

Instructions for ON-SITE digital Sign-In

NOTE:

1. You must have pre-registered for the TASK on the OnVolunteers website.
2. Volunteers are required to CHECK-IN and CHECK-OUT. Otherwise, you will not receive your hour(s).
3. Each family is assigned a 4-digit code. You can find this code on your OnVolunteers account.

Click on the HOME tab after you logged into the OnVolunteers website.

The screenshot shows the website header with the school logo and navigation tabs: Home, Activities, Announcements, Messages, and Reports. The 'Home' tab is highlighted. A red arrow points from a callout bubble to the 'Home' tab. The main content area is titled 'Activity Preference' and includes a 'Set up my preference now' button. Below this is a 'People Needed' table and a 'Summary' section. A red arrow points from a callout bubble to the 'Check In/Out PIN Number: XXXX' field in the Summary section. Another red arrow points from a callout bubble to the 'Home' tab. A third red arrow points from a callout bubble to the 'View Details' link.

St. Joseph's School Parent Participation

Start Guide How-To Logout

Home Activities Announcements Messages Reports

Activity Preference

You are required to submit your Activity and Schedule preferences for 2023-2024

Set up my preference now

People Needed

Task	Shifts	Hours	Start	Sign up by
Students Supervision - September 2023	0/120	11.25	Sep 11	Sep 30
Daily Traffic Safety Patrol Volunteers - September 2023	23/60	15.00	Sep 11	Sep 30

Search Tasks and Activities

Summary

Target Hours: 50.0

Finished Hours: 0.00

Required Hours \$ Value: \$750.00

Check In/Out PIN Number: XXXX

PIN number is located here.

View Details

- It is recommended that you would add this PIN to your first name. It will help the PEC Coordinator to add the hours manually if there are any problems.

St. Joseph's School Parent Participation

Home Activities Announcements Messages Reports Start Guide How-To Logout

My Profile

First User

Username Password First Name Last Name

Reset Password First Name (1234) Last Name

Phone Email

Home Phone

Second User [Remove](#)

Username Password First Name Last Name

Reset Password First Name Last Name

Phone Email

Summary

Registered Tasks	0
Registered Hours	0.00
Finished Hours	0.00

[View Detail](#)

My Requirements

Requirements	Name	Issued	Expired
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- Click the green- button “Save My Profile” at the bottom of the webpage, after you added the PIN number to your first-name.

Custom Fields

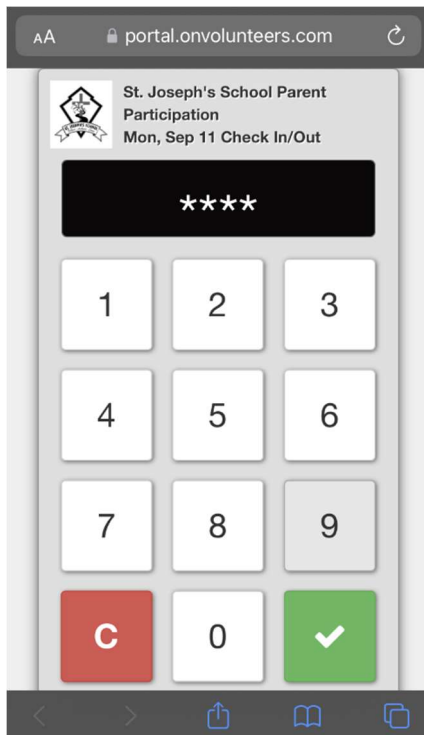
 Save My Profile

ON-SITE DIGITAL SIGN-IN

1. Volunteers are required to Check In AND Check Out
2. Open web link with QR code. The QR Code will be posted at School front door, at the School Office, and at the School Library.
3. If there are any problems, please email: participation@saintjosephschool.ca
4. Scan QR Code on your smartphone:

