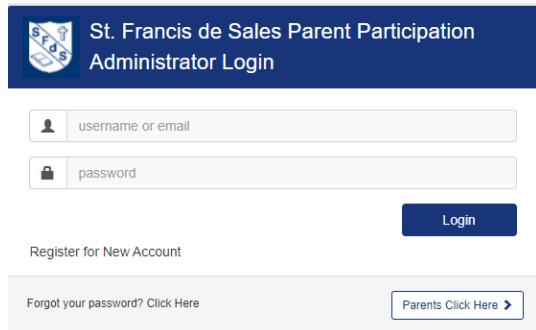


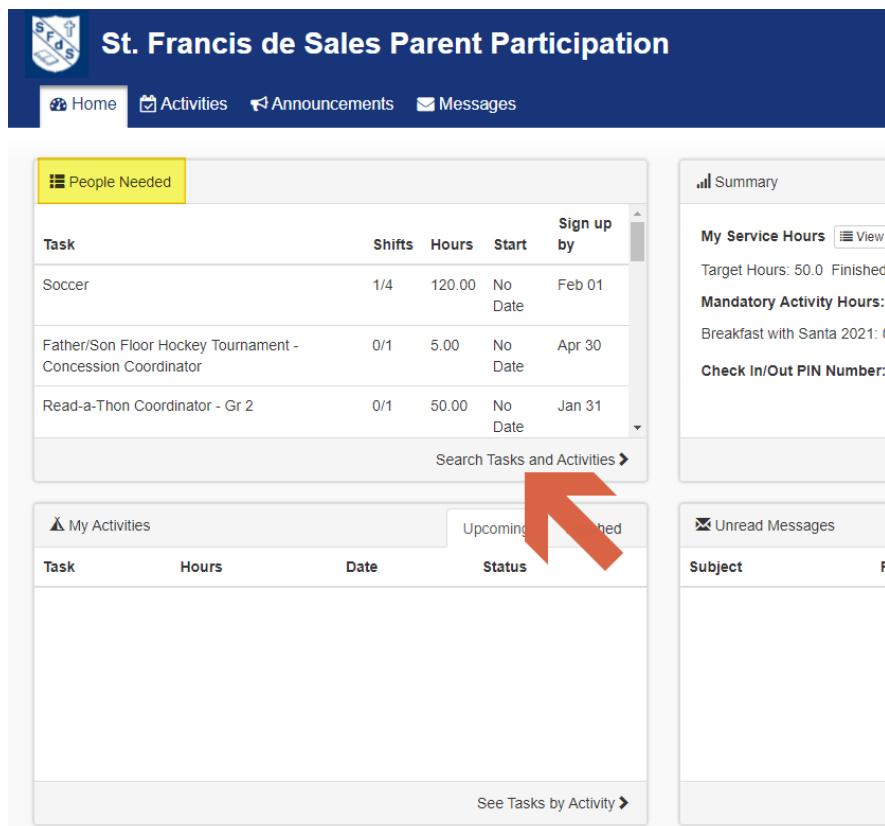


Registering for an Activity

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

A screenshot of the 'Administrator Login' page for St. Francis de Sales Parent Participation. It features a logo in the top left, a title bar, and a form with fields for 'username or email' and 'password', a 'Login' button, and links for 'Register for New Account', 'Forgot your password? Click Here', and 'Parents Click Here'.

2. Under the People Needed widget, view the available volunteer tasks or use the Search Tasks and Activities to view the entire list of available volunteer tasks.

A screenshot of the 'St. Francis de Sales Parent Participation' home screen. It includes a navigation bar with 'Home', 'Activities', 'Announcements', and 'Messages'. The main area features a 'People Needed' widget showing tasks like Soccer, Father/Son Floor Hockey Tournament, and Read-a-Thon Coordinator. A red arrow points to the 'Search Tasks and Activities' button. Below this is a 'My Activities' section and an 'Upcoming Tasks' section. To the right are summary boxes for 'My Service Hours', 'Mandatory Activity Hours', and 'Check In/Out PIN Number', as well as an 'Undeveloped' section for 'Unread Messages'.



