy dog evaluations by appointment only at Paws and Effect on Route 1 in Oswego on Saturday, April 14.

Members of the Oswego Community who are interested in certifying their dog or cat to participate in PAWS of CNY's pet therapy program are encouraged to submit an application to PAWS of CNY and book an appointment. Qualified applicants will be scheduled.

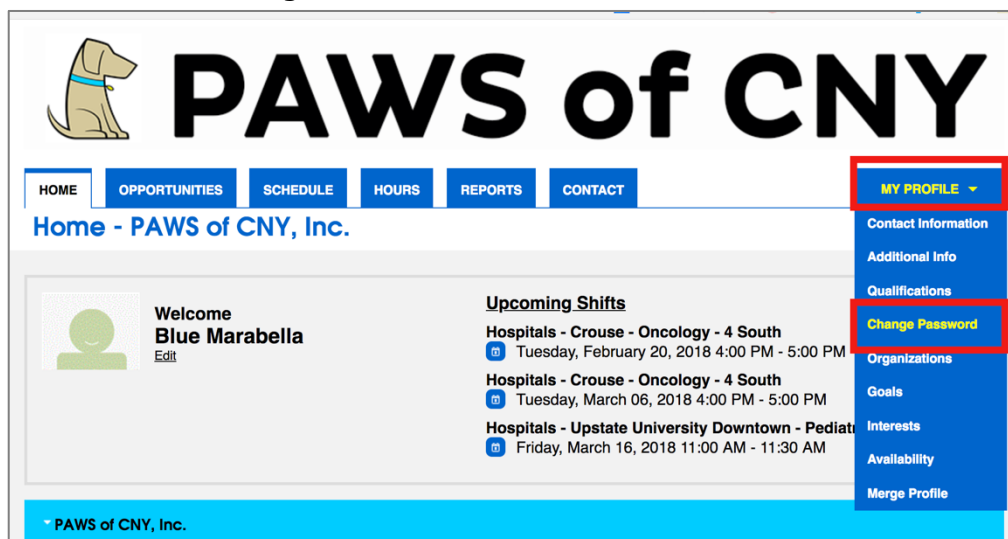
MyVolunteerPage.com Site Map Powered By BETTER IMPACT



Please note that your Better Impact account is saved under your pet's first name.

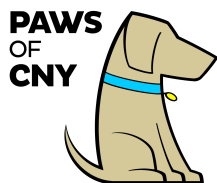
How to Change Your Login Credentials

- It is recommended that upon initial login you change your default username and password to something you will remember.
- Hover your mouse cursor over the *My Profile* tab. A blue menu will drop down. Click on *Change Password*.



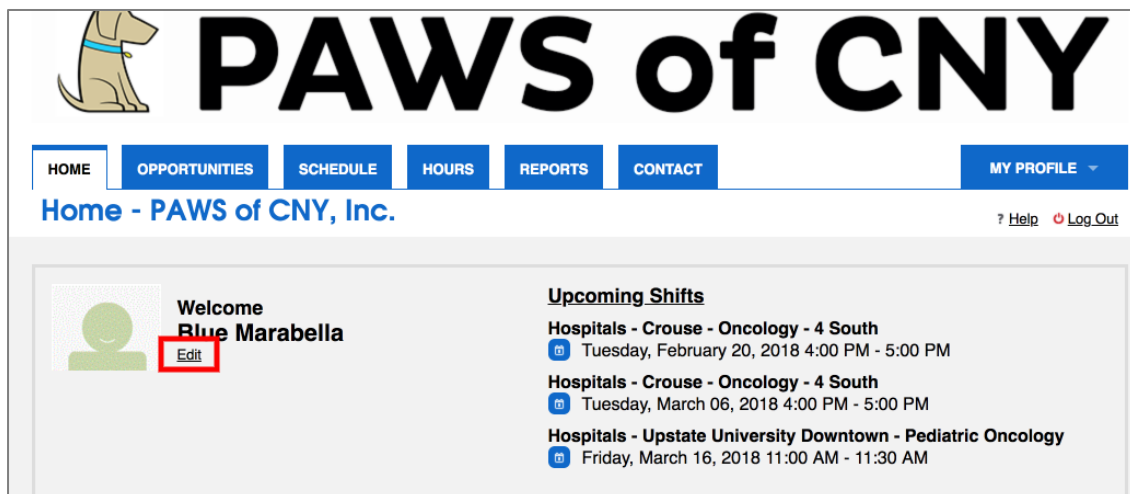
- Enter your current password in the indicated field.
- Enter your new password in the indicated field.
- Confirm your new password by entering it a second time in the indicated field.
 - Note: passwords must be a minimum of six characters.
- Click the blue *Change Password* box.

12/18

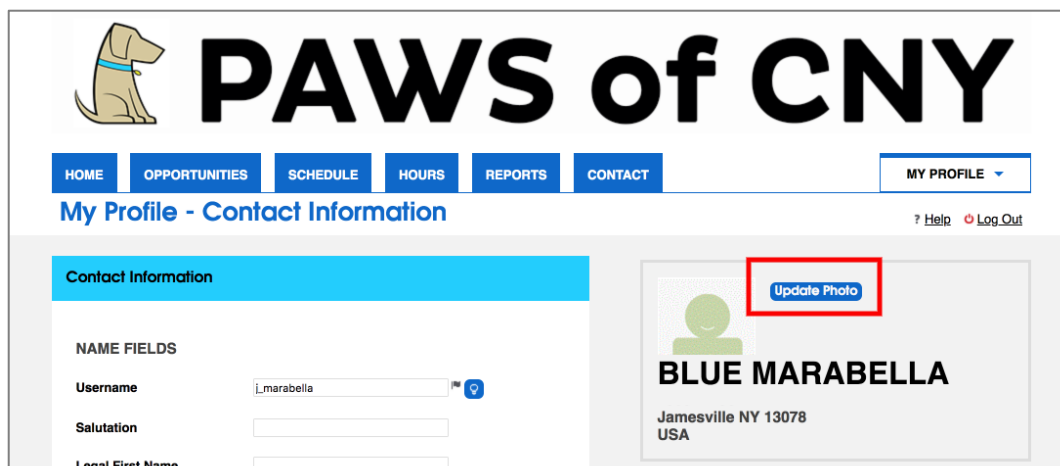


How to Upload a Photo of Your Pet

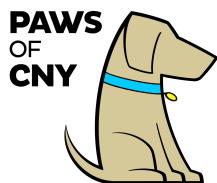
- From the homepage, click the *Edit* link that appears under your pet's name.



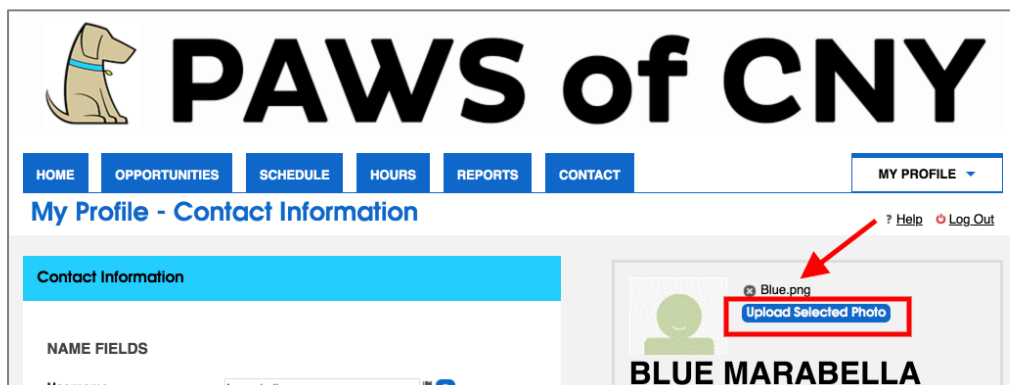
- Click the blue *Upload Photo* button.



