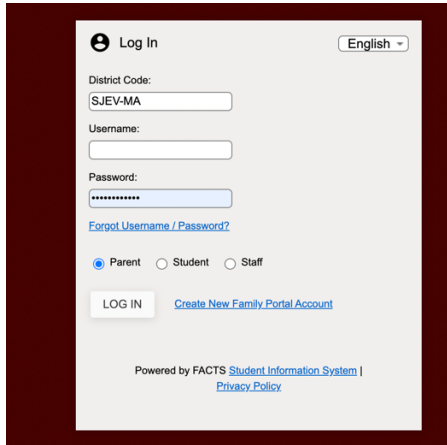


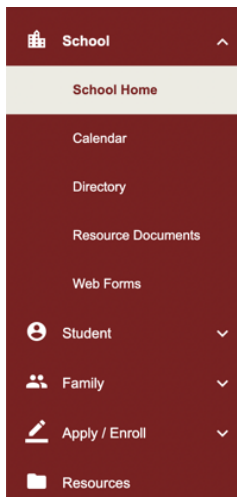
# Instructions on How to Enter Service Hours

**\*\*\* This must be done from a Laptop/Desktop- NOT a phone\*\*\***

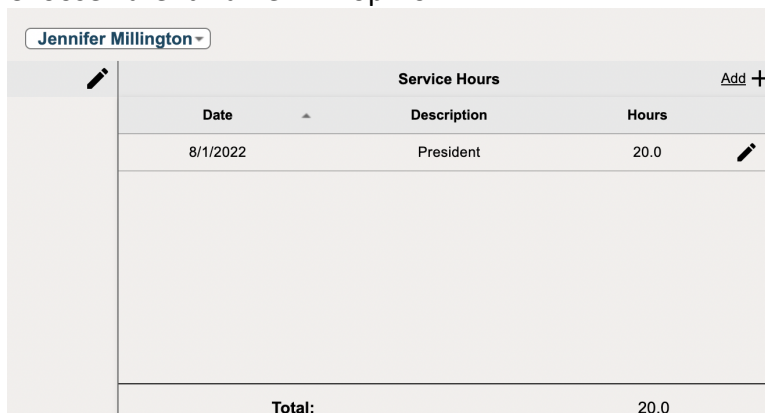
1. Login to Family Portal Account



2. Click on FAMILY – then click on Family Home



3. Choose Parent Name in Drop Down



Jennifer Millington			
	Service Hours		Add +
Date	Description	Hours	
8/1/2022	President	20.0	
Total:		20.0	

4. Click on Add +

Service Hours			<a href="#">Add</a> +
Date	Description	Hours	
8/1/2022	President	20.0	

5. Enter Date of Service and Number of Hours. In the description drop down, please choose "Type a Custom Value" and enter in a description of what was done for service ex) Lunch Duty – 2 Shifts

<b>Service Hours - Edit</b> <b>Name:</b> Jennifer Millington <b>* Date:</b> <input type="text" value="9/6/2022"/> <b>* Hours:</b> <input type="text" value="1.0"/> <b>* Description:</b> <input type="text" value="Lunch Duty - 2 Shifts"/> <b>Note:</b> <input type="text"/> <b>Verified By:</b> <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>	<b>Service Hours - Add</b> <b>Name:</b> Jennifer Millington <b>* Date:</b> <input type="text" value="9/26/2022"/> <b>* Hours:</b> <input type="text"/> <b>* Description:</b> <input type="text" value="Type a custom value"/> <b>Note:</b> <input type="text" value="[type a custom value]"/> <b>Verified By:</b> <input type="text"/> <input type="button" value="Save"/>
---	---

6. Ensure that hours saved correctly. Use the "Pencil" to edit if a mistake was made.

Jennifer Millington

Service Hours			<a href="#">Add</a> +
Date	Description	Hours	
8/1/2022	President	20.0	
9/7/2022	Lunch Duty - 2 Shifts	1.0	
<b>Total:</b>		21.0	