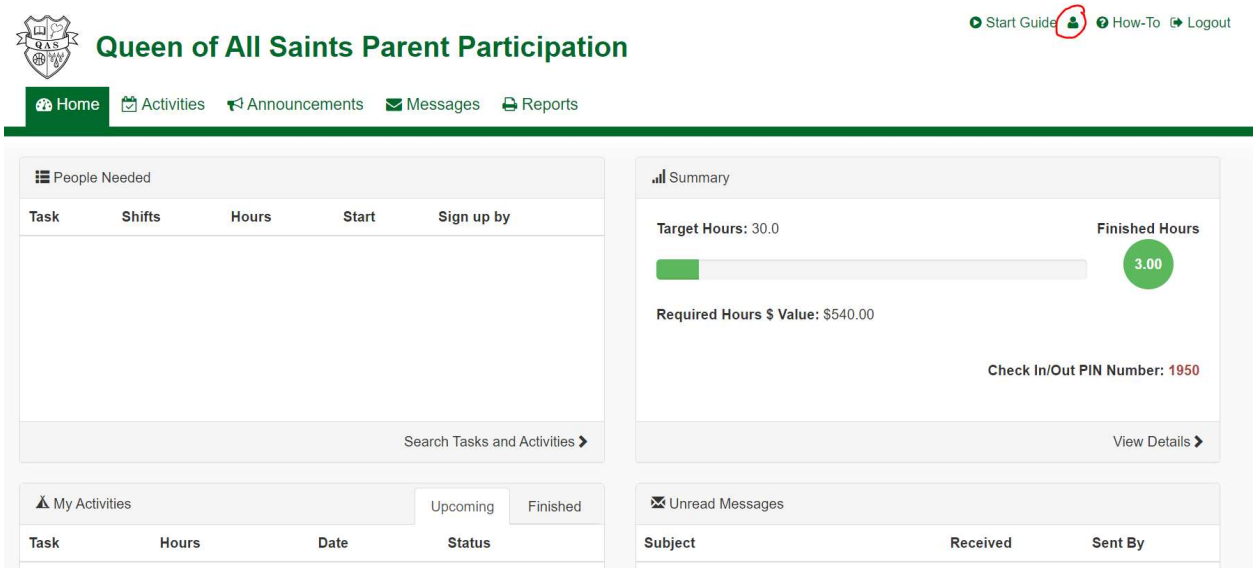
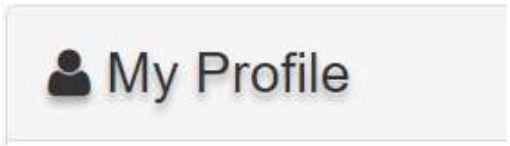
REVIEW YOUR PARENT PARTICIPATION COMMITMENT FOR THE SCHOOL YEAR

1. Login to OnVolunteers and you will land on the home page

2. Select the User Icon at the top right of the page



3. This will bring you to your Profile page. Scroll through your Profile Page and review the information provided for accuracy. All Children and Family Members should be linked to the same account. You may have up to two users with unique user names and passwords linked to the same family account.



4. Scroll down to the "OTHER" Section of your profile.

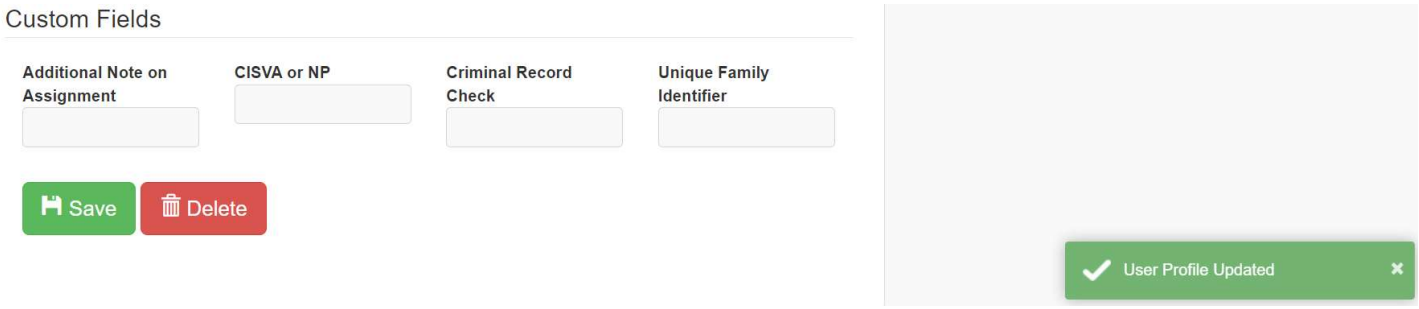
5. Under "Other," please review the **<u>GROUPS</u>** selected.