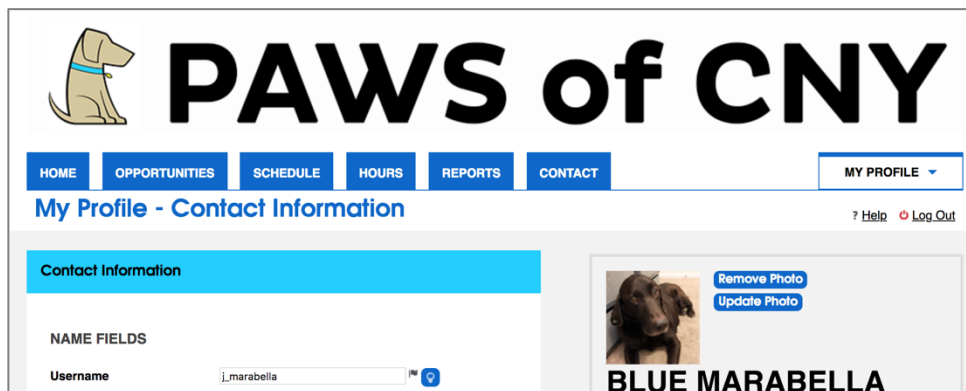
- Select a photo of your pet from your desktop. **Note:** Images can be any of the following file types: JPG, JPEG, GIF, PNG. The maximum file size allowed is 4MB.
- The name of the photo you selected will appear about the blue *Update Photo* button with a gray circle with a white X in it to the right.
- Click the X to remove the photo and upload a new photo.



- To save the photo to your pet's profile, click the blue *Update Photo* button.



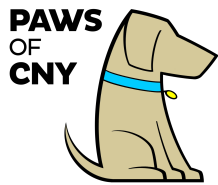
- The photo you selected will appear above your pet's name along with a blue *Remove Photo* button. Navigate back to this page any time to replace or remove your pet's photo.



Updating Your Personal Contact Information

To change your username, home address, phone number, email address, etc. follow the instructions below.

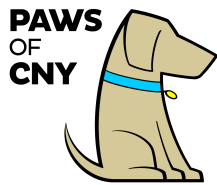
***Note:** In the Contact Information page, you will notice your pet's name appears in the *First Name* field. This is not an error. **PLEASE DO NOT CHANGE THE FIRST NAME FIELD FROM YOUR PET'S NAME TO YOURS.**




- From the homepage, hover your cursor over the *My Profile* tab. A blue dropdown menu will appear. Click on *Contact Information*.

The screenshot shows the PAWS of CNY homepage. At the top, there is a navigation bar with tabs: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. A red box highlights the MY PROFILE tab, which has a dropdown menu open. The dropdown menu contains the following options: Contact Information (highlighted in red), Additional Info, Qualifications, Change Password, Organizations, Goals, Interests, Availability, and Merge Profile. The main content area shows a welcome message for Blue Marabella, a photo of a dog, and a list of upcoming shifts. The footer contains the text PAWS of CNY, Inc.

- Update any relevant information in the *Contact Information* section **except for the First Name Field**. In the Contact Information page, you will notice your pet's name appears in the First Name field. This is not an error. **PLEASE DO NOT CHANGE THE FIRST NAME FIELD FROM YOUR PET'S NAME TO YOURS.**



- After you have made your changes, click the blue *Save* button at the bottom of the page.



PAWS of CNY

[HOME](#) [OPPORTUNITIES](#) [SCHEDULE](#) [HOURS](#) [REPORTS](#) [CONTACT](#) [MY PROFILE](#)

My Profile - Contact Information

[? Help](#) [Log Out](#)

Contact Information

NAME FIELDS

Username

Salutation

Legal First Name

First Name **DO NOT CHANGE THIS FIELD**

Middle Name

Last Name

Suffix

ADDRESS

Address line 1

Address line 2

City

Country

State / Province

Zip / Postal Code

EMAIL ADDRESSES

Email Address

Secondary Email Address

Mobile Email

* Not available in all areas. [View Mobile Email Information here.](#)

PHONE NUMBERS

Home Phone

Work Phone

Work Extension

Cell Phone

Phone Preference

ONLINE PRESENCE

Twitter Username


LinkedIn Profile URL

MISC FIELDS

Date of Birth

Region

[Save](#)



[Remove Photo](#)
[Update Photo](#)

BLUE MARABELLA

Jamesville NY 13078
USA

Privacy Settings

Privacy Settings for the Schedule

☐ I want other volunteers to be able to see my name in the list of scheduled volunteers.

☐ I want my last name included.

☐ I want my photo included.

[Save](#)

Subscriptions

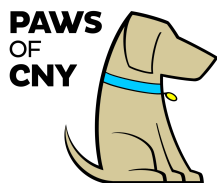
EMAIL

You are not subscribed to email reminders

☒ [Subscribe to Weekly Schedule Reminders](#)

CALENDAR

[Update Calendar Subscription](#)

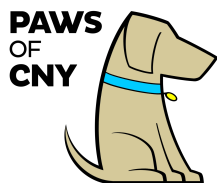


Updating Your Privacy Settings

You have the option to allow other PAWS of CNY volunteers with whom you are assigned to specific shifts to see your name among the list of those signed up volunteers, or not to allow others to see your name associated with mutually assigned shifts. To update your privacy settings:

- From the homepage, click hover your mouse over the *My Profile* tab. A blue dropdown menu will appear. Click on *Contact Information*.
- There is a *Privacy Settings* section on the right.
- There are three options you can choose from:
 - *I want other volunteers to be able to see my name in the list of scheduled volunteers.*
 - *I want my last name included.*
 - *I want my photo included.*
- Check the box next to whichever combination of options meet your preference. Leave all the boxes UNCHECKED if you do not want other volunteers with whom you are assigned shifts to see your information.
- Click the blue *Save* button.

The screenshot shows the PAWS of CNY website interface. At the top, there is a navigation bar with links: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar, the page title is "My Profile - Contact Information". The main content area is divided into two sections. The left section is titled "Contact Information" and contains a form with fields for: NAME FIELDS (Username, Salutation, Legal First Name, First Name, Middle Name, Last Name, Suffix) and ADDRESS. The right section is titled "Privacy Settings" and contains a sub-section "Privacy Settings for the Schedule" with three checkboxes: "I want other volunteers to be able to see my name in the list of scheduled volunteers.", "I want my last name included.", and "I want my photo included.". A "Save" button is located at the bottom right of the privacy settings section.



Example

What follows is an example of how and where your privacy settings impact what other volunteers are able to see.

In the example below, dogs Blue Marabella, Dory St. Leger, Bert Vaughn, and Cooper Tollar are all scheduled to the same “test” event on February 19, 2018.

- Blue and Bert’s privacy settings allow others to see their first names, last names, and photos
- Dory’s privacy settings allow others to only see her first name
- Cooper’s privacy settings are set to not show any personal information

Logged in to Blue’s profile, I have clicked on the *Schedule* tab.