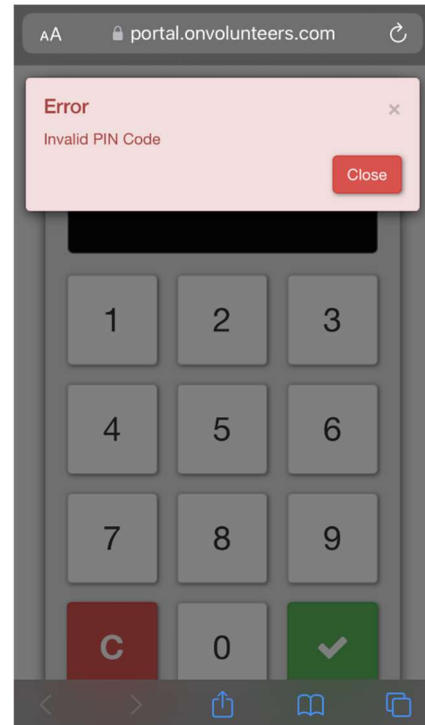
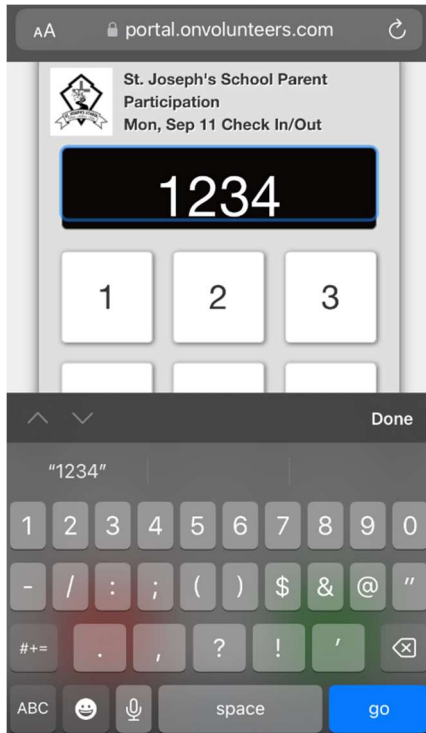


5. Check-In Screen:

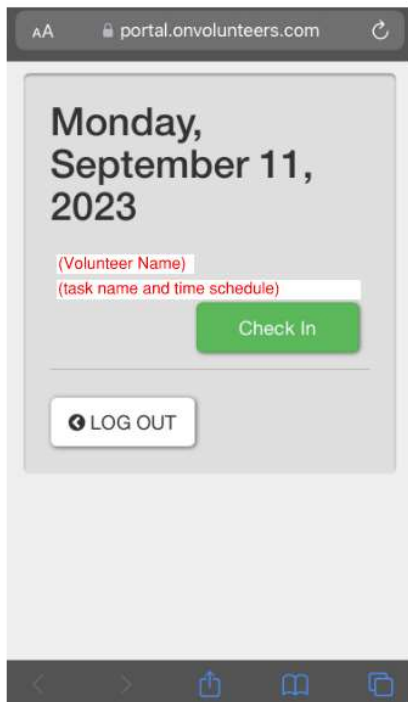


Use this numeric pad to enter your PIN. Press the green-check button to sign in.

6. **Do NOT** use the keyboard on your phone. It will give you an error message.

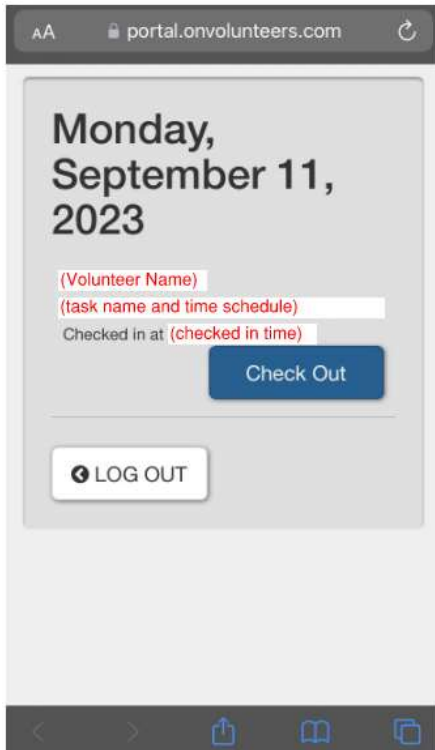


7. After you have scanned the QR code and entered your PIN, you can check in for your task.



Press the GREEN button to check in.

8. Press the **BLUE button** to check out at the end of your shift.



9. Confirm and Check Out.