   The Groups Selected are your Parent Participation Commitment for the School Year.

   If the groups assigned to you are incorrect or changes are required, <u>you must</u> email pec.parentparticipation@qasbc.ca before proceeding with next steps.

6. Under "Other," please review the **SKILLS** assigned to you.

   To add/remove skills, you can do this yourself by selecting skills in the drop down menu. Please add as many additional skills as applicable. Once you have reviewed and updated skills you must **SAVE** to receive confirmation that your User Profile has been updated.



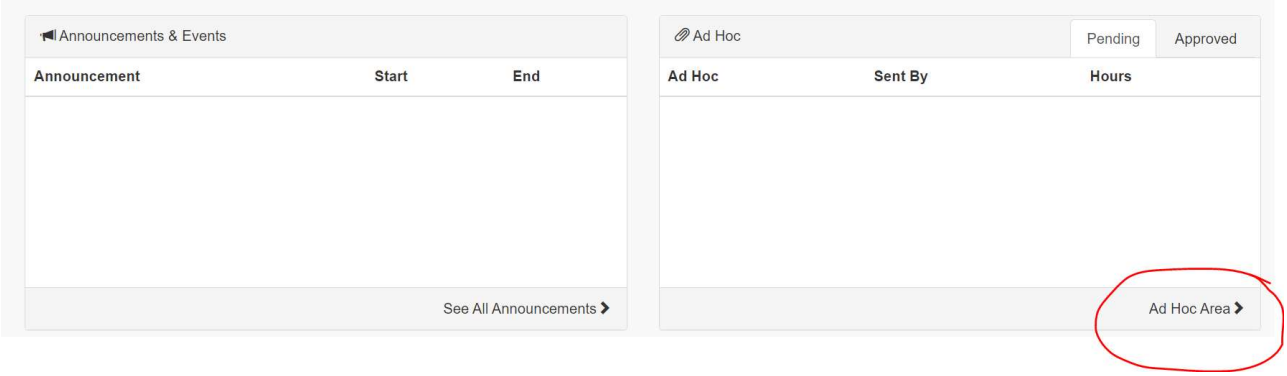
VERIFY YOUR VOLUNTEER COMMITMENT FOR THE SCHOOL YEAR

Once you have reviewed the Groups and Skills selected in your profile, you must CONFIRM your Parent Participation Commitment for the School Year by following the steps below.

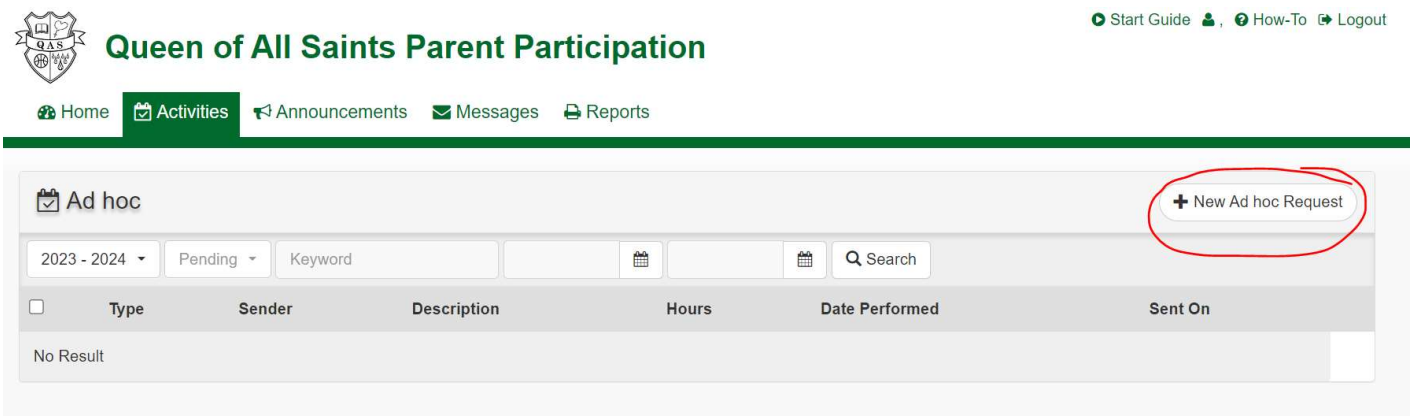
You will receive 1 Parent Participation/Volunteer Hour for verifying your commitment and completing the steps below.

