

## **How do I set up a new Volunteer Project, Activity, or Location?**

Version 4.0

When managing volunteers, it is important to keep track of the different types of activities or projects that each volunteer takes part in at your organization. This information can be helpful when reporting total volunteer hours at the end of the year, seeing where most volunteer hours are utilized at your organization, or when applying for grants.

To add a new project:

1. From the Main Menu, click on Setup, and then click on Contacts.
2. Click on the Projects tab.
3. Click the Add button.
4. Type in a project name and project code. Each project must be assigned a project code. Click OK.
5. Click Exit.

To add a new activity or location to the Volunteer Activity and Volunteer Location Authority Files:

1. From the Main Menu, click on Setup, and then click on Authority Files.
2. Click on Volunteer Activities or Volunteer Locations under Authority Files. Click Next.
3. On the Authority file screen, click the Add button to add a new activity or location to the list. Type the activity or location name and press Enter on your keyboard.
4. Once you've added your new Authority File entries, click Close. Click Exit.

For more information on Contacts and Volunteers, you can review Chapter 16 in your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email [support@museumsoftware.com](mailto:support@museumsoftware.com). Thank you for using PastPerfect!