

Volunteer Hours: How to enter them in ParentsWeb (online)

Parents are now able to record and submit their volunteer hours to the school via our new RenWeb ParentsWeb. Please follow the steps below to log your parent volunteer hours:

1. Log on to ParentsWeb via our school website
2. Select **Family Information** (left side)
3. Select **your name**
4. Select the **SERVICE HOURS** tab (on right)
5. Select **Add Service Hours**
6. Enter the **Date** that you volunteered
7. Use the drop down menu under “**Description**” to select the appropriate description
8. Enter a **Note** if more explanation is needed