How to fill the Timesheet

1) Login to www.voiceofsap.org with your registered email id and password by clicking on User Login at Top Right Corner. If you do not have a Login Id/Password, Please click on New User Registration and fill the form to create a user to login to the website.

LOG IN

Username or E-mail (required)

Niyati@voiceofsap.org

Password (required)

••••••••••

○ **Remember Me**

LOG IN

REGISTER | LOST YOUR PASSWORD?

2) After Logging in Click on www.voiceofsap.org/volunteertimesheet/ and you will see the Volunteering Timesheet Entry Form

3) The Name and Email will be autofilled. You can submit Timesheet for upto two weeks. So select the date you wish to fill entry for from the calendar you see by clicking on the date. You can also select your relevant batch from the dropdown menu and proceed to fill the form.

TIME ENTRY FOR VOLUNTEERING WITH VOICE OF SAP
Please enter number of hours and volunteering activities performed for the selected week.

Name of Volunteer (required)

Niyati Shah
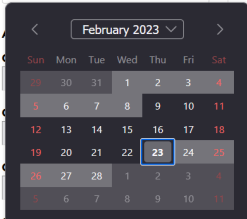
Enter your e-mail (required)

Niyati@voiceofsap.org

Date (required)

mm/dd/yyyy

Phone (required)

Students Batch

Ignite Winter 2023

‹	February 2023 ⌄	›

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Hours **Description**

bbile app

Hours **Description**

bbile app

Hours **Description**

bbile app

Hours **Description**

VOSAP IGNITE TIME ENTRY FOR VOLUNTEERING WITH VOICE OF SAP
Please enter number of hours and volunteering activities performed for the selected week.
To see the user manual on how to fill timesheet, click here

Name of Volunteer (required)

Niyati Shah

Enter your e-mail (required)

Niyati@voiceofsap.org

Date (required)

10/03/2023

Phone (required)

8160239337

Batch

Ignite Northern California 2023-202

Activity

Choose a activity	**Hours**	**Description**
Vosap Project	2	Participated at National Kick Off
Choose activity	**Hours**	**Description**
Inspiring Family and friend to take a pledge to volunteer	1	Inspired 5 Family Members to take a pledge
Choose activity	**Hours**	**Description**
Inspiring Family and friend to take a pledge to volunteer		

4) After adding your date, batch and phone number you can see the option to choose activity from the dropdown menu on the left. This dropdown provides for all the volunteering activities that student carries out during the day. Select the Activity from the drop down menu and add your hours undertaken to finish the activity and add description of the activity carried out. You can add hours for as many activities as you have undertaken during the day.

5) Once you have completed filling the details of activity and hours, you must add an attachment as doc,jpg,png,pdf to support the voluntary activity that you have carried out. You can also add and compile all the photos, screenshots of activities undertaken to one doc and upload it as an attachment.
   - Always rename the file to avoid submission error
   - Always use words (alphabets only) to rename file and avoid using numbers, or special characters
   - The attachment should be either doc,jpg,png, or pdf
   - The form allows you to submit 4 attachments at a time. If you have to submit multiple Screenshots, add it on the word file,rename the file and submit

For example:

- If you have rated buildings, you may add Screenshot of List of Building Submitted by you from VOSAP Mobile App.

- If you have sent emails to take a pledge through VOSAP App, you may add Screenshot of the List of Pledge Request Sent.

- If you participated in any Event, you may add short description of activity you carried out at event and attach photographs on doc and upload the same.

On Feb 17, 2023, VOSAP enabled 105 Specially Abled Children at Godhra with Hearing Aids and witnessed around 500+ happy faces of parents, special educators, beneficiaries, volunteers and invited guests.

The hearing device of VOSAP's Partner and AT Exhibitor, WeHear is helping hearing impaired children to listen and then speak with training provided to them as how to use device. This early intervention with hearing device will help these 106 children get their hearing ability and eliminates need for costly surgical interventions. To understand the detailed process, click here

