

Instructions for Logging Volunteer Hours online!

1. Open Internet Explorer to - www.dtes.ptomanager.com
2. **Log in with your email address and password** – this should have been sent to you in a welcome email.
3. **Click on Volunteer Opportunities** at the top in the light blue bar
4. Find the type of volunteering you were doing in the “Event” column on the left, then in the far right “Action” column **click "Volunteer for Event"**
5. **Fill in the text box under "Task"** - type in a one or two-word description of what you did (i.e. Monday Folders, classroom help, baking, etc)
6. **Select the date** that you volunteered (it is not necessary to select the time)
7. input the **number of hours** you volunteered (please use 0.5 for half hours, so 2.5 = 2 hours 30 mins)
8. **Click the save button** at the bottom!
9. If you do not see an option that fits the type of work you did, please contact us at desotovolunteers@gmail.com and we will add it for you!