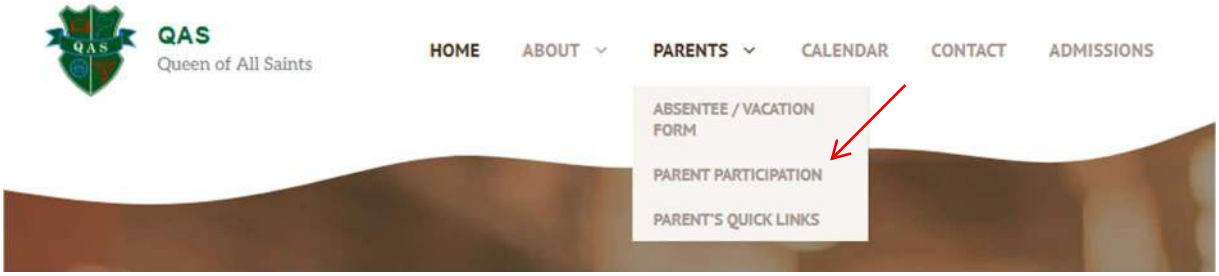
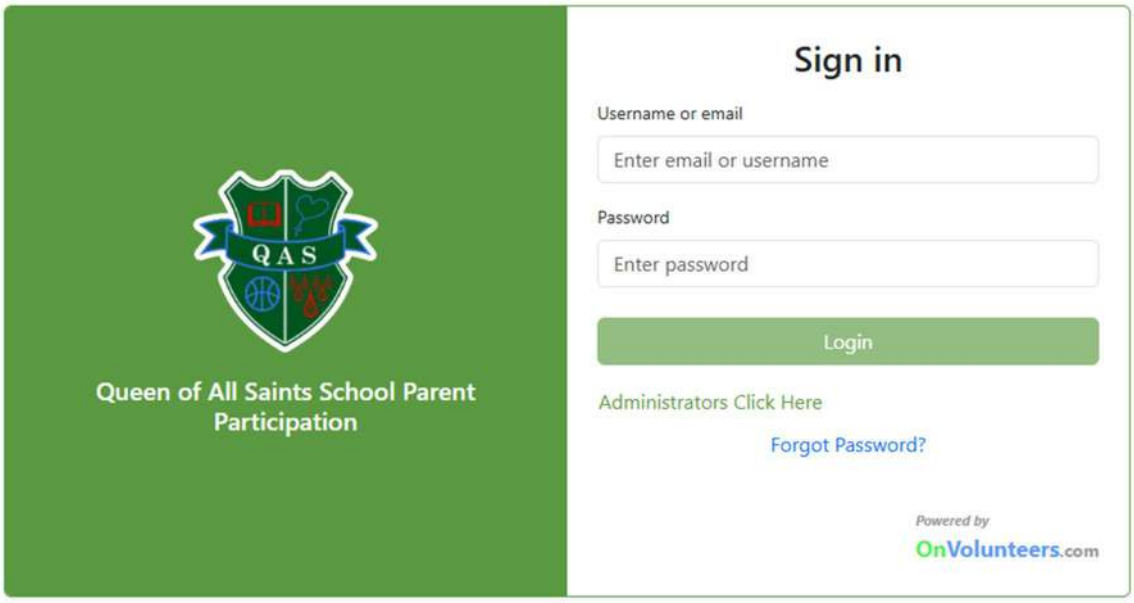
## LOG-IN TO ONVOLUNTEERS

1. Visit the school website https://qasbc.ca/ and hover over the **PARENTS** drop-down and select **PARENT PARTICIPATION**.




2. From there, select the **Parent Participation Login** button.

3. Log in to the OnVolunteers platform. Your Username is the email address you provided with your registration package. The default password is Parent#QASS2026 for all families (September 2026). If you are unable to log in or forgot your password, simply reset your password using the 'Forgot Password' link on the login page. If you are still not able to log-in, please email pec.parentparticipation@qasbc.ca for assistance.

