



Participant Instructions

- Create an account
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Create your account in Helper Helper

<https://app.helperhelper.com>

1. Go to app.helperhelper.com/signup/732?show=team.
2. Complete the sign-up form.
3. Select your chapter in the TEAM drop down menu.
4. Follow the prompts and email verification to log in and change your password.
5. The first time you log in you will be required to complete a waiver and enter your t-shirt size.



Download the Helper Helper app from the Apple Store or Google Play



How to volunteer

<https://app.helperhelper.com>

1. Login to app.helperhelper.com (or open up the app.)
2. Click “Find Opportunities.”
3. Click on an opportunity to learn more.
4. Click “SIGN UP.”

If the opportunity allows you to bring friends/family, make sure you add their information when you sign up.

The screenshot displays the app's interface. On the left, a sidebar menu is visible with options: Home, My Commitments, Find Opportunities (highlighted with a red box and a red arrow labeled '2'), See Stats & Goals, Team Impacts, Add Past Commitment, Tutorial, About Helper Helper, Account Settings, Privacy Policy, and Log Out. The main screen shows the 'Find Opportunities' section with a search bar and a list of opportunities. One opportunity, 'Seed Packing' by 'FEED MY STARVING CHILDREN' on 'SAT OCT 5' from '9:00 AM - 11:00 AM', is highlighted with a red box and a red arrow labeled '3'. Below this, the 'Opportunity Details' screen is shown, also highlighted with a red box. It includes the event title 'Seed Packing', date 'October 5, 2019', time '9:00 AM - 11:00 AM', and a 'SIGN UP' button. The description states: 'Help turn hunger into hope with your own two hands by packing nutritious meals for hungry children around the world. Families and children (over age 5) are welcome to participate with ISACA employees. (Please register them to track attendance.) The organization has moved since ISACA last volunteered so please note the new address.' The location is 'Feed My Starving Children' at '740 Wiley Farm Court, Schaumburg, IL 60173, USA'. The coordinator is 'Melissa Swartz' with email 'mswartz@isaca.org' and phone '847-660-5598'.

CommuniTy Day T-shirts

If you are not volunteering through a chapter activity you are welcome to purchase a CommuniTy Day t-shirt from the ISACA Storefront (www.isaca.org).

The shirts are not year-specific so you do not have to purchase a new shirt each year. Show your support in photos you post of you, your friends and family.

T-shirts are unisex in sizes Small to 3XL depending on availability.



Front



Back

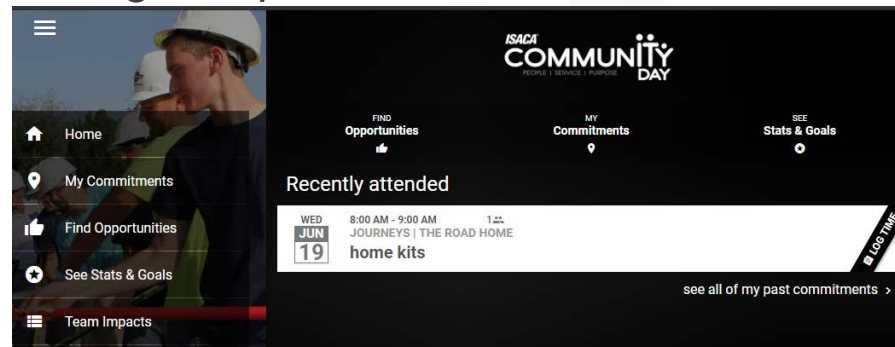
Tracking participation

<https://app.helperhelper.com>

After you have completed your activity on ISACA CommuniTy Day, you **MUST** log your time. This is the only way that ISACA can track the number of hours, participants, activities, chapters, and global impact ISACA is making.

1. Log into the app or <https://app.helperhelper.com>.
2. Click the opportunity to log time. Enter the start and end time. Click “Submit Attendance Times.” Let us know if anyone else joined you so that we can multiple your time and give everyone credit.
3. The commitment has been included in the global statistics ISACA is tracking for ISACA CommuniTy Day!
4. Check out your stats and your team’s impact from the main menu options. In future years, you will be able to see how your impact adds up!

Upload photos to your Helper Helper account to share them with ISACA. ISACA has the right to use all photos and videos for marketing and promotional activities.