For the assigned visit, named in this example as “Test-Test Facility” I click on the icon that appears in the *Who?* column to see who else is scheduled for the same shift, and a pop-up box appears.

PAWS of CNY

HOME OPPORTUNITIES **SCHEDULE** HOURS REPORTS CONTACT MY PROFILE

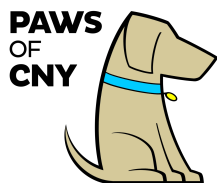
Schedule ? Help Log Out

Filters

From 02/19/2018 To 10/16/2018 Filter Shifts

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS
Test - Test Facility	Mon 2/19/2018	1:00 PM	2:00 PM		
Hospitals - Crouse - Oncology - 4 South	Tue 2/20/2018	4:00 PM	5:00 PM		
Hospitals - Crouse - Oncology - 4 South	Tue 3/6/2018	4:00 PM	5:00 PM		



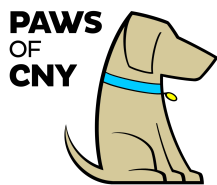
This is what is visible, based on the other volunteers' privacy settings listed above:

The screenshot shows the PAWS of CNY website interface. The top navigation bar includes links for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. The 'Schedule' section is active, displaying a list of activities and a 'Filters' section. A 'Scheduled Volunteers' pop-up window is open, showing a list of volunteers with their names, photos, and privacy settings. Red arrows point to specific privacy settings: 'Profiles set to show first and last name and photo' (pointing to Bert Vaughn and Blue Marabella), 'Profile set to show first name only' (pointing to Dory), and 'Profile set to not show any personal information' (pointing to Anonymous). The pop-up window also includes a 'Close' button.

END	WHO?	ACTIONS
2:00 PM	Bert Vaughn	[icon]
5:00 PM	Blue Marabella	[icon]
5:00 PM	Dory	[icon]
11:30 AM	Anonymous	[icon]
5:00 PM	[icon]	[icon]
5:00 PM	[icon]	[icon]
5:00 PM	[icon]	[icon]
11:30 AM	[icon]	[icon]
5:00 PM	[icon]	[icon]
5:00 PM	[icon]	[icon]


How to Update Subscription Options

You may choose to sign up for automatic email reminders about your upcoming volunteer shifts, and/or to add your volunteer schedule to your digital calendar.



To Sign Up for Email Reminders:

- Click on the *My Profile* tab
- In the box labeled *Subscriptions*, click the box that says *Subscribe to Weekly Schedule Reminders*.



PAWS of CNY

[HOME](#) [OPPORTUNITIES](#) [SCHEDULE](#) [HOURS](#) [REPORTS](#) [CONTACT](#) [MY PROFILE ▾](#)

My Profile - Contact Information

[? Help](#) [Log Out](#)

Contact Information

NAME FIELDS

Username [✎](#)

Salutation

Legal First Name

First Name [✎](#)

Middle Name

Last Name [✎](#)

Suffix

ADDRESS

Address line 1 [✎](#)


Address line 2

City [✎](#)

Country [✎](#)

State / Province [✎](#)

Zip / Postal Code [✎](#)



[Remove Photo](#)
[Update Photo](#)

BLUE MARABELLA

4563 Wilcox Pl
Jamesville NY 13078
USA

Privacy Settings

Privacy Settings for the Schedule

☒ I want other volunteers to be able to see my name in the list of scheduled volunteers.

☒ I want my last name included.

☒ I want my photo included.

[Save](#)

Subscriptions

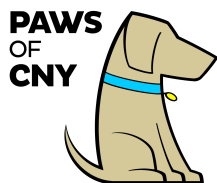
EMAIL [?](#)

You are not subscribed to email reminders

☒ [Subscribe to Weekly Schedule Reminders](#)

CALENDAR

[Update Calendar Subscription](#) [✎](#)



The box will update to indicate that you are subscribed to weekly email reminders, with an option to unsubscribe from the notifications by clicking the same button again.


Subscriptions

EMAIL ⓘ
You are subscribed to email reminders

CALENDAR

To Update Your Calendar Subscription

- Click on the *My Profile* tab
- In the box labeled *Subscriptions*, click the box that says *Update Calendar Subscription*.


**PAWS of CNY**

[HOME](#) [OPPORTUNITIES](#) [SCHEDULE](#) [HOURS](#) [REPORTS](#) [CONTACT](#) [MY PROFILE ▾](#)

My Profile - Contact Information [? Help](#) [Log Out](#)

Contact Information

NAME FIELDS
Username ⓘ
Salutation
Legal First Name
First Name ⓘ
Middle Name
Last Name ⓘ
Suffix
ADDRESS
Address line 1 ⓘ
Address line 2
City ⓘ
Country ⓘ
State / Province ⓘ
Zip / Postal Code ⓘ

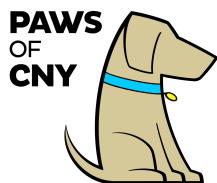
[Remove Photo](#)
[Update Photo](#)
BLUE MARABELLA
4563 Wilcox Pl
Jamesville NY 13078
USA

Privacy Settings
Privacy Settings for the Schedule
☒ I want other volunteers to be able to see my name in the list of scheduled volunteers.
☒ I want my last name included.
☒ I want my photo included.
[Save](#)

Subscriptions

EMAIL ⓘ
You are subscribed to email reminders

CALENDAR
 ←



- A pop-up box will appear.
- Follow the on-screen instructions to set up your calendar preferences. If you have any questions or need assistance, contact the Board of Directors at info@pawsofcny.org.

Update Calendar Subscription ✕

Use the "Generate New Calendar Feed" to create a new calendar feed. If you no longer wish to have a calendar feed generated please click the "Remove Calendar Feed" button.

Clicking either of these buttons will invalidate any existing calendar subscriptions you may have.

For more information on how to use the calendar subscription feature please visit the [calendar subscription help article](#).

Please note: While the calendar feed is updated every 15 minutes, certain calendar programs (most notably Google Calendar) may take up to several hours to reflect the changes in this feed.

Current Calendar Feed Url

Generate New Calendar Feed

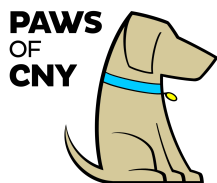
Remove Calendar Feed

Close

Managing Your Pet's Health and Profile Information

You can update any of the following information through Better Impact:

- Your pet's name
- Your pet's breed
- Your pet's birthday
- Your pet's gender
- When you acquired your pet
- Your pet's current rabies certificate
- Your pet's current annual health screening form
- Your pet's CGC certificate



To update any of the information listed above, click on *My Profile* and from the dropdown menu, select *Additional Info*.

The screenshot shows the PAWS of CNY website interface. At the top, there is a navigation bar with links: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. A dropdown menu for 'MY PROFILE' is open, showing options: Contact Information, Additional Info (highlighted), Qualifications, Change Password, Organizations, Goals, Interests, Availability, and Merge Profile. Below the navigation bar, the page title is 'Home - PAWS of CNY, Inc.'. The main content area is divided into two columns. The left column features a 'Welcome Blue Marabella' section with a photo of a dog and a 'VOLUNTEER HOURS' table. The right column displays 'Upcoming Shifts' with a list of hospital shifts.