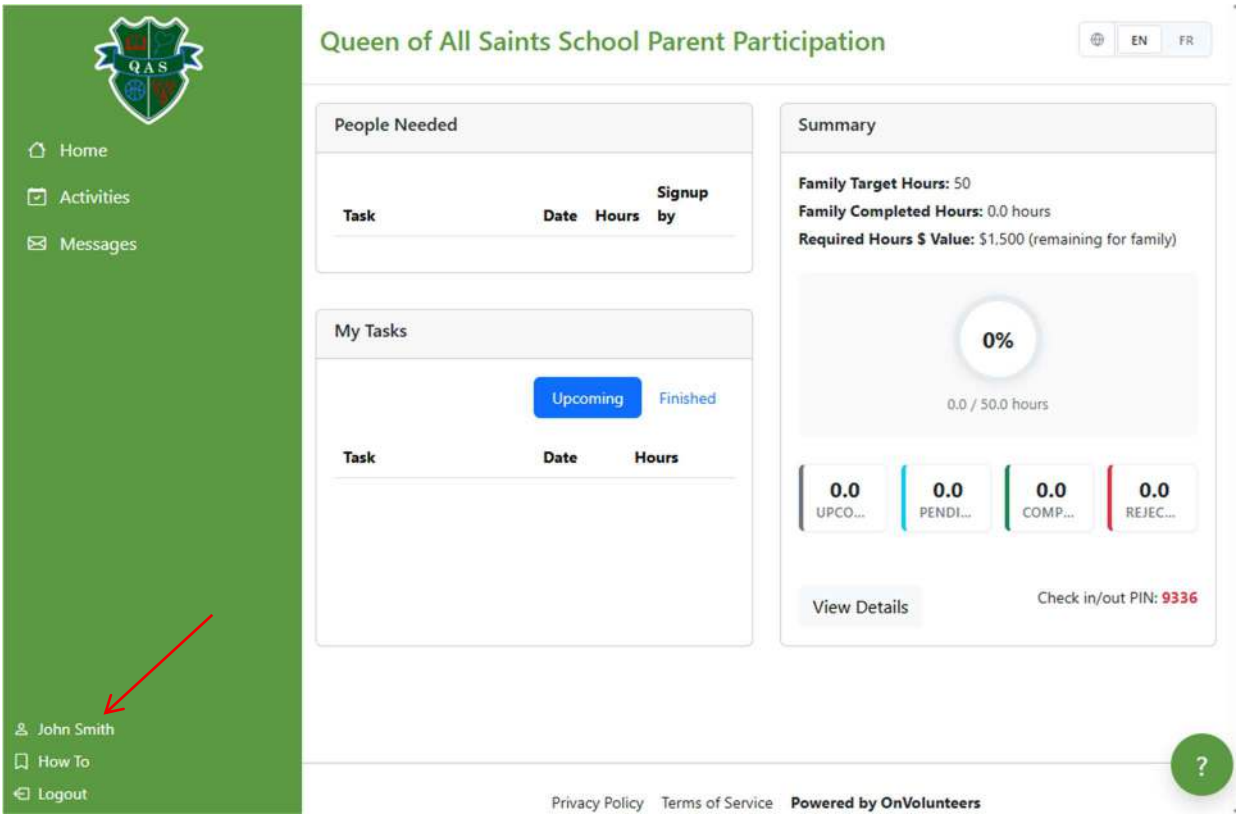



4. **Bookmark this page** for future use.

## REVIEW YOUR PARENT PARTICIPATION COMMITMENT FOR THE SCHOOL YEAR

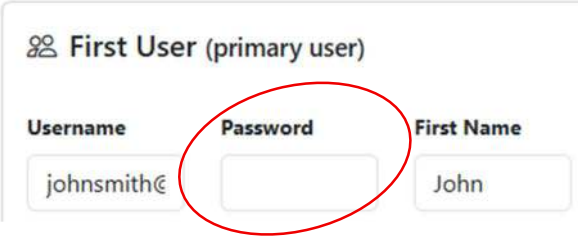
1. Log in to OnVolunteers and you will be directed to the Home page.

