NEW Instructions Recording Parent Service Hours

We are now using **Parent Square NOT** ParentsWeb to record Parent Service Hours.

On your desktop; log into **Parent Square**:
- On the left side of the screen near the bottom click on Volunteer Hours
- From the drop-down menus; select
  - **For the Month of**
  - **Activity** (if you choose Class event/activity an additional field "**Class**" will appear).
  - **Class** (will only appear if you selected "Class Activity") otherwise disregard
- In the **Any Additional Details** field type what you volunteered to do.
- **Total time** enter the number of hours and/or minutes you served.

On your iPhone Parent Square App:
- **Swipe Right**
- Click **View Full Site**
- **Swipe up** and a bottom bar menu will appear
- Click **More**
- Click **Volunteer Hours**
- From the drop-down menus; select
  - **For the Month of**
  - **Activity** (if you choose Class event/activity an additional field "**Class**" will appear).
  - **Class** (will only appear if you selected "Class Activity") otherwise disregard
- In the **Any Additional Details** field type what you volunteered to do.
- **Total time** enter the number of hours and/or minutes you served.

On your Android Parent Square App:
- From the bottom bar menu, click **More**
- Click **Volunteer Hours**
- From the drop-down menus; select
  - **For the Month of**
  - **Activity** (if you choose Class event/activity an additional field "**Class**" will appear).
  - **Class** (will only appear if you selected "Class Activity") otherwise disregard
- In the **Any Additional Details** field type what you volunteered to do.
- **Total time** enter the number of hours and/or minutes you served.

Contact **Becky Klapmust**, Finance Assistant, if you have any questions.