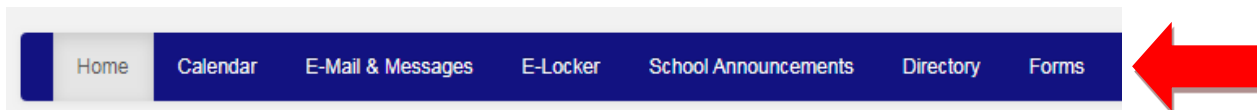


Logging Volunteer Hours

1. Login to **Plus Portals**: <https://www.plusportals.com/>
2. The **Primary Parent** must sign in to log all volunteer hours.
3. Enter all hours under your oldest or only student. (If you have entered information under more than one student you will receive more than one email with hours logged on it. Add these two together for your family total for the year.) Not entering all volunteer hours under the oldest child can cause inconsistent reporting of volunteer hours.
4. Click **Forms** on the main menu bar:



Student : Jack Granvall	Current Grade : 08			
School : ST. JOSEPH'S CATHOLIC SCHOOL	Current Year : 2019-20			
Form Name	Submitted Date	Fee	Select to Pay	Status
View / Edit Volunteer Hours Log	11-20-2019	NA	NA	Submitted

5. Click **Volunteer Hours Log** under form name:

Student : Jack Granvall	Current Grade : 08			
School : ST. JOSEPH'S CATHOLIC SCHOOL	Current Year : 2019-20			
Form Name	Submitted Date	Fee	Select to Pay	Status
View / Edit Volunteer Hours Log	11-20-2019	NA	NA	Submitted

6. Click **Add Another** at the bottom of the text box as pictured below:

Please complete the following form to log volunteer hours for your family. Multiple dates and times may be entered and will be approved by the SJCS office. Click the "Add Another" button to add a new record of information.

All families are required to complete volunteer hours. These hours must be completed and recorded by May 19, 2020. You will receive a summary of volunteer hours showing the total hours completed and remaining hours needed by email.

[Add Another](#) [Delete Section](#)

7. Complete all the boxes with the *:

Please complete the following form to log volunteer hours for your family. Multiple dates and times may be entered and will be approved by the SJCS office. Click the "Add Another" button to add a new record of information.

All families are required to complete volunteer hours. These hours must be completed and recorded by May 19, 2020. You will receive a summary of volunteer hours showing the total hours completed and remaining hours needed by email.

[Add Another](#) [Delete Section](#)

*Volunteer Name:	<input type="text"/>
*Volunteer Activity:	<input type="text"/> Other: <input type="text"/>
*Date:	MMM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/>
*Provide a brief description of what you did:	<input type="text"/>
*Total Time: (decimal form):	<input type="text"/>

8. You must click **Submit** at the bottom of the page to complete the process:

[Undo Page](#) [Print](#) [Save and Revisit Later](#) **[Submit](#)** [Next](#)


9. Click **Yes** to confirm the submittal:

WARNING
Submit Form

Form Name: Volunteer Hours Log

Please make sure that the form has been completed and the information is accurate.

Do you really want to SUBMIT this form now?




10. Add additional volunteer hours, click on **Add Another** and complete all the boxes with the *:


Please complete the following form to log volunteer hours for your family. Multiple dates and times may be entered and will be approved by the SJCS office. Click the "Add Another" button to add a new record of information.

All families are required to complete volunteer hours. These hours must be completed and recorded by May 19, 2020. You will receive a summary of volunteer hours showing the total hours completed and remaining hours needed by email.

*Volunteer Name:	<input type="text"/>
*Volunteer Activity:	<input type="text"/> Other: <input type="text"/>
*Date:	MMM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/>
*Provide a brief description of what you did:	<input type="text"/>
*Total Time: (decimal form):	<input type="text"/>



11. You must click **Submit** at the bottom of the page to complete the process:




12. Click **Yes** to confirm the submittal:

WARNING
Submit Form

Form Name: Volunteer Hours Log

Please make sure that the form has been completed and the information is accurate.

Do you really want to SUBMIT this form now?



13. Repeat steps 10, 11 and 12 to add additional volunteer hours.