2. Select your name from the bottom-left corner of the page to go to your User Profile page.



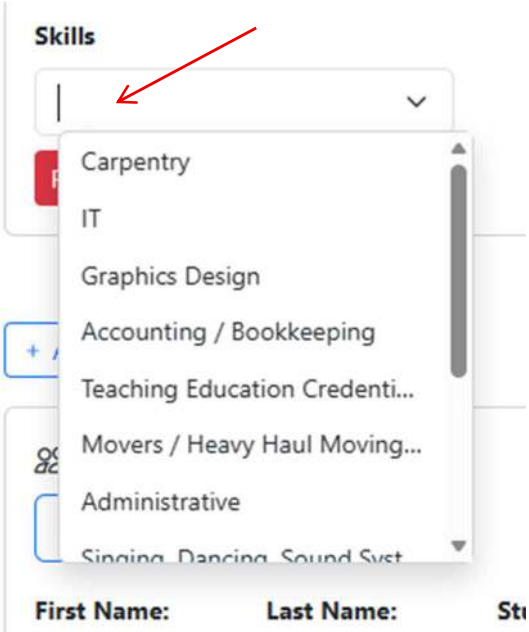

3. Review the information in your User Profile to ensure it is accurate and up to date. All children and family members should be linked to one account. A family account may have up to two users, each with unique usernames and passwords.

4. You may update the password for each user. If you forget your password, the system will not send you the existing password; you will need to create a new password. Please note that passwords are ***case sensitive***.

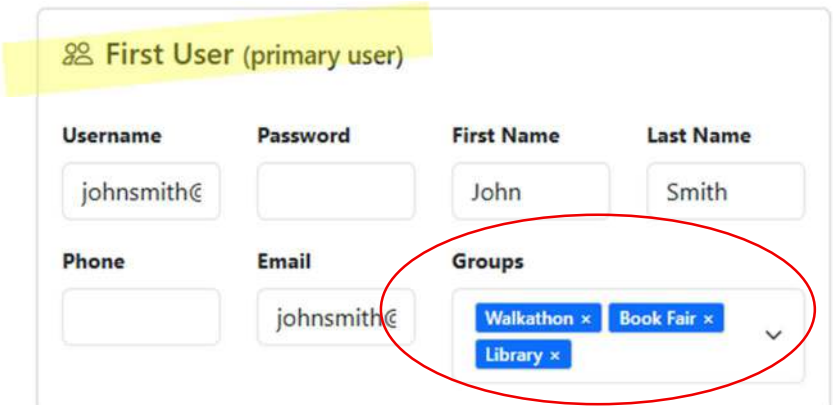


5. Please review the **Skills** assigned to your profile.

   To add or remove **Skills**, select them from the drop-down menu. Please add all skills that are applicable to you.



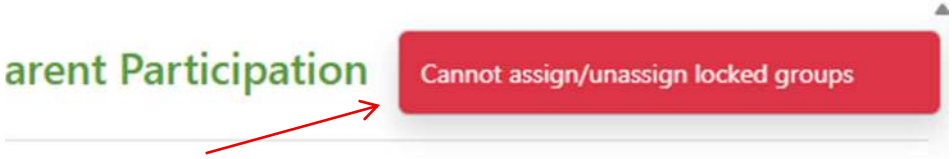

6. Under the First User, please review the **Groups** selected.



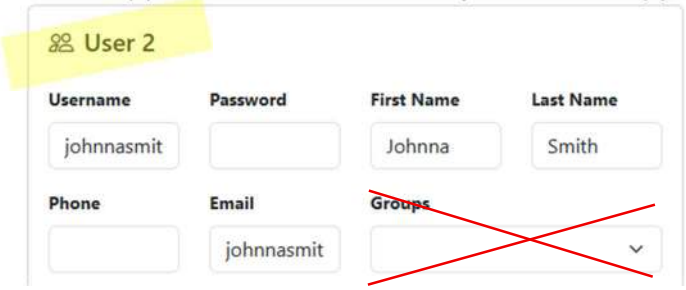

**These selected Groups represent your family's Parent Participation Commitment for the school year.**

**If the groups assigned to you are incorrect or changes are required, email pec.parentparticipation@qasbc.ca <u>before proceeding</u> with your volunteer commitment in the next section.**

