

1. When you first logged in, this is the top of the screen that you will see.

St. Joseph's School Parent Participation

Start Guide | Coordinator, PEC Participation | How-To | Switch To Admin Portal | Logout

Home | Activities | Announcements | Messages

People Needed			
Library Assistants - Nov. 2017	0/64	16.00	Nov 01
Daily Traffic Controller - Dec. 2017	0/64	16.00	Dec 01
Shop Easy Volunteers - Dec. 2017	0/62	23.25	Dec 01
Hot Lunch Services - Dec. 2017	0/45	7.50	Dec 01
Students Supervision - Dec. 2017	20/188	22.65	Dec 01
Library Assistants - Dec. 2017	0/27	6.75	Dec 05

See Tasks by Activity >

Summary

Username: pdn3791@yahoo.com

My Volunteers Hours [View Detail](#)

Target Hours: 50.00 Total Hours: 0.00 Finished: 0.00

Required Hours \$ Value: \$600.00

My Tasks: 0 My Events: 0

My Profile >

Click here to see Instruction Videos

"People Needed"
List of Activities where Volunteers are needed.
You can scroll up and down this list to see ALL the tasks available.

Or, click here to see all the Activities.

1a. Or, you can click on the "Activities" TAB at the top of the page,
1b. Click on the word "Activities" to bring up ALL the main activities. See window below.

1b. Click on the word "Activities" to bring up the window shown here.

1a. Click on the "Activities" tab.

The screenshot shows the 'St. Joseph's School Parent Participation' website. At the top, there is a navigation bar with 'Home', 'Activities', 'Announcements', and 'Messages'. The 'Activities' tab is highlighted. Below the navigation bar, there is a sub-menu with 'Activities' and 'Ad hoc'. The main content area displays a list of activities with columns for 'Activity', 'Tasks', 'Shifts/People', 'Date Created', 'Coordinator', and 'Priority'. The 'Tasks' column is highlighted with a red box. A red arrow points from the 'Hot Lunch Services' activity name to a text box at the bottom of the page.

Activity	Tasks	Shifts/People	Date Created	Coordinator	Priority
<input checked="" type="checkbox"/> Traffic Controller	3	0/214	Sep 06 2017, 03:52 PM		Normal
<input checked="" type="checkbox"/> Shop Easy Volunteers	3	20/220	Sep 06 2017, 04:00 PM		Normal
<input checked="" type="checkbox"/> Hot Lunch Services	3	4/162	Sep 11 2017, 06:04 AM		Normal
<input checked="" type="checkbox"/> Students Supervision	3	189/660	Sep 11 2017, 06:10 AM		Normal
<input checked="" type="checkbox"/> Library Assistants	3	10/87	Oct 11 2017, 04:35 AM		Normal

Page: 1 / 1 Total: 5

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Click on the "activity name" to see the tasks of each activity.

2. Click on the activity name to show the TASKS of each activity.



St. Joseph's School Parent Participation

[Start Guide](#) [Coordinator, PEC Participation](#) [How-To](#) [Switch To Admin Portal](#) [Logout](#)

[Home](#) [Activities](#) [Announcements](#) [Messages](#)

Click on the "activity name" to see the tasks of each activity.

Activities

Available Activities Ongoing

Activity	Tasks	Shifts/People	Date Created	Coordinator	Priority
<input checked="" type="checkbox"/> Traffic Controller	3	0/214	Sep 06 2017, 03:52 PM		Normal
<input checked="" type="checkbox"/> Shop Easy Volunteers	3	20/220	Sep 06 2017, 04:00 PM		Normal
<input checked="" type="checkbox"/> Hot Lunch Services	3	4/162	Sep 11 2017, 06:04 AM		Normal

Fundraising: No For Grades: All No Cancellation: No Limit Calculate Hrs: Yes

Tasks	People Needed/Shifts	Hours	Coordinator	Deadline
Hot Lunch Services - Oct. 2017	4/57	14.25		
Hot Lunch Services - Nov. 2017	0/60	10.00		
Hot Lunch Services - Dec. 2017	0/45	7.50		

<input checked="" type="checkbox"/> Students Supervision	3	189/660	Sep 11 2017, 06:10 AM		Normal
<input checked="" type="checkbox"/> Library Assistants	3	10/87	Oct 11 2017, 04:35 AM		Normal

Page: 1 / 1 Total: 5

Click on each TASK to see the dates and times available.

