

# Pinellas County Schools Volunteer System

Quick Guide to logging volunteer hours

**STEP 1** Login into: <https://focus.pcsb.org/volunteer>

**STEP 2** Sign on to the Volunteer System using your v.account

Username: (v. last name first initial – all lowercase)

**Username:** Example: v.smithd

Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year.

**Password:** Example: Smith1975

Click Submit

**STEP 3** Click on **Here** to enter Volunteer Hours (top right)

## STEP 4 Logging Mentor/Tutor Hours

This field is only for volunteers who are mentoring or tutoring.

2015-2016 Instructional: Mentor/Tutor Hours Entry							
Date	Hours	Description	Student / School	Today we...	Topic	It was positive	Comments
05/09/2016							
05/09/2016	1.0 hr	Mentor - Lunch Pals		Did an activity	Career	Yes	comment test

**Enter Hours: Date:** Date of volunteer activity. **Hours:** Amount of time spent. **Description:** Lists mentor or tutor program. (Scroll down for all options). **Today we...:** Required if a Mentor description is chosen. **Topic:** Required. Select the topic they covered. **It was positive:** Required. Documents whether the activity was positive or not. **Comments:** Allows for any comment.

**Important to Save Hours** - Once you have all the hours' information filled out, press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press SAVE.

## STEP 5 Support Services

1. To submit support services hours, input your hours in the logging field (as shown below)

2015-2016 Support Services Hours Entry				
Date	Hours	Description	School	Comments
05/09/2016	2	Field Trip Chaperone	1081 - Dunedin High School	comment test

**Date:** Date of volunteer activity. **Hours:** Amount of time spent volunteering. **Description:** Description of activity completed (scroll for all options). **School:** Select the school. **Comments:** Allows for any comment.

**Important to Save Hours** - Press **Return (enter)** to save that row. The line will move down in the table, clearing out the top row for a new entry. Then Press SAVE.



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## Quick Guide to updating your profile information

**STEP 1** Login into: <https://focus.pcsb.org/volunteer>

**STEP 2** Sign on to the Volunteer System using your v.account

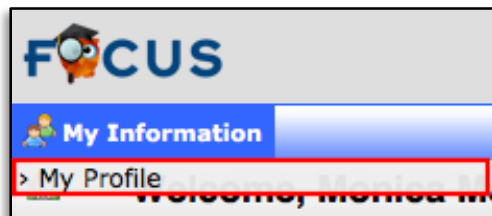
Username: (v. last name first initial – all lowercase)

**Username:** *Example:* v.smithd

Password: Last Name (first letter capitalized) immediately followed by 4-digit birth year.

**Password:** *Example:* Smith1975

*Click Submit*



**Click** on My Information

**Click** on My Profile

My profile will open a new page.

**General Information:** Click on your name at the top to display your first name, last name, username, and e-mail. Click your name once more to make the information disappear.

1. **Profile Categories:** Each tab serves as a different category within the Volunteers profile.
  - a. **Personal:** Contains information such as date of birth, gender, address, emergency contact, etc.
  - b. **Volunteer Activity:** Displays volunteer status, information, and allows for volunteer's to select availability time and school preferences.
  - c. **Volunteer Hours:** Allows volunteers to enter and track their hours.

**Profile Tabs** on the left of the screen: **Personal, Volunteer Activity and Volunteer Hours**

**My Profile** allows for volunteers to view and change/add some of your personal information, volunteer activities and enter hours within the volunteer system. You can edit fields (some are restricted) and change information such as: contact information, address change, volunteer activity, dates available etc...

1. To edit/change a field on your profile, simply click within the field and make the desired change. The field that you made edits to will highlight blue (as shown below).

  
\* Home Phone  
\* Home Phone

2. Once you have made a change, click out of the field (press Tab) and you will notice the Save button turns red. Press **Save** to ensure all of your changes are saved before moving to another page.

**Please don't forget to log your hours. Every hours counts.**



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