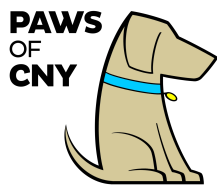
VOLUNTEER HOURS		
This Week	This Month	This Year
0.0	0.8	0.8

Upcoming Shifts

- Hospitals - Crouse - Oncology - 4 South
Tuesday, March 06, 2018 4:00 PM - 5:00 PM
- Hospitals - Upstate University Downtown - Pediatric
Friday, March 16, 2018 11:00 AM - 11:30 AM
- Hospitals - Crouse - Oncology - 4 South
Tuesday, March 20, 2018 4:00 PM - 5:00 PM

You can also view, but not edit, the following information in Better Impact:

- Your pet's rabies certificate expiration date
- Your pet's annual health screening form expiration date
- Your pet's PAWS of CNY Certificate Number
- Whether you have paid your biennial membership fee
- Whether your pet has earned his/her CGC certification and the date the evaluation was passed
- The names of all of your pet's handlers
- A copy of the current pet therapy certificate for each of your pet's handlers
- Each handler's recertification due date



To view the information listed above, click on *My Profile* and from the dropdown menu, select *Additional Info*.

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT

Home - PAWS of CNY, Inc.

Welcome **Blue Marabella**
[Edit](#)

VOLUNTEER HOURS

This Week	This Month	This Year
0.0	0.8	0.8

Upcoming Shifts

- Hospitals - Crouse - Oncology - 4 South
Tuesday, March 06, 2018 4:00 PM - 5:00 PM
- Hospitals - Upstate University Downtown - Pediatric
Friday, March 16, 2018 11:00 AM - 11:30 AM
- Hospitals - Crouse - Oncology - 4 South
Tuesday, March 20, 2018 4:00 PM - 5:00 PM

MY PROFILE ▼

- Contact Information
- Additional Info**
- Qualifications
- Change Password
- Organizations
- Goals
- Interests
- Availability
- Merge Profile

To View Copies of Your Pet's Annual Health Screening Form or Rabies Certificate that PAWS of CNY has on File

1. Click on My Profile--> Additional Info
2. Under the "Pet Information" section, confirm that there are attachments associated with the "Rabies Certificate," and "Annual Health Screening form" items

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE ▼

Additional Info [? Help](#) [Log Out](#)

Additional Info for PAWS of CNY, Inc.

Pet Information & Volunteer Interests [Save](#)

Pet Information

Pet Name: Blue [✕](#)

Pet Breed: Chocolate Labrador Retriever [✕](#)

Pet Birthday: 2/16/2007 [✕](#)

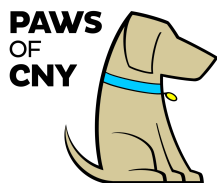
Pet Sex: Male [✕](#)

When did you acquire this pet? 5/1/2017 [✕](#)

Rabies Certificate [Marabella_Blue_Rabies_Cert_031420.pdf](#) [Remove File](#)
Choose File No file chosen

Annual Health Screening Form (READ NOTES by clicking the adjacent "i" symbol) [Marabella_Blue_AHSF_053018.pdf](#) [Remove File](#)
Choose File No file chosen

12/18



3. Click the link to open each file and ensure both are current

****Note: To be considered current:**

- A rabies certificate should not have expired
- A vet exam must have taken place within the past 365 days that resulted in a positive vet attestation
- A negative fecal parasite screening must have taken place within the past 365 days

To Update Expired Health Paperwork via the PAWS of CNY Portal

1. Navigate to My Profile--> Additional Info
2. Click the box that says "Remove File" that is associated with the relevant paperwork. Then click the box to "Choose File" and navigate to the new digital copy of your updated health paperwork on your computer, and click the blue "Save" button at the bottom of the page.

Pet Information

Pet Name: Blue

Pet Breed: Chocolate Labrador Retriever

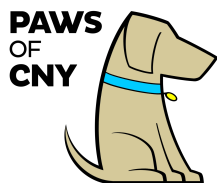
Pet Birthday: 2/16/2007

Pet Sex: Male

When did you acquire this pet?: 5/1/2017

Rabies Certificate: [Marabella Blue Rabies Cert 031420.pdf](#) ☒ Remove File

No file chosen



Indicating Programs of Interest

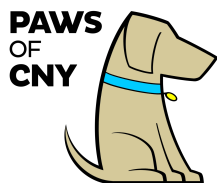
Within your Better Impact profile, you can indicate the program types in which you are interested in participating, including:

- College/De-stress Visits
- Community Events
- Giving Educational Presentations
- Hospital
- Nursing Home, Skilled Nursing Facilities, and Adult Day Care
- Reading Program
- Volunteering with Children

Changing these settings will **not** disqualify you from general communications regarding program opportunities but will help the Board of Directors determine general program interest when planning future opportunities.

To update your program interest preferences, click on *My Profile*, and from the dropdown menu, click *Interests*.

Check the boxes next to the program opportunities that interest you and click the blue *Save* button.



The screenshot shows the PAWS of CNY website interface. At the top is the logo and navigation menu with links: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation is the 'Interests' section. It has a blue header 'General Interests' and a list of checkboxes for selecting interests. The checkboxes are arranged in three columns. At the bottom right of the form are 'Cancel' and 'Save' buttons.

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Interests [? Help](#) [Log Out](#)

General Interests

General Interests

☐ **Select All**

<input type="checkbox"/> College De-Stress Visits	<input type="checkbox"/> Hospitals	<input type="checkbox"/> Reading Program
<input type="checkbox"/> Community Events	<input type="checkbox"/> Nursing Homes, Adult Day Care, Skilled Nursing Facilities	<input type="checkbox"/> Volunteering with Children
<input type="checkbox"/> Educational Presentations		

[Cancel](#) [Save](#)

The Schedule Tab

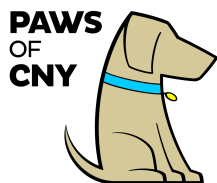
The *Schedule* Tab provides a quick reference for all future pet therapy shifts to which you have been assigned. It includes the following information:

The name of the facility/unit

- Date
- Start time
- Estimate end time
- The ability to see other assigned volunteers by clicking on the icon in the *Who* column. Please refer to the section on privacy settings for more information about how volunteer information will appear here.
- The ability to add a shift to your calendar by clicking the blue calendar icon in the *Actions* column.

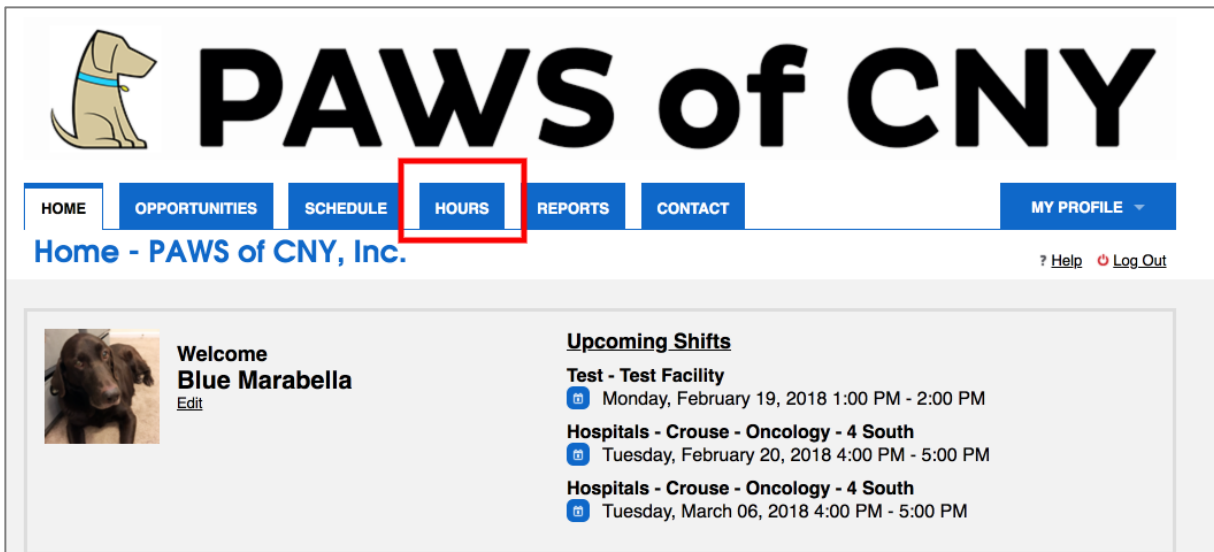
How to Report Hours for an Assigned **Recurring** Shift