Tracking participation – independent activity

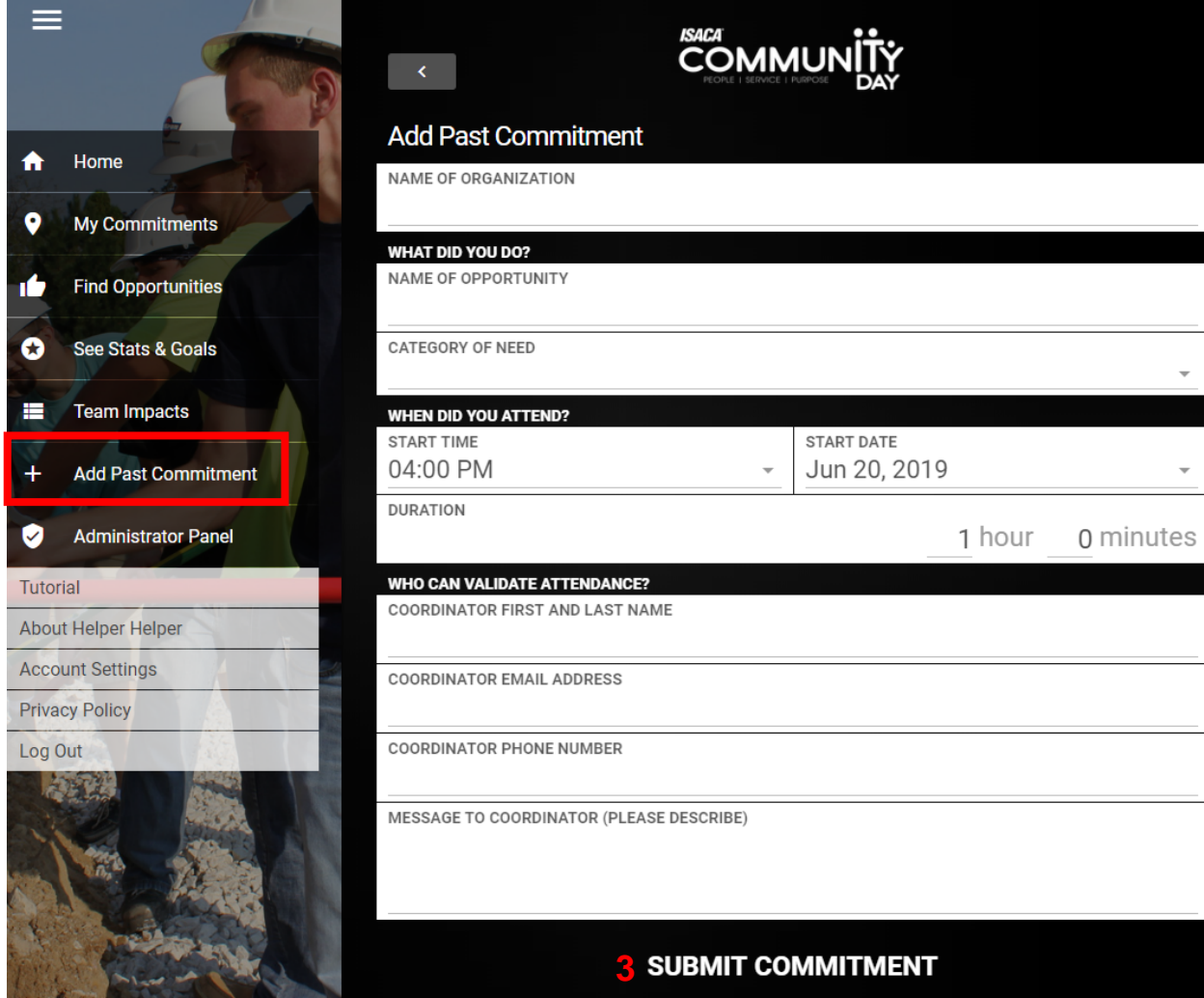
<https://app.helperhelper.com>

If you spend time in a volunteer activity on ISACA CommuniTy Day that is **not** organized by your chapter or ISACA Global, you can still log your contributions afterward.

NOTE: Only activities on the date of ISACA CommuniTy Day (i.e., first Saturday in October) will count.

1. Log into the app or <https://app.helperhelper.com>.
2. Click “Add Past Commitment.”
3. Complete all requested fields in the form and click “Submit Commitment” at the bottom.

Take a picture of yourself with one of the CommuniTy Day signs and upload it to your Helper Helper account to share it with ISACA and post it to social media!



The screenshot displays the ISACA CommuniTy Day app interface. On the left is a navigation menu with options: Home, My Commitments, Find Opportunities, See Stats & Goals, Team Impacts, **+ Add Past Commitment** (highlighted with a red box and a red '2'), and Administrator Panel. Below this menu are links for Tutorial, About Helper Helper, Account Settings, Privacy Policy, and Log Out. The main screen on the right is titled 'Add Past Commitment' and contains the following form fields:

- NAME OF ORGANIZATION
- WHAT DID YOU DO?
 - NAME OF OPPORTUNITY
 - CATEGORY OF NEED
- WHEN DID YOU ATTEND?
 - START TIME: 04:00 PM
 - START DATE: Jun 20, 2019
 - DURATION: 1 hour 0 minutes
- WHO CAN VALIDATE ATTENDANCE?
 - COORDINATOR FIRST AND LAST NAME
 - COORDINATOR EMAIL ADDRESS
 - COORDINATOR PHONE NUMBER
 - MESSAGE TO COORDINATOR (PLEASE DESCRIBE)

At the bottom right of the form, there is a red '3' followed by the text 'SUBMIT COMMITMENT'.



Questions?

Email: volunteer@isaca.org