

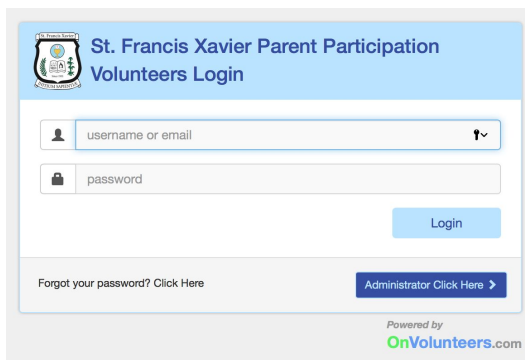
St. Francis Xavier School OnVolunteers: Getting Started Guide

Our school is now using an online volunteer system designed to make helping out at the school fast and easy. This new system is powered by OnVolunteers Software, a company that provides volunteer management software specifically for Catholic and Independent schools.

How to Log In

An account has been created for each family using one of the 2 emails provided to the school. If you receive an error, please try the other email.

1. Go to <http://sfx.onvolunteers.com>
2. Enter your email address in the username window.
3. Enter your temporary password: 12345@SFX
4. Click on the login button.



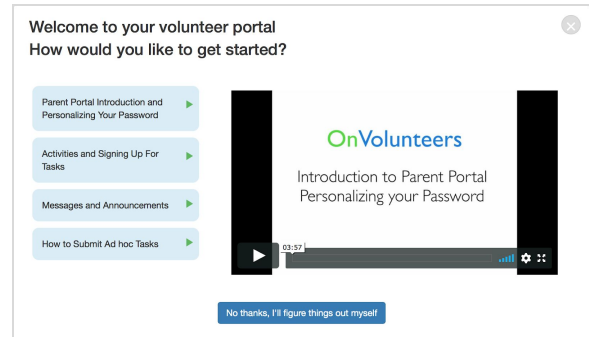
Getting Started

When you first log in, you will see a 'Start Guide' screen. This box contains 4 short videos that will help familiarize you with your volunteer portal.

The Videos:

- *Parent Portal Introduction and Personalizing Your Password* – an overview of your volunteer portal
- *Activities and Signing Up For Tasks* – a quick tutorial on how to view and sign up for volunteer tasks.

- *Messages and Announcements* – learn how to view/send messages and view announcements.
- *Ad hoc* – learn how to submit unscheduled volunteer tasks and service hours.



The Basics

1. Personalizing Your Password

It is strongly recommended that you personalize your password the first time you log into your account for security reasons.

Here's how:

1. After you log into your volunteer account (and closing the Start Guide), click on your name on the upper right; this is your User Profile.
2. In the 'My Profile' section, click on [Reset Password]. In the subsequent dialogue box, enter your current and desired password, and re-enter your new password to confirm. Then, click 'Save'.

2. Adding Second User

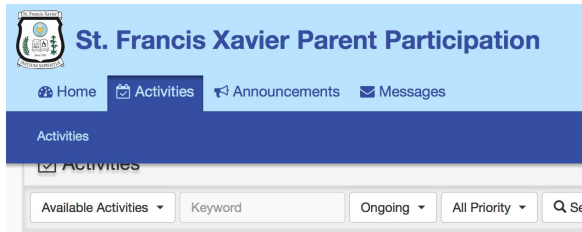
Two parents/guardians can share one family account. In the 'My Profile' section, you can add the details for the second user's with their:

1. Username (We recommend using email address as a username.)
2. Password
3. First and Last Names
4. Phone and Email

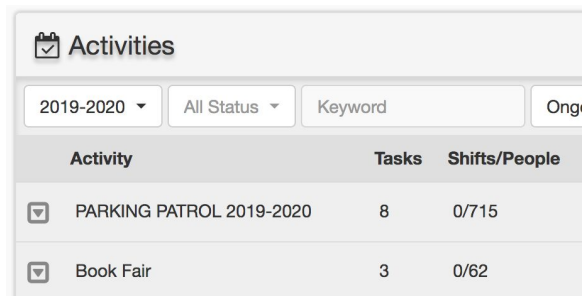
*Please log in as the parent who will be completing the volunteer job before signing up for the task.

3. Viewing Activities and Volunteer Tasks

Hover your cursor above the main Activities tab and click the 'Activities' subheader when it appears.



Clicking on the 'Activities' subheading will bring you to the Activities page, showing the school events and activities containing volunteer tasks.

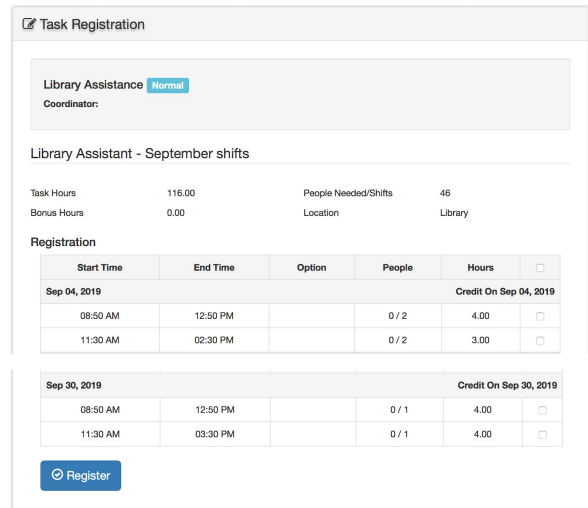


4. Viewing and Registering for Volunteer Tasks

To view volunteer tasks within an activity, click on the name of the activity; the volunteer tasks will appear below.

	Library Assistance	10	0/438	Aug 11 2019, 0
Fundraising: No For Grades: All No Cancellation: No Limit				
Tasks	People Needed/Shifts	Hours		
Library Assistant - September shifts	0/46	116.00		
Library Assistant - October shifts	0/52	131.00		
Library Assistant - November shifts	0/44	104.00		

Click on a task to view its details as well as to register for that task.



To learn more, please watch the videos in the Start Guide and the 'How-To' area (upper right corner of your screen).



Questions?

Contact your class representative or email pta.sfx@sfxschool.ca.