3a. Select the DATE and TIME

You can scroll up and down this window to see ALL the dates and time slots available.

Task Registration

Hot Lunch Services Normal

Coordinator:
Daily Hot Lunch Program Requires Volunteers:
Parents assist in distributing lunches to students from Kindergarten to Grade 7. This commitment is for the entire school year.
11:45am to 12:15pm
Monday to Friday

Hot Lunch Services - Dec. 2017

Task Hours	7.50	People Needed/Shifts	45
Bonus Hours	0.00	Location	St. Joseph's School

Description: Daily Hot Lunch Program Requires Volunteers:
Parents assist in distributing lunches to students from Kindergarten to Grade 7
11:45am to 12:15pm
Monday to Friday

Registration

Start Time	End Time	Option	People	Hours	<input type="checkbox"/>
Dec 01, 2017				Credit On Dec 01, 2017	
11:45 AM	12:15 PM		0 / 3	0.50	<input type="checkbox"/>
Dec 04, 2017				Credit On Dec 04, 2017	
11:45 AM	12:15 PM		0 / 3	0.50	<input checked="" type="checkbox"/>
Dec 05, 2017				Credit On Dec 05, 2017	
11:45 AM	12:15 PM		0 / 3	0.50	<input type="checkbox"/>

Click on the "square" box to select the date and time based on your availability.

3b. Scroll down to the bottom and click "Register".

Dec 18, 2017				Credit On Dec 18, 2017	
11:45 AM	12:15 PM		0 / 3	0.50	<input type="checkbox"/>
Dec 19, 2017				Credit On Dec 19, 2017	
11:45 AM	12:15 PM		0 / 3	0.50	<input checked="" type="checkbox"/>
Dec 20, 2017				Credit On Dec 20, 2017	
11:45 AM	12:15 PM		0 / 3	0.50	<input type="checkbox"/>
Dec 21, 2017				Credit On Dec 21, 2017	
11:45 AM	12:15 PM		0 / 3	0.50	<input type="checkbox"/>

 Register

Click "Register"

4. Confirmation of Task Registration

Credit On Dec 08, 2017

Please Confirm Your Task Registration

Selected Schedules Dec 19, 2017 11:45 AM 12:15 PM

Total Hours 0.50

1st Person Coordinator, PEC Participation

2nd Person

3rd Person

Comment

Confirm **Cancel**

← date and time registered

← volunteering hour for each selected time slot

← your name

click here to confirm and accept.

this is the main HOME screen

https://portal.onvolunteers.com/Default.aspx

St. Joseph's School Parent Participation

Start Guide How-To Logout

Home Activities Announcements Messages Reports

People Needed

Task	Shifts	Hours	Start	Sign up by
Daily Traffic Controller - Sept. 2017	0/56	14.00	Sep 11	
Shop Easy Volunteers - Sept. 2017	0/20	21.00	Sep 11	

See Tasks by Activity >

Summary

Username: prnguyen@novapole.com

My Volunteers Hours [View Detail](#)

Target Hours: 50.00 Total Hours: 0.00 Finished: 0.00

Required Hours \$ Value: \$600.00

My Tasks: 0 My Events: 0

My Profile >

My Activities

Upcoming Finished

Task	Hours	Date	Status
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See Tasks by Activity >

Unread Messages

Subject	Received	Sent By
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Messages Inbox >

Announcements & Events

Announcement	Start	End
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See All Announcements >

Ad Hoc

Pending Approved

Ad Hoc	Sent By	Hours
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Ad Hoc Area >

"My Activities"
All the tasks
you'd registered
for will be listed
here.