

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 menu, 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.
- In the **Total time field**, enter the number of hours and/or minutes you served.

On your iPhone or Android Phone Parent Square App:

- Click the **3 lines** in the top Left corner
- Click **View Full Site**
- Click **More** at bottom Right
- Click **Volunteer Hours**
- From the drop-down menu, 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.
- In the **Total time field**, enter the number of hours and/or minutes you served.

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