



## Registering for an Activity

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

The login form for the St. Francis de Sales Parent Participation Administrator. It features a blue header with the St. Francis de Sales logo and the text "St. Francis de Sales Parent Participation Administrator Login". Below the header are two input fields: "username or email" and "password". A blue "Login" button is positioned to the right of the password field. Below the login fields are 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

The dashboard for St. Francis de Sales Parent Participation. It features a blue header with the St. Francis de Sales logo and the text "St. Francis de Sales Parent Participation". Below the header are navigation links: Home, Activities, Announcements, and Messages. The main content area is divided into two columns. The left column contains a "People Needed" widget with a table of tasks and a "My Activities" widget. The right column contains a "Summary" widget with "My Service Hours", "Mandatory Activity Hours", and "Check In/Out PIN Number".

Task	Shifts	Hours	Start	Sign up by
Soccer	1/4	120.00	No Date	Feb 01
Father/Son Floor Hockey Tournament - Concession Coordinator	0/1	5.00	No Date	Apr 30
Read-a-Thon Coordinator - Gr 2	0/1	50.00	No Date	Jan 31

Search Tasks and Activities >

My Activities

Task	Hours	Date	Status
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See Tasks by Activity >

Summary

My Service Hours View I

Target Hours: 50.0 Finished

Mandatory Activity Hours:

Breakfast with Santa 2021: 0

Check In/Out PIN Number:

Unread Messages

Subject R



## Saint Francis de Sales – On Volunteer

### 3. Review the people needed/shifts and hours

Tasks					
Available Tasks	All Categories	Start Date	End Date	Keyword	Search
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	
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

✕

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

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Registration

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

Register

Cancel

☒ Registered People 3/8

Name

No Date

Doris Rodriguez

Rosario, Gerald

Serka, Sandra