The event started with a prayer by a visually impaired student and a performance of Hearing Impaired kids of Gandhi School. It was a very blissful moment. Check glimpse of the performance below:
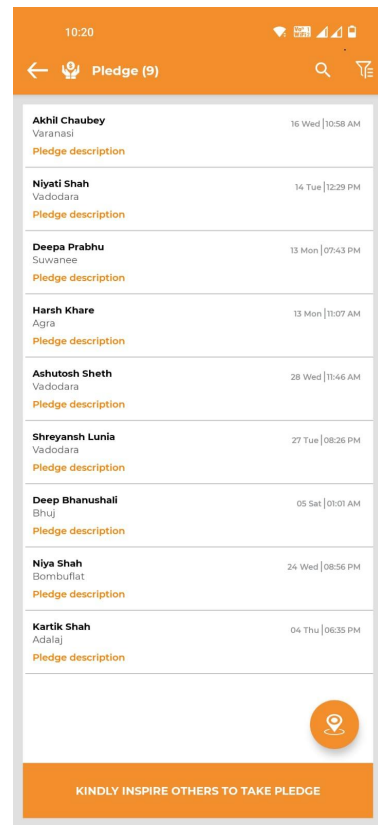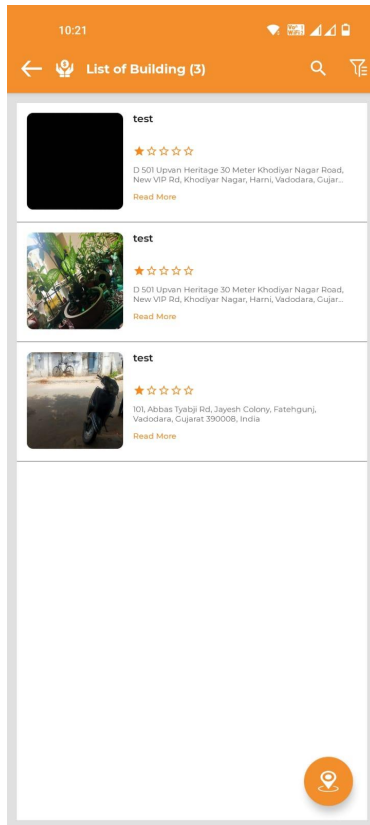
6) Once you have added the attachment, click on submit. Kindly note that at least 1 attachment is compulsory. Once you have submitted your timesheet, you will receive thank you message on the screen and an option to submit timesheet for another day. If you want to submit the timesheet for other day, click on yes and you will be directed to fresh form. Click on No and you will be redirected to homepage on website.

Inspiring Family and friend to take a pledge to voluntee

Choose activity   **Hours**   **Description**

Inspiring Family and friend to take a pledge to voluntee

Choose activity   **Hours**   **Description**

Inspiring Family and friend to take a pledge to voluntee

Attachment 1 (Support Document - Maximum 12 MB Size Allowed) (required)

Browse... Celebrating International Day of Non Violence.png

Attachment 2 (Support Document - Maximum 12 MB Size Allowed)

Browse... Proof.pdf

Attachment 3 (Support Document - Maximum 12 MB Size Allowed)

Browse... No file selected.

Attachment 4 (Support Document - Maximum 12 MB Size Allowed)

Browse... Proof.docx

SUBMIT

Your Application Submitted successfully

Do You want to Submit timesheet for any other day?

YES   NO

TIME ENTRY FOR VOLUNTEERING WITH VOICE OF SAP

Please enter number of hours and volunteering activities performed for the selected week.

Name of Volunteer (required)

Niyati Shah

Enter your e-mail (required)

Niyati@voiceofsap.org

Date (required)

mm/dd/yyyy

Phone (required)

Students Batch

Ignite Winter 2023

Activity

7) On successful completion of Timesheet submission you will receive an email confirmation and your timesheet will be sent to your leader for approval.
   a) Once your timesheet has been approved, you will receive a confirmation email
   b) If it is not approved, you will receive an email with a personalized link to resubmit the timesheet for that specific day.

Volunteer Timesheet Vosap ➤ Inbox ×

Voice of SAP <info@voiceofsap.org>
to Niyati ▼

Dear Niyati Shah !.

Thank you for submitting volunteering hours.

We will review and update the status.

With best regards,

Voice of SAP
An organization in Special Consultative Status with UN ECOSOC https://www.voiceofsap.org
FB: https://www.facebook.com/voiceofsap/
Instagram: https://www.instagram.com/vosap.official/

↰ Reply   ↱ Forward

(On Submission)

Voice of SAP <info@voiceofsap.org>
to Niyati ▼

Dear Niyati Shah !.

Thank You for submitting your timesheet.

Your TimeSheet has been approved. We are grateful for your contribution towards making the change.

•••

↰ Reply   ↱ Forward

(On Approval)

Voice of SAP <info@voiceofsap.org>
to Niyati ▼

Dear Niyati Shah !.

Thank You for submitting your timesheet.

Your TimeSheet is not approved. Please click on the link to re-enter and submit your details.

Click here for update your timesheet .

•••

↩ Reply   → Forward

(On Rejection)

Voice of SAP <info@voiceofsap.org>
to Niyati ▼

Dear Niyati Shah !.

Thank You for submitting your timesheet.