

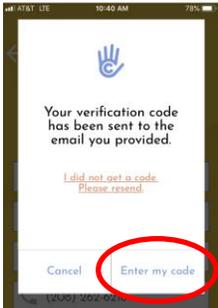
## Getting Started with the Civic Champs App



**Step 1:** Search for “Civic Champs” in either the Apple App Store or on Google Play and download the app.

**Step 2:** Open the app once it has downloaded and tap “**Create My Profile**” to create a new account. Note:

- Your password must be at least 8 characters long
- Your birthday is used to ensure volunteers are eligible for different opportunities and if parental consent is required.



**Step 3: Verify your phone or email.** Once you create your profile, you will be asked to verify either your email address or phone number (depending on what you signed up with). A verification number will be sent to your email or phone. Please enter that code on the app to verify your account. It is fine to leave the app to get the number.

**Step 4: Allowing notifications and location sharing.** You will receive prompts asking your permission for location sharing and to notifications. We ask for you select “**Always Allow**” for location sharing and to “**Allow**” for notifications. This allows us to notify you when you arrive and leave a volunteer site and remind you to check-in and check-out.

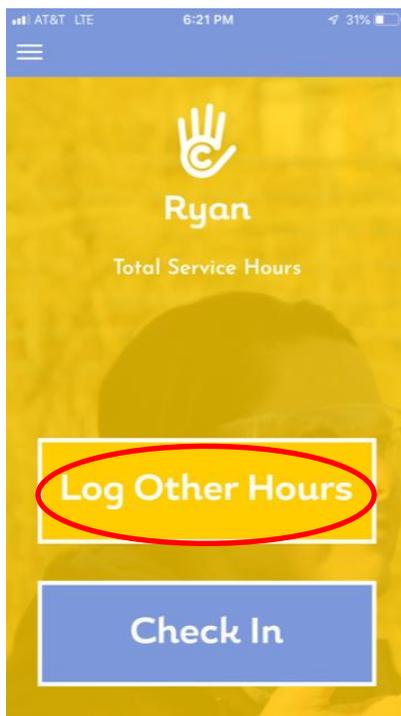
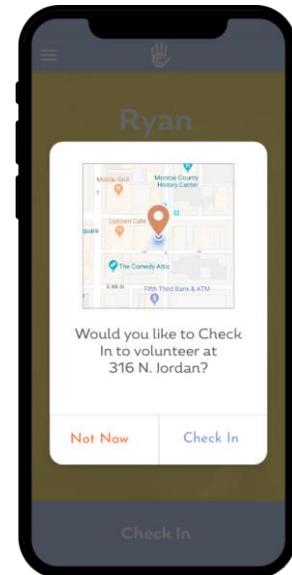
**Important note:** Civic Champs does NOT constantly track your location. Location is solely used to know when someone enters or leaves a volunteer site.

## Using the Civic Champs App

Civic Champs has two ways to track your volunteer hours on the mobile app:

**Check In:** If you are at a volunteer site or event, please use the “Check In” button to track your volunteer hours. Please remember to check-out at the end of your event.

If you have both notifications and location sharing set to “Always Allow”, you will receive reminders to check-in and check-out when you arrive and leave a volunteer site.



**Log Other Hours:** If you are volunteering off-site or at-home, you can log your volunteer hours by using tapping the “Log Other Hours” button on the home screen.