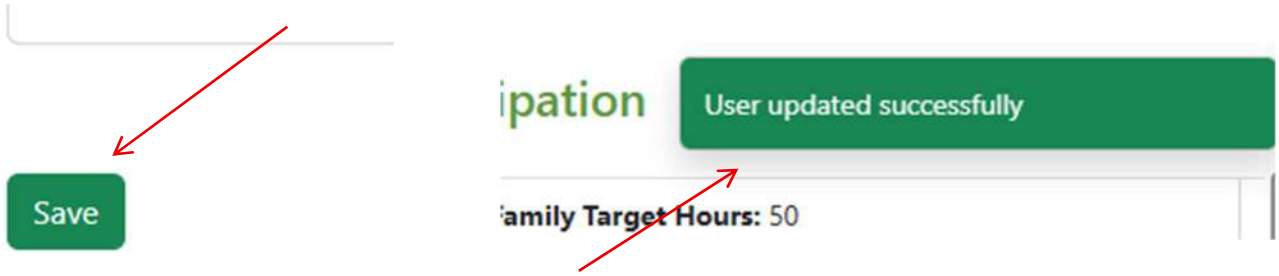
Changes cannot be made to groups that are locked. If you attempt to modify a locked Group, an error notification will appear in the upper-right corner when the User Profile is saved.



Please note that groups will not appear under User 2 as they will not be applied to the family profile.




7. Click **Save** to update your User Profile. Check for the confirmation notification to ensure all changes have been saved.

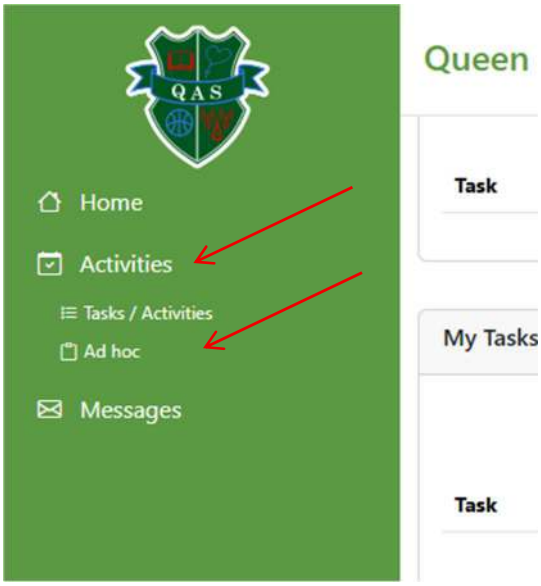



## VERIFY YOUR VOLUNTEER COMMITMENT FOR THE SCHOOL YEAR

Once you have reviewed the information provided in the User Profile and the Groups selected, you must **CONFIRM** your Parent Participation Commitment for the School Year.

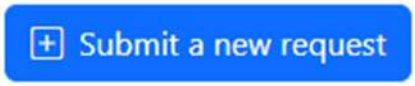
**You will receive one (1) Parent Participation / Volunteer Hour for verifying your commitment and completing the steps below.**

