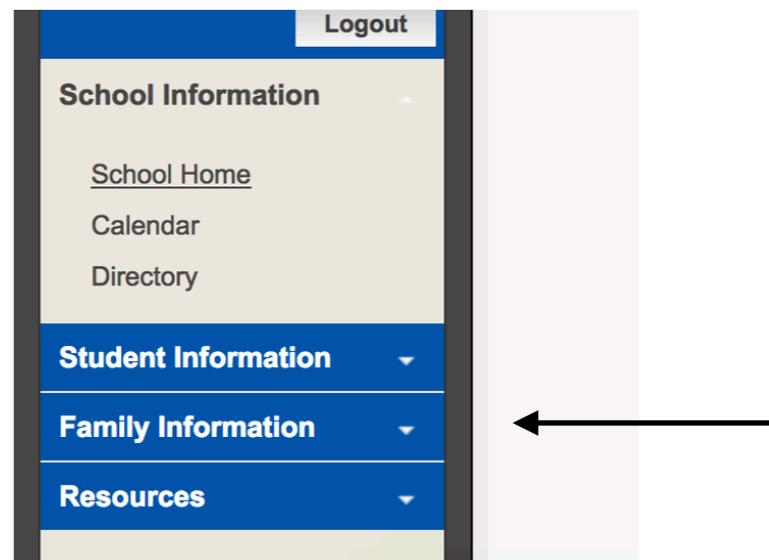


Logging Service/Volunteer Hours

How to log your Service/Volunteer Hours

To log your volunteer hours, please follow these steps:

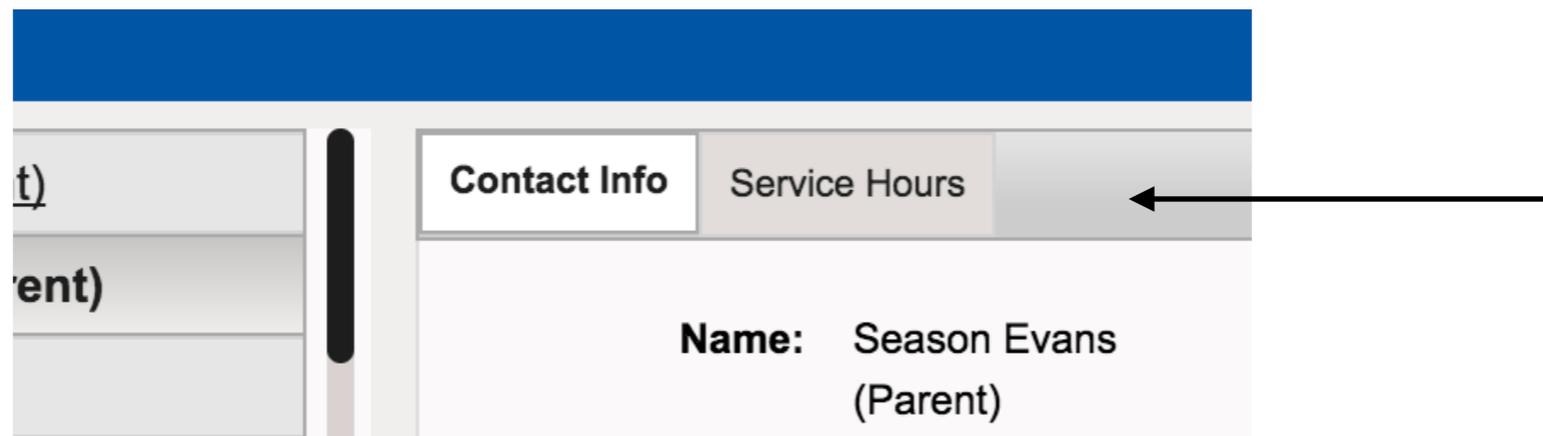
1. Go to renweb.com; choose ParentsWeb Login from Login drop down menu
2. Enter ParentsWeb Login information (District Code: STA-WA)
3. From the left menu column, choose “Family Information”



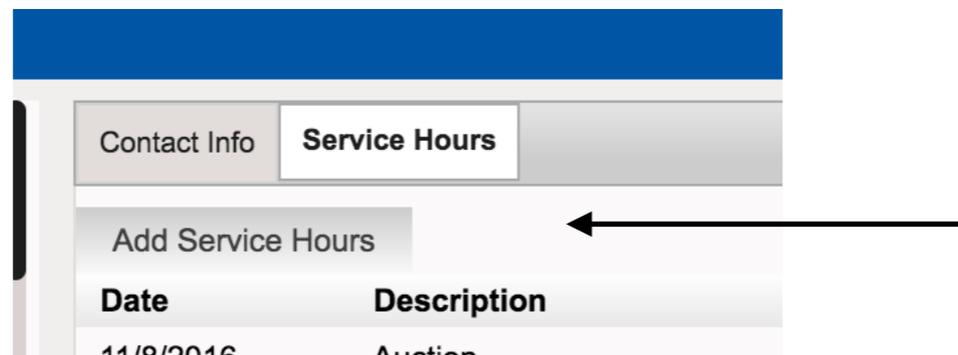
Logging Service/Volunteer Hours



- 4. After choosing "Family Information" a list of all family members will appear.
- 5. Choose the name of the family member who needs log volunteer hours. (Please note that RenWeb calls them "Service Hours")
- 6. Choose "Service Hours"



- 7. Next choose "Add Service Hours"



Logging Service/Volunteer Hours



8. Then, fill out the web form with the appropriate information regarding your volunteer hours

A screenshot of a web form titled "Service Hours". The form has a blue header bar with the title. Below the header, there are several input fields: a date field with the value "11/22/2016" and a label "Date (MM/DD/YYYY) You must enter a complete date."; a dropdown menu for "Description (Select from drop down box)"; a text field for "Hours" with the value "0.0"; a text field for "Note"; and a text field for "Verified By". At the bottom of the form, there are three buttons: "Save", "Reset", and "Delete".

Select a description from the menu. If you don't see anything that describes your volunteer hours, choose "Other" and list the activity in the "Note" field

In the "Verified By" field, please put the name of the group/event organizer. For example, if you volunteered in a classroom, put the teacher's name. If you volunteered for the Auction, put the auction chair, etc.

9. Click "Save"

Logging Service/Volunteer Hours



10. A tally of your hours will appear below your name.

Add Service Hours		
Date	Description	Hours
11/8/2016	<u>Auction</u>	<u>20.0</u>
	Total:	20.0