There are two ways to report hours associated with a completed shift: **after the shift takes place**, you can log into your volunteer profile and report hours through the *Hours* tab, or you can report hours using the timeclock feature from a mobile device.



Reporting Hours from Your Volunteer Profile

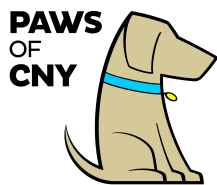
- From the homepage, click on hours.



- On the *Hours* tab, you will see a dropdown box labeled *Activity*.

The screenshot shows the 'Hours' tab on the PAWS of CNY website. The 'Activity' dropdown menu is open, showing options like 'Recent', 'Active', and 'Inactive'. The 'Date Volunteered' field is set to 02/19/2018, and the 'Hours' and 'Minutes' fields are both set to 0. There are buttons for 'Save and Log Another' and 'Save'.

- Click on the dropdown box and choose from the list that appears that shift for which you want to report hours.



PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Hours ? Help Log Out

Log Hours

Activity

- ✓ Please select an activity
- Hospitals - Crouse
- Oncology - 4 South
- Hospitals - Upstate University Downtown
- Pediatric Oncology
- Test
- Test Facility

Date Volunteered

Save and Log Another Save

- If you do not see the shift you are looking for in the dropdown list, click the blue button that says *Active*, and search again. If you still do not see the shift you are looking for, contact the Board of Directors at info@pawsofcny.org.

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Hours ? Help Log Out

Log Hours

Activity

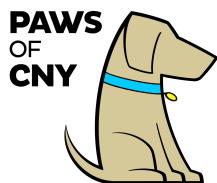
Please select an activity

Show these activities Recent Active Inactive

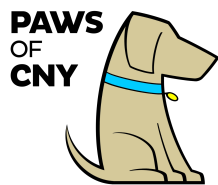
Date Volunteered 02/19/2018 Hours 0 Minutes 0


Save and Log Another Save

- After you select the desired shift from the dropdown menu, complete the following fields:



- **Date Volunteered:** Please enter the date of your visit, not the date you are filling out the form, which will appear as a default.
- **Hours and Minutes:** please enter the total amount of time your volunteer session lasted.
- **Under Feedback:**
 - **Handler Name:** Please provide your name. If applicable, if multiple certified handlers were present and handled your pet, please indicate their name(s) as well (e.g. spouse or parent/child teams). This field is required.
 - **Pet Name:** Please provide the name of the pet you visited with. This field is required.
 - **Supervision:** Please indicate if your visit was supervised by a representative of the facility by selecting Yes or No from the dropdown menu. This field is required.
 - **Please describe any issues or problems that occurred.** This field is optional, but it is your opportunity to tell us of any concerns you have from your visit so that we can help to address them.
 - **Please provide any other feedback regarding the visit.** We'd love to hear any positive feedback or stories you'd like to share. This field is optional.
 - **How many roundtrip miles did you drive for your volunteer experience?** By adding your roundtrip mileage here, you can generate a report at the end of the year for tax reporting purposes. This field is optional.
- If there are any program-specific questions, they will also appear in the feedback section. Please answer those as well.
- When complete, click the blue *Save* button, or click the *Save and Log Another* button to report hours and feedback for another shift.





PAWS of CNY

[HOME](#) [OPPORTUNITIES](#) [SCHEDULE](#) [HOURS](#) [REPORTS](#) [CONTACT](#) [MY PROFILE](#)

Hours

[? Help](#) [Log Out](#)

Log Hours

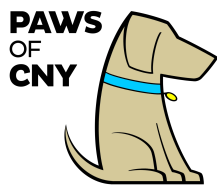
Activity

Show these activities [Recent](#) [Active](#) [Inactive](#)

Date Volunteered Hours Minutes

Feedback	Response
1. Handler Name(s)	<input type="text" value="Jessica Marabella"/>
2. Pet Name	<input type="text" value="Blue"/>
3. Supervision	<input type="text" value="Yes"/>
4. Please describe any issues or problems that occurred..	<input type="text" value="No issues."/>
5. Please provide any other feedback regarding the visit.	<input type="text" value="We had a great visit and saw lots of new faces today!"/>
6. How many roundtrip miles did you drive for your volunteer experience?	<input type="text" value="12"/>

[Save and Log Another](#) [Save](#)



How to Report Hours for an Assigned Variable Shift

- From the homepage, click on the *Hours* tab.



- Click on the teal button that says *Active*. The button will turn yellow.

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE **HOURS** REPORTS CONTACT MY PROFILE ▾

Hours ? Help Log Out

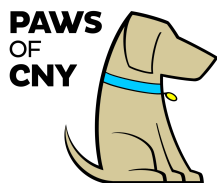
Log Hours

Activity Please select an activity ▾

Show these activities: Recen **Active** Inactive

Date Volunteered 03/12/2018 **Hours** 0 **Minutes** 0

Save and Log Another Save



- From the “Activity” drop down menu, you will see all facilities for which you are assigned. Choose the appropriate facility assignment from the list.

Please select an activity

- Community Event
- SUNY Oswego Riggs Hall
- Hospitals - Crouse
- Oncology - 4 South
- Hospitals - Upstate University Downtown
- Pediatric Oncology
- Reading Program
- Marcellus Library
- Myles Elementary
- Vincent House Preschool
- Syracuse Hancock International Airport
- SYR PET Program
- Test
- Test Facility
- Test Facility 2

Show these activities **Recent** **Active** **Inactive**

Date Volunteered 04/29/2018 Hours 0 Minutes 0

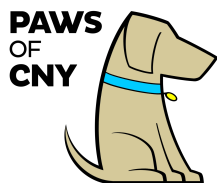
Save and Log Another **Save**


Most Recent Entries

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
Test - Test Facility 2	1:01	4/29/2018	4/29/2018	Approved	View Delete

- Enter the date of your visit
- Enter the duration of your visit in hours and minutes
- Complete the questions asked in the feedback field
 - *For more information regarding the feedback fields, please see pages 20 – 21.*
- Click save.