Saint Francis de Sales – On Volunteer

3. Review the people needed/shifts and hours

Tasks				
Task	People Needed/Shifts	Hours	Coordinator	Deadline
Father/Son Floor Hockey Tournament - Concession Coordinator	0 / 1	5.00	Irene Wihak	4/30/2022 12:00:00 AM
Father/Son Floor Hockey Tournament - Concession Team	2 / 8	5.00	Irene Wihak	4/30/2022 12:00:00 AM
Parish Helpers - Video Library (Sun Mass at 11am)	0 / 1	25.00		
Parish Helpers - Prep	2 / 5	50.00		
Parish Helpers - RCIA	0 / 4	50.00		
Parish Helpers - Children's Liturgy (Sundays 9am, 11am)	0 / 5	20.00		
Park Safety Inspector	1 / 2	50.00		
Maintenance - July 2022	7 / 10	10.00		5/1/2022 12:00:00 AM
Soccer	1 / 4	120.00		2/1/2022 12:00:00 AM
Track and Field	0 / 2	40.00		3/31/2022 12:00:00 AM

4. Select an activity, check off the selected date/hours and Register

Task Registration

Father / Son Floor Hockey Tournament 2022 Normal FR

Coordinator: Irene Wihak

- Planned Event Date:** Thursday, June 2, 2022
- Assist with Tournament Coordination, schedules, referees, etc.
- Concession Coordination
- Please contact Mrs. Wihak **by April 30, 2022** if you are interested

Father/Son Floor Hockey Tournament - Concession Team

Task Hours	5.00	People Needed/Shifts	8
Bonus Hours	0.00	Coordinator	Irene Wihak
Location	SFds Gym	Deadline	2022-04-30

Description

- Planned Event Date:** Thursday, June 2, 2022
- Help run the concession the day of
- Payment processing and cash handling
- Set up and clean up of kitchen
- Please contact Mrs. Wihak **by April 30, 2022** if you are interested

Registration

Start Time	End Time	Option	People	Hours	<input type="checkbox"/>
No Date					Credit On May 3
			2 / 8	5.00	<input checked="" type="checkbox"/>

Register



Saint Francis de Sales – On Volunteer

Please Confirm Your Task Registration

x

Selected Schedules No Date

Total Hours 5.00

1st Person Rosario, Gerald

2nd Person

3rd Person

Comment

Confirm

Cancel

5. After confirmation, your name will be displayed in the Registered People box

Task Registration

Father / Son Floor Hockey Tournament 2022 **Normal** **FR**

Coordinator: Irene Wihak

- Planned Event Date:** Thursday, June 2, 2022
- Assist with Tournament Coordination, schedules, referees, etc.
- Concession Coordination
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Father/Son Floor Hockey Tournament - Concession Team

Task Hours	5.00	People Needed/Shifts	8
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Location	SFds Gym	Deadline	2022-04-30

Description

- Planned Event Date:** Thursday, June 2, 2022
- Help run the concession the day of
- Payment processing and cash handling
- Set up and clean up of kitchen
- Please contact Mrs. Wihak by April 30, 2022 if you are interested

Registration

Start Time	End Time	Option	People	Hours	<input type="checkbox"/>
No Date				Credit On May 31, 2022	<input checked="" type="checkbox"/>
			3 / 8	5.00	<input checked="" type="checkbox"/>

Registered People 3/8

Name
No Date
Doris Rodriguez
Rosario, Gerald
Serka, Sandra

Register **Cancel**



Saint Francis de Sales – On Volunteer

6. To Cancel the activity, use the “Cancel” button and it will remove you from the Volunteer task.

Please inform your volunteer coordinator if you are cancelling near your scheduled volunteer task date.

Task Registration

Father / Son Floor Hockey Tournament 2022 **Normal** **FR**

Coordinator: Irene Wihak

- **Planned Event Date:** Thursday, June 2, 2022
- Assist with Tournament Coordination, schedules, referees, etc.
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- Set up and clean up of kitchen
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Registration

Start Time	End Time	Option	People	Hours	<input type="checkbox"/>
No Date				5.00	<input checked="" type="checkbox"/>

Credit On May 31, 2022



Register **Cancel**

Registered People 3/8

Name
No Date
Doris Rodriguez
Rosario, Gerald
Serka, Sandra