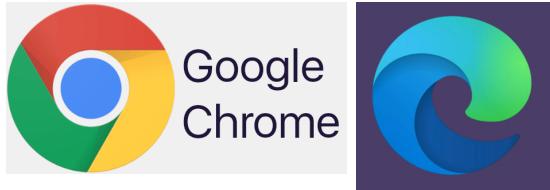




Saint Francis de Sales – On Volunteer

## Logging into the On Volunteer system

1. Open Microsoft Edge or Google Chrome on your PC



2. Launch your browser and go to the site: <https://portal.onvolunteers.com/login.aspx?s=sfds>

A screenshot of the 'Administrator Login' page. The header features the school's logo and the text 'St. Francis de Sales Parent Participation Administrator Login'. Below the header are two input fields: 'username or email' and 'password'. To the right of the password field is a 'Login' button. At the bottom of the page, there are two links: 'Register for New Account' and 'Forgot your password? Click Here'. On the right side, there is a link 'Parents Click Here >'.

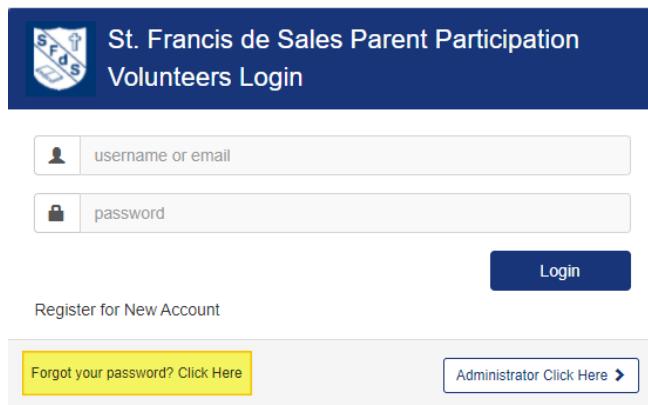
3. Enter your username & password. The On Volunteer system requires SFDS families to register an account on the system. If you have not created an account, please use the Register for New Account link. **Account registrations can take up to 48 hours to be approved by the Volunteer Coordinator or System Administrator.**

A screenshot of the 'Volunteers Login' page. The header features the school's logo and the text 'St. Francis de Sales Parent Participation Volunteers Login'. Below the header are two input fields: 'username or email' and 'password'. To the right of the password field is a 'Login' button. At the bottom of the page, there are two links: 'Register for New Account' (which is highlighted with a yellow box), 'Forgot your password? Click Here', and 'Administrator Click Here >'.



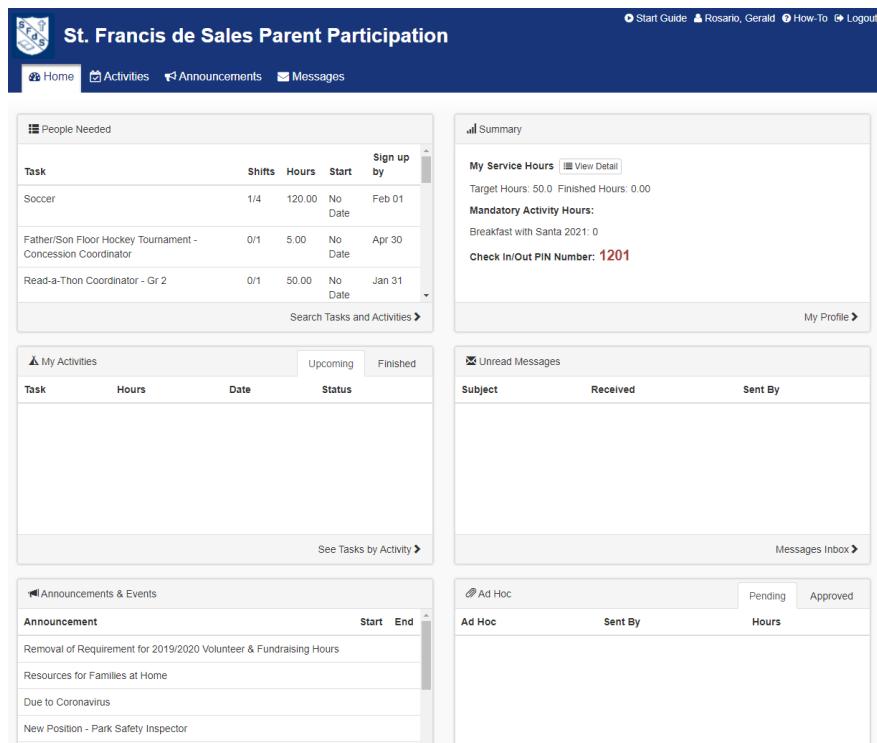
## Saint Francis de Sales – On Volunteer

4. If you have misplaced or forgot your password, you can also use the Forgot your password link to obtain your password. The password will be sent to the email you used to register an account.



The image shows the 'Volunteers Login' page of the St. Francis de Sales Parent Participation website. The page has a dark blue header with the school's logo and the text 'St. Francis de Sales Parent Participation' and 'Volunteers Login'. Below the header are two input fields: 'username or email' and 'password', each with a corresponding icon (user and lock). To the right of the password field is a 'Login' button. Below these fields is a link 'Register for New Account'. At the bottom of the page are two buttons: 'Forgot your password? Click Here' (highlighted with a yellow box) and 'Administrator Click Here'.

5. After successfully logging in, the site will take you to the OnVolunteer Main Portal



The image shows the OnVolunteer Main Portal for St. Francis de Sales Parent Participation. The top navigation bar includes links for 'Start Guide', 'Rosario, Gerald', 'How-To', 'Logout', 'Home', 'Activities', 'Announcements', and 'Messages'. The main content area is divided into several sections:

- People Needed:** A table showing tasks like Soccer, Father/Son Floor Hockey Tournament, and Concession Coordinator, along with their shifts, hours, start dates, and sign-up status.
- Summary:** Displays service hours (Target: 50.0, Finished: 0.00), mandatory activity hours (Breakfast with Santa 2021: 0), and a check-in PIN number (1201).
- My Activities:** A table showing tasks with columns for Task, Hours, Date, and Status (Upcoming or Finished).
- Undeveloped:** A table showing announcements and events.
- Messages:** A table showing unread messages with columns for Subject, Received, and Sent By.
- Announcements & Events:** A list of announcements including 'Removal of Requirement for 2019/2020 Volunteer & Fundraising Hours', 'Resources for Families at Home', 'Due to Coronavirus', and 'New Position - Park Safety Inspector'.
- Ad Hoc:** A table showing ad hoc tasks with columns for Ad Hoc, Sent By, and Hours.