



Log Hours to the Raptor Account



**Specific instructions when using a device or laptop. It could be different when using a cellphone. Either way, it could be used as a reference.*

- 1) Access to the [Raptor Portal](#) (try more than once if needed) or visit Pennington website (Volunteering) [Volunteering at Pennington - Pennington Traditional School](#)
- 2) Once there, choose “Hours” to add hours manually.

My Profile

Hours Events Community Preferences Account Sign Out

First Name Middle Name Last Name

Date Of Birth ID Type ID Number

Maiden Name Gender Race Expiration Date

Address Address 2 Address 3

City State/Province/Region Postal/Zip Code Country

Powered by RAPTOR TECHNOLOGIES

- 3) Choose “+ Add Hours”.

My Hours History

Hours Events Community Preferences Account Sign Out

Current Hours Logged- + Add Hours

Details	Function	Building	Start Date/Time	End Date/Time	Total Time	Self Entered	Options
There is no data to show here							

0 items per page No items to display

- 4) Once here, make sure to choose Pennington Traditional School as the “Building”. For “Function” either option could be chosen if you don’t find the most accurate one and describe the activity for which you are earning the hours in “Notes”. Consider the date and time according to the hours you will be credited for. Proceed to **Save**.

My Hours History

My Hours History > Hours Detail

Past Event * Event Not Listed Here Building * Pennington Traditional School Function * Select a function

Start Date/Time * Date Time End Date/Time * Date Time Organization * Select an organization

Notes

Save Cancel