(see screenshot on next page)





PAWS of CNY

[HOME](#) [OPPORTUNITIES](#) [SCHEDULE](#) [HOURS](#) [REPORTS](#) [CONTACT](#) [MY PROFILE](#)

Hours

[? Help](#) [Log Out](#)

Log Hours

Activity

Pediatric Oncology

Show these activities [Recent](#) [Active](#) [Inactive](#)

Date Volunteered

04/29/2018

Hours 0

Minutes 0

Feedback	Response
1. Handler Name(s)	<div>1</div> Jessica Marabella
2. Pet Name	<div>1</div> Blue
3. Supervision	<div>1</div> Yes
4. Please describe any issues or problems that occurred.	<div>1</div> No issues.
5. Please provide any other feedback regarding the visit.	<div>1</div> Great visit!
6. How many roundtrip miles did you drive for your volunteer experience?	<div>1</div> 5

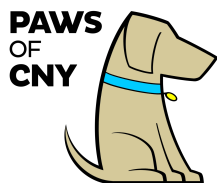
☐ Keep Feedback Fields Populated

1

[Save and Log Another](#) [Save](#)

Please submit your hours timely. Ideally, all hours should be submitted within one week from the date of your visit.

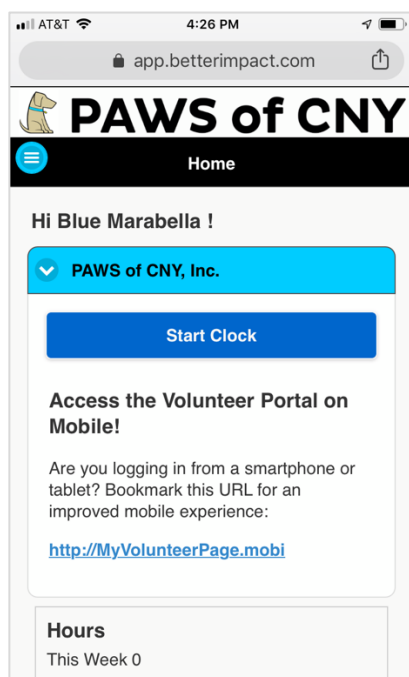
If you do not see your assigned facility from the available options, contact us at info@pawsofcny.org.

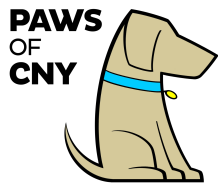


How to Use the Mobile Timeclock

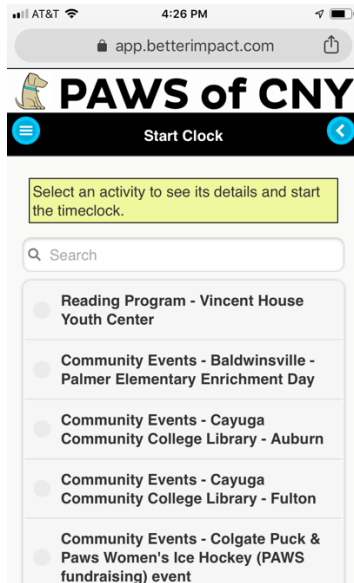
The mobile version of the PAWS of CNY volunteer portal offers an integrated mobile timeclock feature that allows you to conveniently log hours and report feedback while on the go. To use the timeclock feature:

1. When you arrive at a pet therapy visit, access the mobile timeclock by navigating to this URL from a mobile device:
<http://MyVolunteerPage.mobi>
2. Log in using your username and password for your pet's PAWS of CNY volunteer portal. Click "Start Clock."

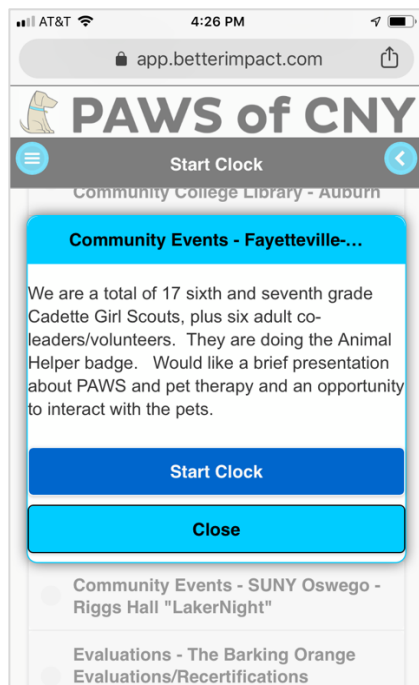


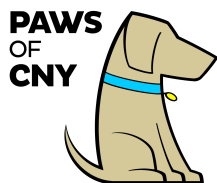


3. Select your activity from the list that appears.



Click "Start Clock."

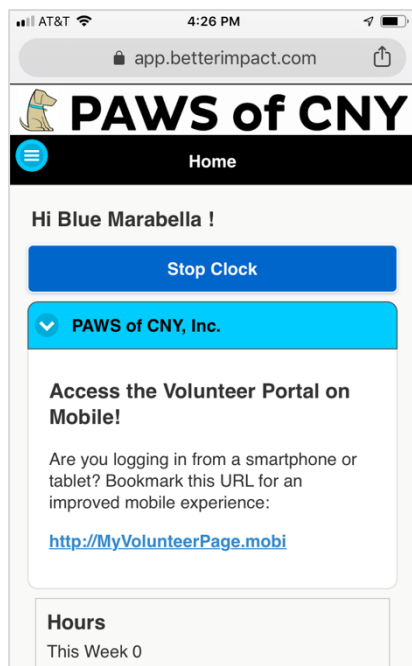




After your event ends, log back in to the volunteer portal from this URL:

<http://MyVolunteerPage.mobi>

Click "Stop Clock."



Complete the required feedback report fields.

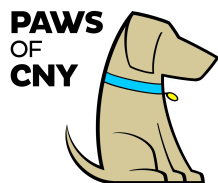
Community Events 1 Fayetteville-Manlius
Girl Scouts Educational Presentation
Start Time 4:26 PM
Feedback

1. Handler Name(s)

2. Pet Name

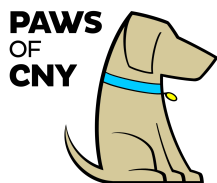
4. Please describe any issues or problems that occurred.

5. Please provide any other feedback



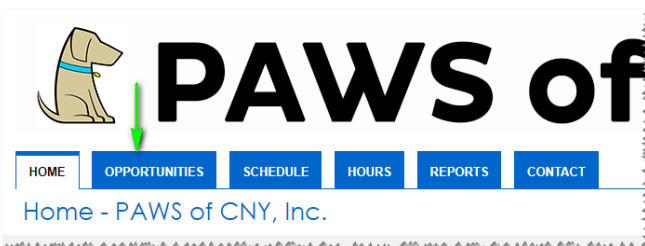
Click "Stop Clock."

A screenshot of a mobile application interface. At the top, the status bar shows "AT&T", signal strength, Wi-Fi, and the time "4:28 PM". Below the status bar is a browser address bar with "app.betterimpact.com" and a share icon. The app header features the "PAWS of CNY" logo and a hamburger menu icon on the left, and a back arrow icon on the right. The main content area has a black bar with "Stop Clock" in white text. Below this, there is a blue circular icon with a white "i". A text input field contains "Great visit!". Below that is a question: "6. How many roundtrip miles did you drive for your volunteer experience?". Another blue circular icon with a white "i" is next to the question. A text input field contains "20". Below that is another question: "Approximately how many patients/residents/passengers/students and staff members did you interact with?". A blue circular icon with a white "i" is next to the question. A text input field contains "13". At the bottom is a large blue button with the text "Stop Clock".



