SweatMonkey Organization Guide

Account Creation

1. Register on SweatMonkey.org by clicking on "**Free! Get started here**"
2. Activate your SweatMonkey account by verifying your email address. Log into your email provider and click the link in the SweatMonkey activation email.
3. Click on the "**Organizations**" box and log in with the account you have just created.

Affiliating with your Organization

1. On your first login, you will be prompted to find your organization on SweatMonkey. Search to see if your organization is already in our database by entering its name and zipcode. If it is, select it and click "Found It!"
2. If it does not yet exist on SweatMonkey, use the "click here to add it" button to add a new Organization listing. Fill in your organization's details and click "Add Organization" to save.
3. Please agree to take Administrative control of the organization by signing your name and checking the boxes to indicate that you agree to your role on SweatMonkey.

Posting an Opportunity

1. You can immediately start posting opportunities in the SweatMonkey database once you have affiliated with your organization. To start, click on the **Manage Opportunities** tab.
2. Click the "**Add New**" tab in the middle of the page.
3. Select which Opportunity type you wish to post at this time.
4. Follow the wizard and enter all relevant information pertaining to the opportunity.
5. Confirm that everything is accurate and click **Save**.
6. Repeat as needed for all opportunities you wish to post.

Affiliating with Students Who Need Your Verification

1. Students who work for your organization(s) might need to submit their hour submissions to you for online verification.
2. They will connect to you by entering the Opportunity Code that is assigned to each opportunity posted by your organization(s) or by affiliating with you directly through your email address.
3. For students who do not affiliate directly with a posted opportunity, you will be able to assign them to an opportunity when they affiliate with you via email.

Verifying Hours

1. When students submit hours to you for verification, you will receive an email and an Alert. You can also view all pending submissions at any time by clicking on the **Verify Hours** tab.
2. Click "Review" next to any pending submission to view the hours the student has submitted.
3. If you agree with the Submission, you can rate their work and approve the hours. If you disagree with the submission (something is not correct) you can Reject the submission and return it to the student for corrections.