1. Go to the HOME page

2. Scroll down to "Ad Hoc" and click on "Ad Hoc Area"



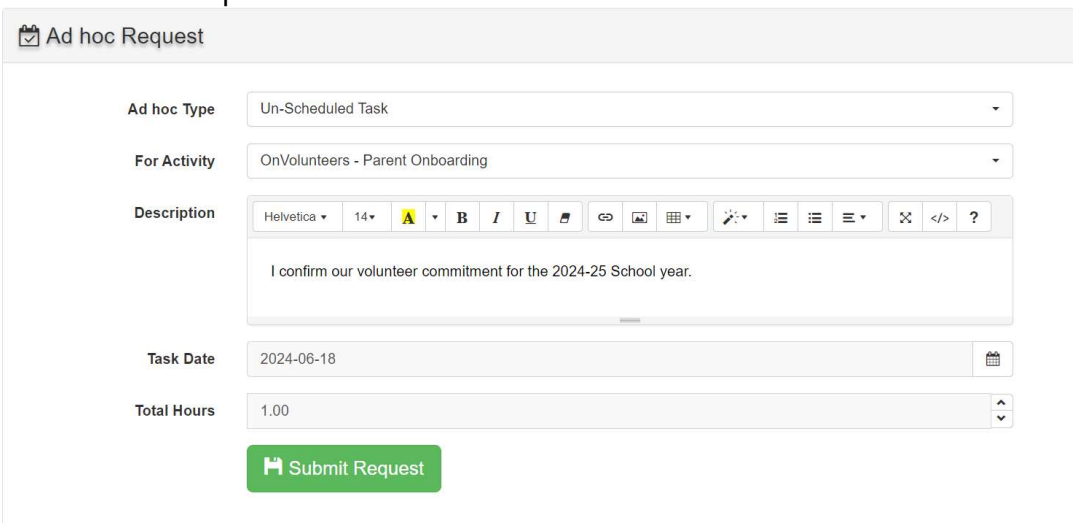
3. At the Ad Hoc page click on "+ New Ad hoc Request"
4.



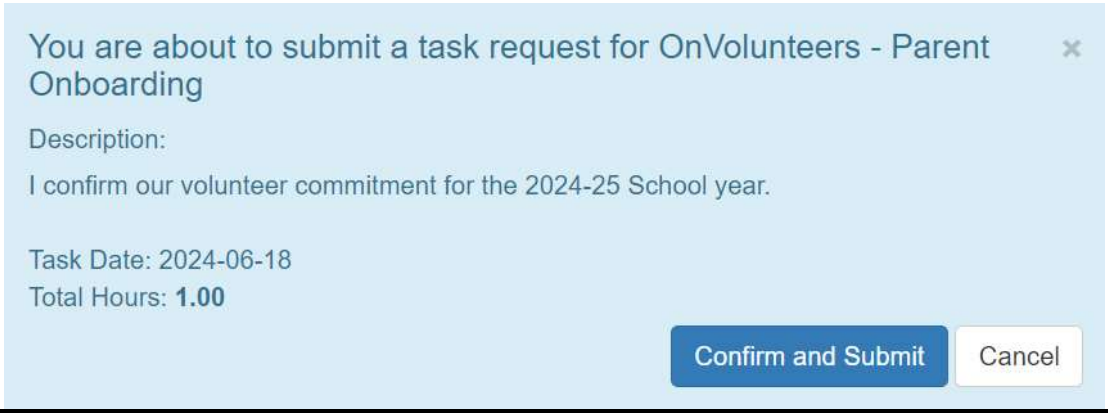
5. An Ad-hoc Request window will pop-up. Please select the following fields:

   Adhoc Type: "Un-Scheduled Task"
   For Activity: "OnVolunteers – Parent Onboarding"
   Description: I confirm our volunteer commitment for the 2024-25 School year.
   Task Date: Enter the date this was completed
   Total Hours: Enter 1.00

6. Click on "Submit Request"



7. Once you click "Submit Request," a dialogue box will pop up.



8. Click “Confirm and Submit.”

You have now:

CONFIRMED your Volunteer Commitment for the 2024-25 School Year

and

Submitted your first parent participation hour for verification