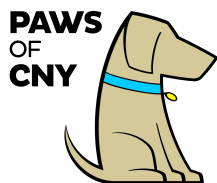
How to sign up for a Community Event:

- 1) Log into your PAWS Volunteer Portal.
- 2) Click the "Opportunities" tab on the Home page



- 3) Under Filters, check "Only include activities that I am qualified for" and "Only include activities that have openings available". Select other options if desired. Check "Make these my default filters". Click the "Filter Activities" button.





4) A list of available activities will appear. Click on the activity name to get more information.

PAWS of CNY, Inc.

Community Events

One-time events at community organizations, colleges, schools, corporations across the service area

ACTIVITY	SHIFTS	START DATE	END DATE
TEST Activity - NOT a real activity - just here for testing sign up	1	12/25/2018	12/25/2018

Click here to view more information about this activity and to sign up

5) Click the "Sign Up" button to sign up for the activity. NOTE: *only* click the "sign up" button if you plan to attend this event. To withdraw from an event after clicking the sign up button you'll have to email Bob Long: rlong@pawsofcny.org so that he can remove you from the schedule for that event.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Community Events - TEST Activity - NOT a real activity - just here for testing sign up

← Back to Activity List ? Help ⇌ Log Out
Switch to Administrator View

Activity Details

This is a test activity for testing the visibility of community events and sign up for community events. Feel free to "sign up" for the activity if you like, but understand it is not a real activity!

+ Add me to the back-up list in case you ever need extras

Filters

FILTER THE LIST OF SHIFTS Don't Filter

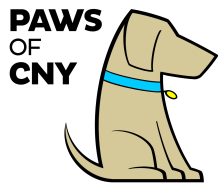
Filter Shifts

Click here to sign up for the activity.

DATE	START	END	OVERLAP	WHO?	ACTIONS
Tuesday, December 25, 2018	12:00 PM	2:00 PM			+ Sign Up

Select All


12/18



The event now will appear on your PAWS Volunteer Portal Home Page under Upcoming Shifts:

Upcoming Shifts

Community Events - TEST Activity - NOT a real activity - just here for testing sign up


 Tuesday, December 25, 2018 12:00 PM - 2:00 PM

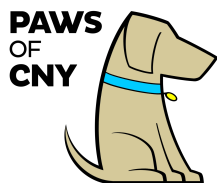
How to View Event Details (after signing up for an event)

- 1) Log into your PAWS Volunteer Portal
- 2) Click on the "Upcoming Shifts" link on the Portal home page:

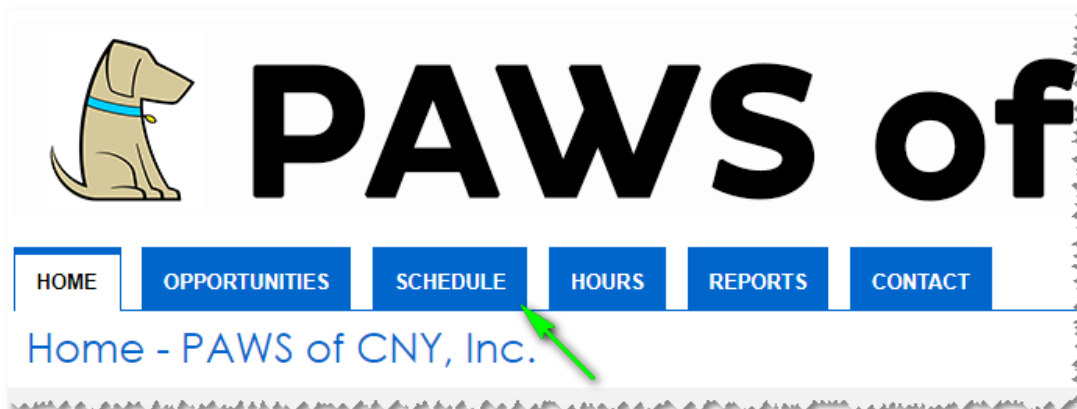
Upcoming Shifts

Community Events - Syracuse University BeWell Expo

 Sunday, September 30, 2018 5:00 PM - 6:30 PM



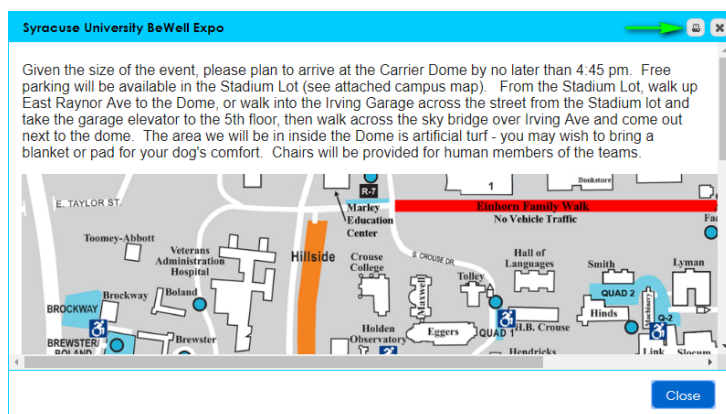
OR click on the "Schedule" tab.



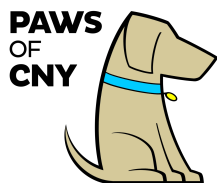
The event will be listed on your schedule page like this:

To subscribe to weekly reminder emails or subscribe to a calendar feed visit your contact information page .					
ACTIVITY	DATE	START	END	WHO?	
Reading Program - Syracuse Academy of Science and Citizenship	Flexible Schedule				
Community Events - Syracuse University BeWell Expo	Sun 9/30/2018	5:00 PM	6:30 PM		
Click here to view or print event details.					Select All <input type="checkbox"/>


3) Click the blue for an event to view details about the event, including a description of the event, driving directions and maps:

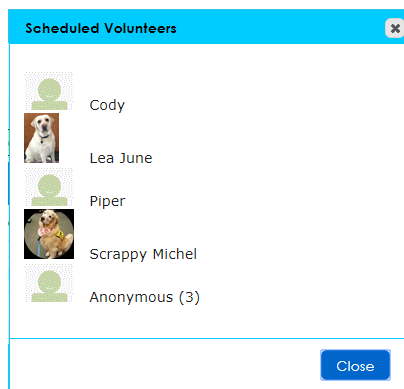


12/18

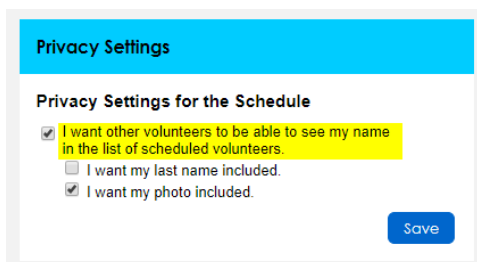


Click and "drag" an edge of the details box to make it larger. Click the printer icon at the top of the page to print the information.

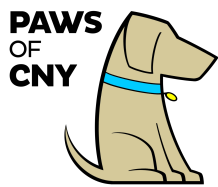
4) Click the person icon  to view who else from PAWS is signed up for this event



You will see the names of people (or, more accurately, their pets) who have checked this privacy option on the Contact page of the volunteer portal:

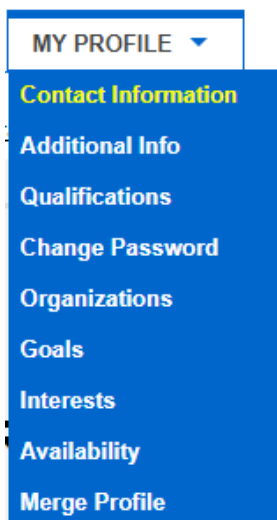


Participants who have not checked that box will be listed as "anonymous". We encourage everyone to use the settings shown above (showing your last name is up to you) so that volunteers will know who else is planning to attend an event.