1. From the menu pane of the OnVolunteers site, select **Activities**, then select **Ad Hoc**.



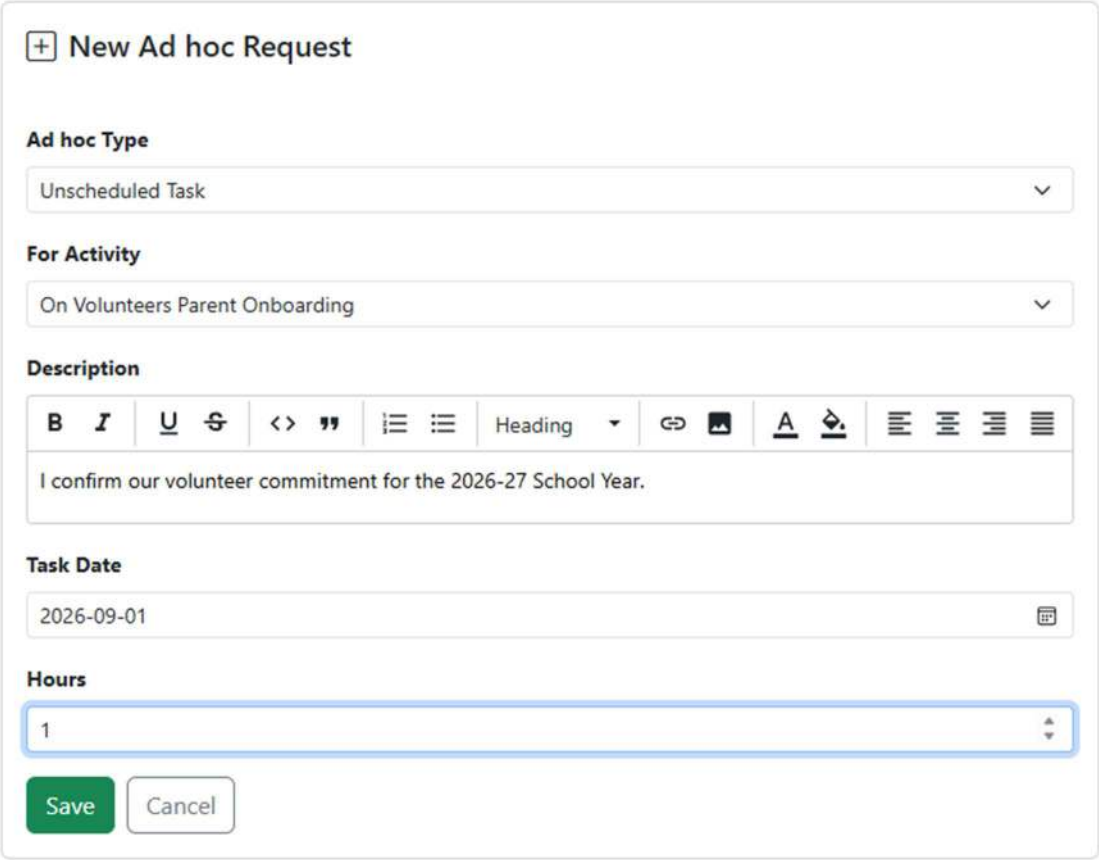

If your viewing screen is narrow, these menus will appear under the Menu button in the top left.

2. Select the **+Submit a new request** button.

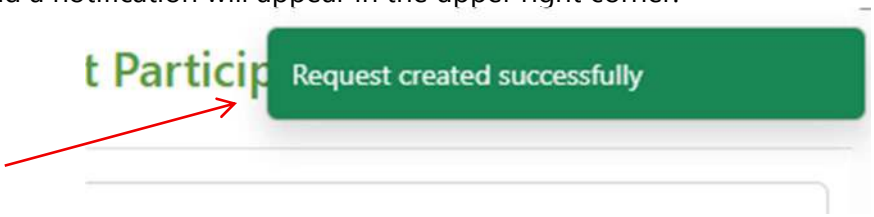


3. On the page **+ New Ad hoc Request** page, enter the following information into the applicable fields.

   **Ad hoc Type:** "Un-Scheduled Task"
   **For Activity**: "OnVolunteers – Parent Onboarding"
   **Description**: I confirm our volunteer commitment for the 2026-27 School Year.
   **Task Date:** *Enter the date this was completed.*
   **Total Hours:** 1.00




4. Select **Save** and a notification will appear in the upper right corner.




**You have now:**

**CONFIRMED your Volunteer Commitment for the 2026-27 School Year**

*and*

**Submitted your first parent participation hour for verification.**