



Participant Instructions



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CREATE YOUR ACCOUNT IN HELPER HELPER

[HTTPS://APP.HELPERHELPER.COM](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.



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



HOW TO VOLUNTEER

[HTTPS://APP.HELPERHELPER.COM](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 image shows a mobile application interface for ISACA Community Day. The top navigation bar includes a hamburger menu icon, a back arrow, and the ISACA Community Day logo with the tagline 'PEOPLE | SERVICE | PURPOSE'. Below the navigation bar is a 'Find Opportunities' section with a search bar. A red box highlights the 'Find Opportunities' menu item in the bottom navigation bar, labeled with a red '2'. Another red box highlights a specific opportunity card for 'Seed Packing' on Saturday, October 5, from 9:00 AM to 11:00 AM, labeled with a red '3'. A red arrow points from this box to the 'Opportunity Details' screen. The details screen shows the event title 'Seed Packing', the date 'October 5, 2019', the 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 contact information 'mswartz@isaca.org' and '847-660-5598'.

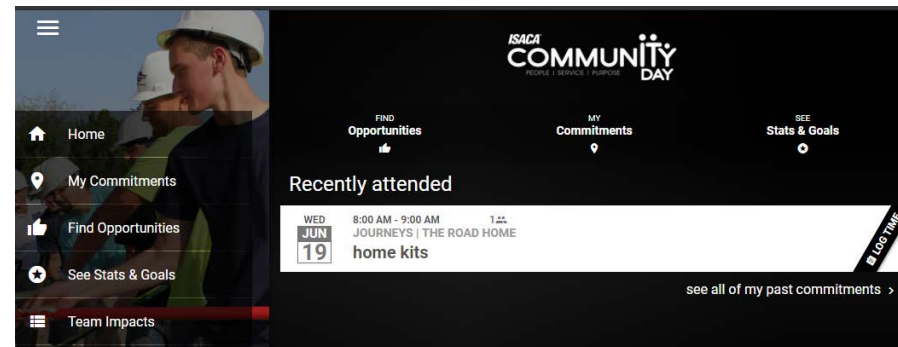
TRACKING PARTICIPATION

[HTTPS://APP.HELPERHELPER.COM](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.”
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

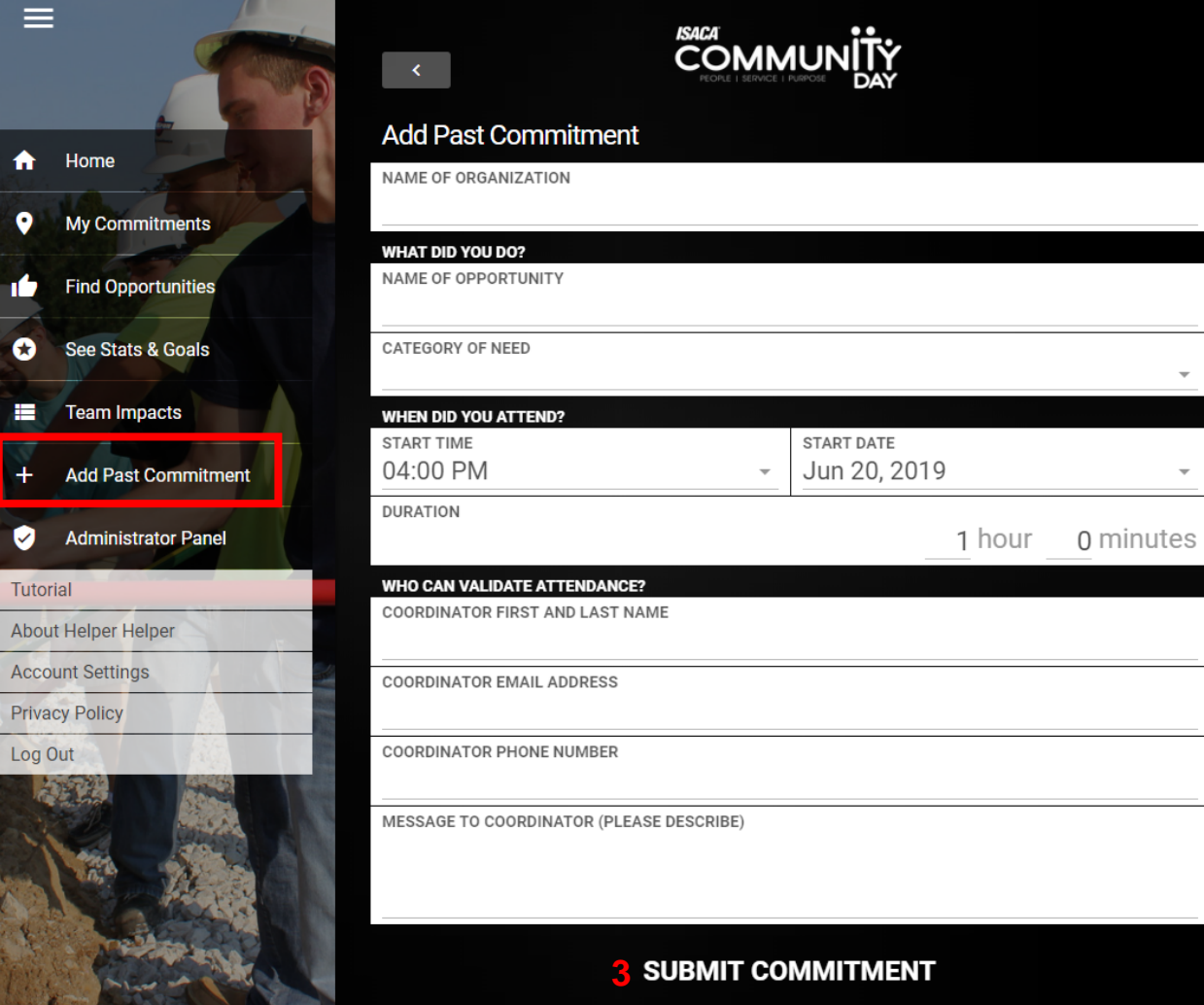
[HTTPS://APP.HELPERHELPER.COM](https://app.helperhelper.com)

If you spend time in a formal volunteer role on ISACA CommuniTy Day that is **not** organized by your chapter, 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 sidebar menu with the following 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 the menu are links for Tutorial, About Helper Helper, Account Settings, Privacy Policy, and Log Out. The main screen shows the 'Add Past Commitment' form with the following fields: NAME OF ORGANIZATION, WHAT DID YOU DO? (NAME OF OPPORTUNITY), CATEGORY OF NEED (dropdown), 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), and MESSAGE TO COORDINATOR (PLEASE DESCRIBE). At the bottom right, there is a red '3' followed by the text 'SUBMIT COMMITMENT'.