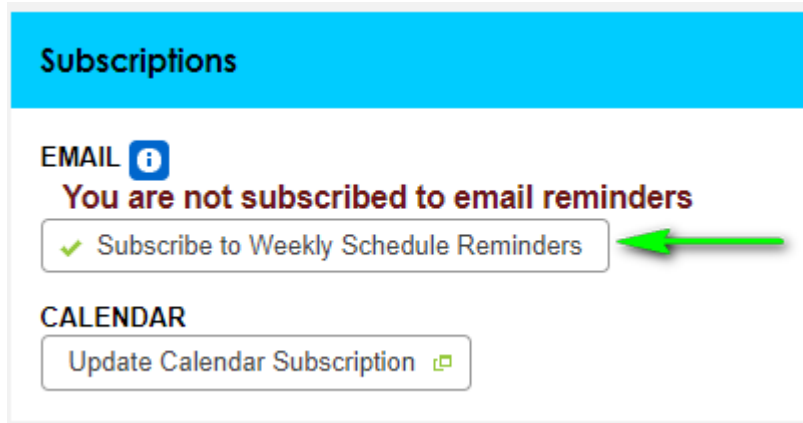


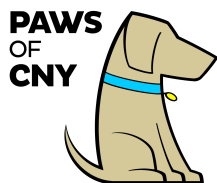
How to Ensure You Receive Reminder Emails for Upcoming Events and Activities:

- 1) Log into your PAWS Volunteer Portal
- 2) Click the "Contact Information" under the My Profile tab:



- 3) If you are not currently subscribed to email reminders, click "Subscribe to weekly schedule reminders" to receive a weekly email reminder of all activities and events you have scheduled for the upcoming week:





Viewing Pet Volunteer Reports

4. Login to your volunteer portal and click on the "Reports" tab.

The screenshot shows the PAWS of CNY volunteer portal. At the top, there is a navigation bar with tabs: HOME, OPPORTUNITIES, SCHEDULE, HOURS, **REPORTS** (highlighted with a red box), and CONTACT. To the right of the navigation bar is a 'MY PROFILE' dropdown menu. Below the navigation bar, the page title is 'Home - PAWS of CNY, Inc.' and there are links for 'Help' and 'Log Out'. The main content area shows a welcome message for 'Blue Marabella' with an 'Edit' link. To the right of the welcome message is a 'VOLUNTEER HOURS' table with columns for 'This Week', 'This Year', and 'Lifetime'. The values are 0, 6, and 6 respectively. Below the welcome message is a section for 'PAWS of CNY, Inc.' with a 'News' tab and a 'Get Social' tab. The 'News' tab shows a message about accessing the volunteer portal on mobile. The 'Get Social' tab shows tweets by @pawsofcny.

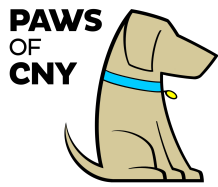
VOLUNTEER HOURS		
This Week	This Year	Lifetime
0	6	6

5. Scroll down. You will see quick summary totals for your*:

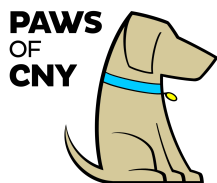
- Total lifetime hours
- Total hours for the year
- A breakdown of hours by month for the year

*Notes:

- The hours you are viewing are only associated with the pet whose account you have logged into. If you have multiple certified pets, you will need to log in to their individual accounts to view each pet's separate contributions.
- The hours are a total for your pet. If multiple handlers have logged hours for the same pet, the hours will be cumulative across all handlers.



- There are no hours in the portal prior to March 1, 2018. If you and your pet have volunteered prior to March 1, 2018, those hours do not appear in the portal. If you need assistance reporting hours prior to March 1, 2018, please contact the Board of Directors at info@pawsofcny.org



Pulling a Report of Volunteer Hours (Including Mileage)

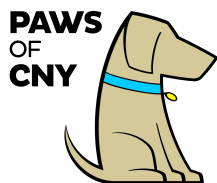
If you need to pull a report of contributed hours to submit to an employer, or the AKC for a therapy dog title application, following these steps:

1. Log in to your volunteer portal.
2. Click on the "Hours" tab.
3. Scroll down to the "Hours and Feedback Report" section.

The screenshot shows the PAWS of CNY volunteer portal. The top navigation bar includes links for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. The 'REPORTS' tab is selected. Below the navigation bar, the 'Reports' section displays 'Lifetime Hours' as 5.85 and '2018 Hours' as 5.85. A bar chart titled 'Hours Over the Past Year' shows the distribution of hours by month. Below the chart, the 'HOURS' section provides a table of hours by month. The 'FEEDBACK' section shows a table of feedback from PAWS of CNY, Inc. The 'Hours and Feedback Report' section is highlighted with a red box, showing options for 'Paper Size' (Letter (8.5 x 11")) and 'Date Range' (1/1/2018 - 12/16/2018). The 'Detailed Hours Report' section is also visible below it.

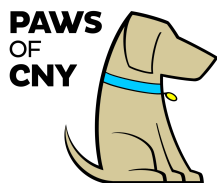
ORGANIZATION	NAME	TOTAL
PAWS of CNY, Inc.	6. Mileage	36.00
PAWS of CNY, Inc.	7. Number of Interactions	15.00

PAPER SIZE	DATE RANGE	EXPORT REPORT	VIEW REPORT
Letter (8.5 x 11")	1/1/2018 - 12/16/2018	Export Report	View Report



- Place your cursor inside the "Date Range" field and a list of date range options will appear. Select the appropriate option based on your needs, or type in a custom date range if necessary.

The screenshot displays the 'Hours and Feedback Report' form. The 'Date Range' field is active, showing a dropdown menu with the following options: Week to Date, Last Week, Month to Date, Last Month, Quarter to Date, Last Quarter, Year to Date, Last Year, Specific Date, All Dates Before, All Dates After, and Date Range. The form also includes 'Export Report' and 'View Report' buttons. The footer of the form mentions 'Powered By BETTER IMPACT'.



- Clicking "View Report" will reveal a list of your volunteer hours for the period of time selected and other data, including mileage. Previewing your report using the "View Report" function will help ensure you have chosen the appropriate settings to pull the desired data.

Hours and Feedback Report

Paper Size Letter (8.5 x 11")

Date Range 01/01/2018 - 12/16/2018

Export Report

View Report

Marabella, Blue

Volunteer Hours Totals: 1/1/2018 - 12/16/2018

Organization: PAWS of CNY, Inc.		
Phone: 315-457-7622		
Email: info@pawsofcny.org		
Category	Activity	Hours
Hospitals - Upstate University Downtown	Pediatric Oncology	0.50
	Category Total Hours	0.50
Nursing Homes DayHabs SNFs	Brookdale Fayetteville	1.00
	Category Total Hours	1.00
Uncategorized Activities	CNY Long Term Care Facility	2.58
	CNY Nursing Home	1.02
	Test Facility	0.75
	Category Total Hours	4.35
Total Hours		5.85
Feedback		Total
6. Mileage		36.00
7. Number of Interactions		15.00
Drop Down Feedback		Results
3. Supervision - Yes		5

- If you are satisfied with the report, click the "Export Report" button to download a copy as a .PDF file.