

RenWeb - Service Hours

JPG Family Handbook states:

Parents are encouraged to serve with the same joyful spirit as they work service hours for the school. If a family is receiving tuition assistance, they are required to serve 30 hours for the school annually. If a family is not receiving tuition assistance, they are required to serve 20 hours for the school annually. These hours may consist of fundraising activities, volunteering in classrooms, general clean-up of the school, etc. Any family electing not to complete these much-needed hours will be billed at the rate of \$20 per uncompleted hour. Family service hours are logged by parents in RenWeb.

1. How to log my family's service using your desktop computer*

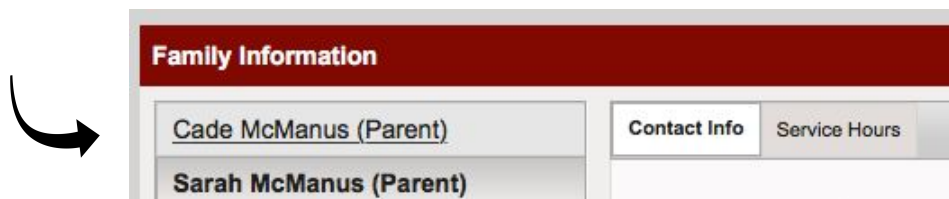
- Log in to your RenWeb account
<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

2. Click on Family Information



The screenshot shows the RenWeb ParentsWeb interface. At the top left is the John Paul the Great Academy logo. Below it is a navigation sidebar with a red header. The sidebar includes a 'Welcome Back: Sarah McManus' section with a 'Logout' button, and several menu items: 'School Information', 'Student Information', 'Family Information' (highlighted with a red arrow), 'Family Home', 'Family Profile', 'Username / Password', and 'Resources'. The main content area is titled 'Family Information' and contains a list of family members: Cade McManus (Parent), Sarah McManus (Parent), Evelyn McManus (Child), Kate McManus (Child), Nina McManus (Child), Rose Corman (Grandparent), Robert McManus (Grandparent), and Dorothy McManus (Grandparent). To the right of this list are two tabs: 'Contact Info' and 'Service Hours'. The 'Service Hours' tab is active, showing a table with columns for 'Date', 'Description', and 'Hours'. The table contains several entries, including 'Generic Service Hours (type description in Notes)' with 5.0 hours, 'Lunch' with 3.0 hours, 'Field Day helper' with 7.0 hours, and 'Cleared school library' with 4.0 hours.

3. Select the family member you wish to add service hours



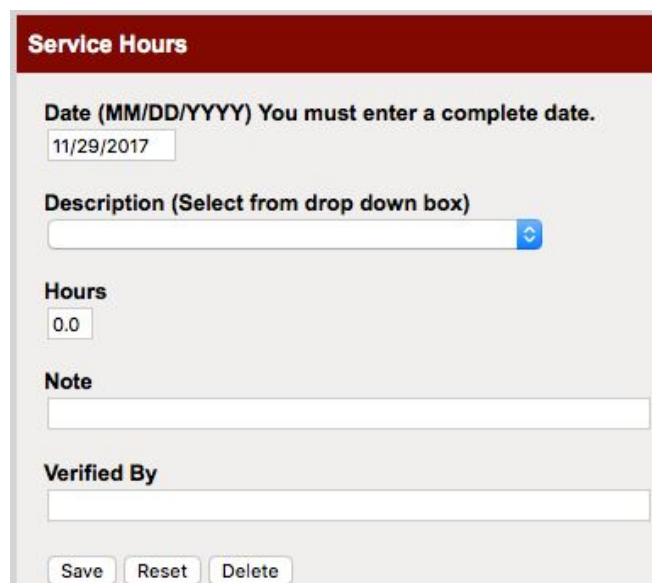
This screenshot shows a closer view of the 'Family Information' section. A red arrow points to the 'Sarah McManus (Parent)' entry in the list. The 'Service Hours' tab is selected for this entry, and the 'Add Service Hours' button is visible above the table.

4. Click Service Hours



This screenshot shows the 'Service Hours' tab for Sarah McManus (Parent). The 'Add Service Hours' button is highlighted. Below it is a table with the following headers: 'Date', 'Description', and 'Hours'.

5. Fill in your service details.... Remember to Save your information



The screenshot shows the 'Service Hours' form. It includes the following fields and buttons:

- Date (MM/DD/YYYY) You must enter a complete date.** Input field with the value '11/29/2017'.
- Description (Select from drop down box)** A dropdown menu with a blue arrow icon.
- Hours** Input field with the value '0.0'.
- Note** A text input field.
- Verified By** A text input field.
- Buttons: 'Save', 'Reset', and 'Delete'.

*Similar steps are taken using your RenWeb app on any Smartphone.