

LOG-IN TO ONVOLUNTEERS

Visit our website <https://qasbc.ca/> and select "**Parents**"



ABOUT ▾ ADMISSIONS CALENDAR CONTACT PARENTS ▾

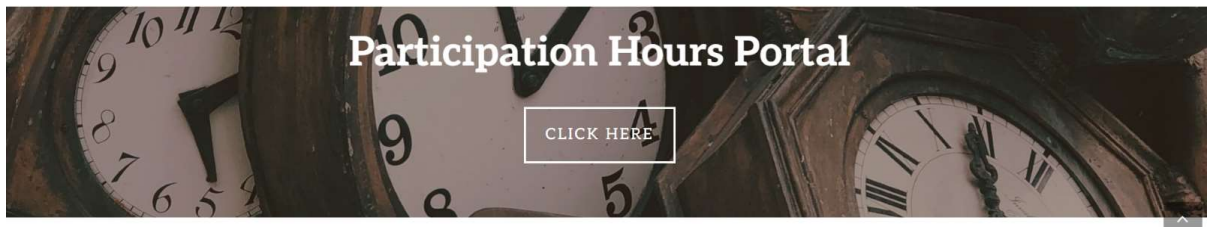
PARENTS



Select "Participation Hours," scroll down and click on "**Participation Hours Portal**"

Click the button below to be taken to our participation hours portal. In the portal, you can see the summary of hours contributed per category for the current school year. If you need a login for the participation portal, or for any other questions, please email us at:

participationHELP@qasbc.ca



You're now at the log-in page for our OnVolunteers platform.

The screenshot shows a login form with the following elements:

- QAS logo and title: "Queen of All Saints Parent Participation Volunteers Login"
- Input field for "username or email" with a person icon
- Input field for "password" with a lock icon
- "Login" button
- "Register for New Account" link
- "Forgot your password? Click Here" link
- "Administrator Click Here" button with a right arrow
- Footer: "Powered by OnVolunteers.com"

Bookmark this page for future use.

Your User Name is the email address you provided with your registration package. You may click on "Forgot your password?" to reset your password and login. If you are still not able to log-in, please email pec.parentparticipation@qasbc.ca for assistance.

CATEGORY MANAGERS – HOW TO APPROVE VOLUNTEER HOURS SUBMITTED FOR YOUR ACTIVITY

1. From the Home Page, hover your cursor over “Activities” and click on “Ad hoc”



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2. At the “Ad hoc” page, click on the drop down area next to “My Requests”



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Ad hoc

[+ New Ad hoc Request](#)

My Requests SY 2024-2025 Pending Keyword

<input type="checkbox"/>	Type	Sender	Description	Hours	Date Performed	Sent On
No Result						

3. Click on “I Coordinate.” You will now see all the hours that have been submitted for your review. You will now be able to approve or deny hours submissions.



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Ad hoc

[+ New Ad hoc Request](#)

I Coordinate **Action** SY 2024-2025 Pending Keyword

<input type="checkbox"/>	Type	Sender	Description	Hours	Date Performed	Sent On
<input type="checkbox"/>	Un-Scheduled Task	Amanda Hrgovic	test	5.00	Aug 28 2024	Aug 29 2024, 08:57 AM

4. Select the hours you would like to review. A pop up box will appear.

Ad hoc

Activity: Walkathon
Sender: Amanda Hrgovic
Type: Un-Scheduled Task
Hours: 5.00
Description:
test

Request Date: Aug 29, 24
Task Date: Aug 28, 24

Hours:

Comment:

[Approve](#) [Deny](#) [Cancel](#)

- If the hours submitted are correct, approve the hours as submitted and click "Approve." If the hours are incorrect, you may adjust the hours and then click "Approve." If the hours were submitted in error, you may deny the hours by clicking "Deny."

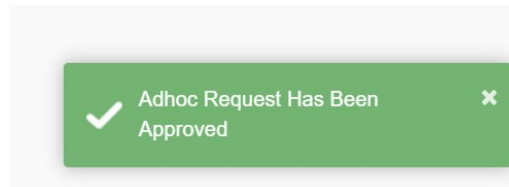
Ad hoc ✕

Activity: Walkathon
Sender: Amanda Hrgovic **Request Date:** Aug 29, 24
Type: Un-Scheduled Task **Task Date:** Aug 28, 24
Hours: 5.00
Description:
test

Hours

Comment

- Once the hours have been approved, a pop-up box will appear at the lower right of your screen.




- You have verified and approved the reported hours for your activity.**

REVIEW ALL OF THE VERIFIED HOURS FOR YOUR ACTIVITY

- To view your VERIFIED Hours for the School year, go to the "Ad hoc" page and ensure the following fields are selected:
 - "I Coordinate"
 - "Approved"
 - Click on the Search Button.

You will now be able to view all of the reported hours you have approved for your activity.



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I Coordinate
Action
SY 2024-2025
Approved

Search

<input type="checkbox"/>	Type	Sender	Description	Hours	Date Performed	Sent On
<input type="checkbox"/>	Un-Scheduled Task	Amanda Hrgovic	test	5.00	Aug 28 2024	Aug 29 2024, 08:57 AM