

# About volunteer journals

The volunteer journal allows you to track activities done by volunteers. Volunteers can enter their own information, or a single volunteer can enter activities for all. This tracking feature helps you when you are trying to track activities such as trapping, kennel maintenance, and so forth, which may be done by several volunteers at different times. You can pull reports from the data, just as with any data table in the RescueGroups.org services.



## Where do I find it?

Go to **Contacts** and select **Volunteer Journals**.

Contacts	Website	Features	Reports
Contact List		Adoptions	
Add a Contact		Donations	
Groups		Journals Entries	
Volunteers		Meet Requests	
Submitted Forms		Reminders	
User Login Accounts		Sponsorships	
Settings		Volunteer Hours	
Search		<b>Volunteer Journals</b>	
		Waiting Lists	



## NOTE:

The **Volunteer Journal** is similar to the **Contacts Journal**. See the screenshot above. To access the list of **Contacts** which have a **Contact Journal**, you would select **Journal Entries** rather than **Volunteer Journals**. Journal entries for volunteers describe what the volunteer is doing, or interactions with or about a particular volunteer. The contacts journal keeps track of interactions with contacts by a volunteer.

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- [Tracking volunteer hours](#)



## Adding a journal entry

To add a journal entry for a volunteer, simply select your volunteer from the pull-down menu in the **Contact** field (this is required). Notice that although the field is labeled **Contact**, it includes only those contacts you have identified as volunteers by giving them the role of **Volunteer**.

## Add a Volunteer Journal Entry for a Contact


« [Contacts](#) « [Volunteer Journal Entries](#)

Contact \*



Choose one...  

Entry Type \*

Comment



Date \*

Cancel

Save

☐ Add Another

Add an entry type.

### Recommendation

We recommend that for all similar activities, you use the same exact journal type, such as "Kennel maintenance," not "Kennel cleaning" or "kennel maintenance" or "Cage cleaning." There is no automatic journal type categories capability as there is with the animal journals. If your organization wants to sort volunteer work by task, you must maintain the same entry type for all similar tasks.

We also recommend that you keep a list of entry types accessible to all volunteers so that they can copy and paste to get the entry type an exact match.

You can add a comment to the journal entry, or simply leave that field blank.

The date is required.

As with all of our data table functions, the first icon is a calendar. Pull up the calendar and select a date. Click the second icon for today's date.

Remember to save the entry. As with other data table entries, you can save and check **Add Another** to save the entry and open a new entry.

You can see all Volunteer Journal entries for a specific volunteer by clicking **Volunteer Journal** at the top of the volunteer's contact page (**Contacts > Contacts List**).

## Editing a journal entry

Editing is easy. Just as with other data table entries, simply click the **Edit** icon to the left of the **Journal ID** in the list of journal entries.

### Volunteer Journal Entries

« [Contacts](#)

  
Add a Journal Entry

Current View: Default

Actions...  Views: Default   

<input type="checkbox"/>	All	<a href="#">Journal ID</a>
<input type="checkbox"/> 		<a href="#">1641</a>

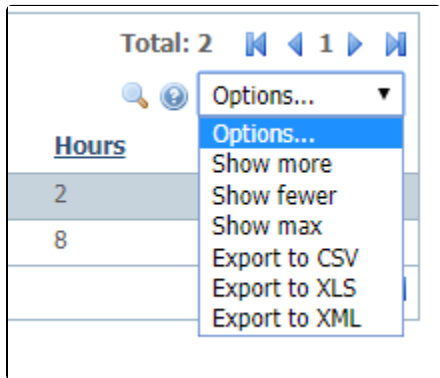
## Deleting a journal entry

To delete an entry, click the box to the left of the **Edit** icon (see image above), and from the pull-down **Actions** menu, select **Delete**. Using that method, you can select several entries to delete at once.

## Pulling a report from volunteer journals

To pull a report about a volunteer from the volunteer entries:

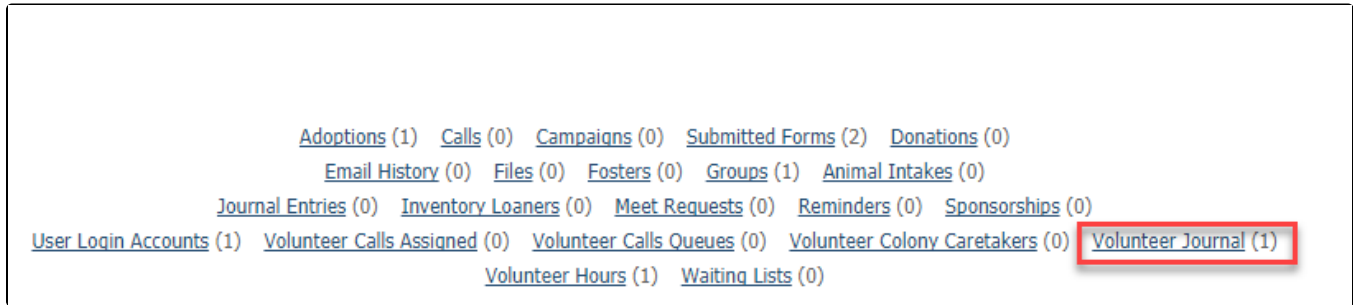
From the list of volunteer journal entries (**Contacts > Volunteer Journal Entries**), select from the pull-down menu **Options** on the far right.



Select an export method. Below is the result for XLS. You can sort, hide or delete columns, and manipulate the way the data appears.

A	B	C	D	E
id	ContactsVolunteerJournalEntry	ContactsVolunteer	ContactsVolunteerJo	ContactsVolunteerJour
1641	1641		8/6/2017	Kennel cleaning
1642	1642		8/5/2017	Trapping
1643	1643		8/4/2017	Colony feeding

You can also pull up the hours for an individual volunteer by selecting the volunteer from your contact list, and then select **Volunteer Journal** from the top of the page.



## Adding volunteer hours

You can track the hours your volunteers work as well. See the [Tracking volunteer hours](#) section.

## What do volunteers see?

When you have filled out volunteer journal entries and hours for a volunteer, they can see the hours they've worked on their own account interface home page.



## Popular Questions

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- [journals](#)

1. 0

votes  
status

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- May 12, 2024
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