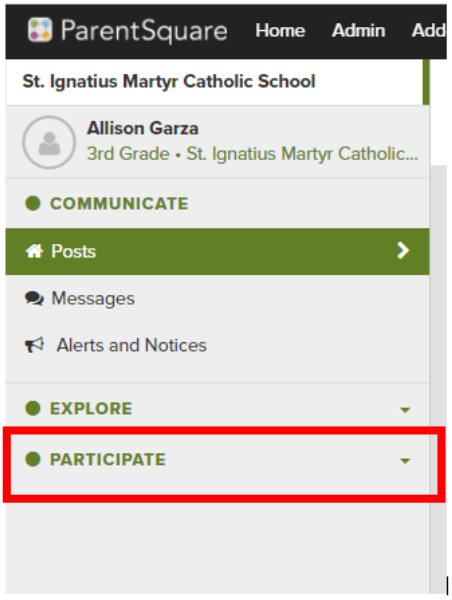
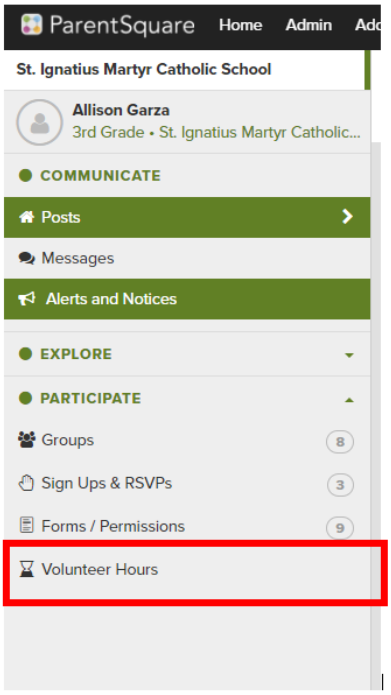
1. Log into ParentSquare with your account information. If you do not have your information, please request a registration link.

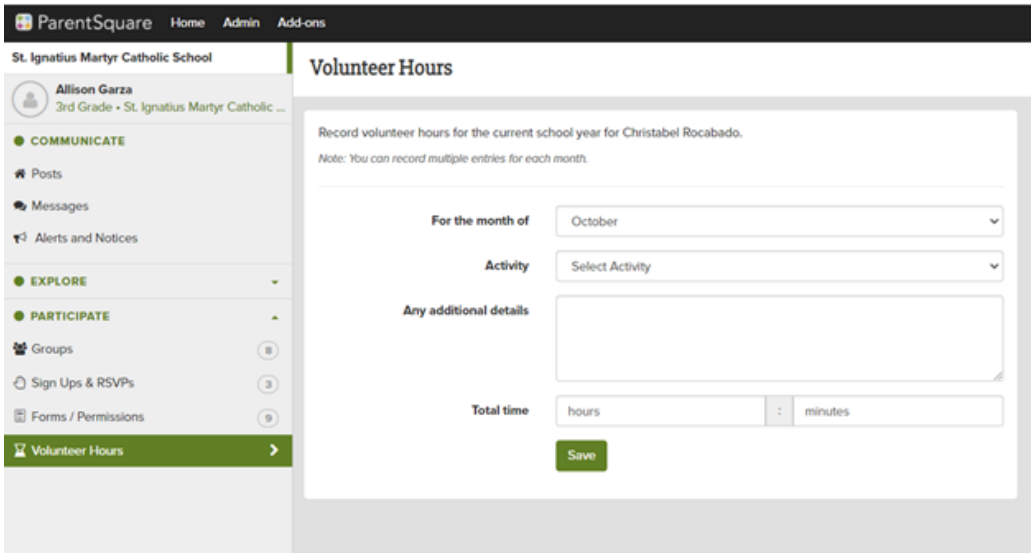
2. From the left drop down box, navigate to "Participate".

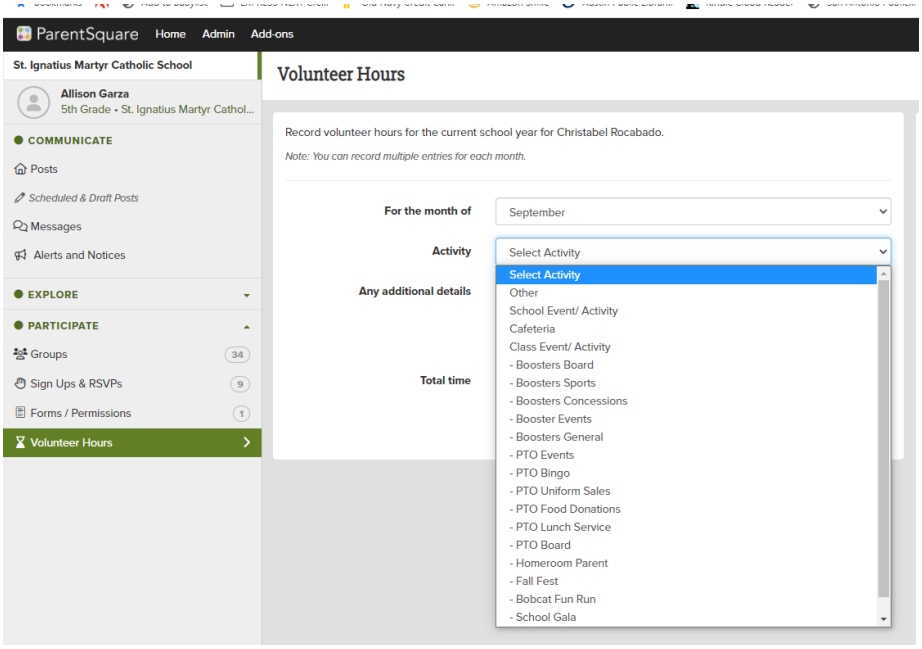


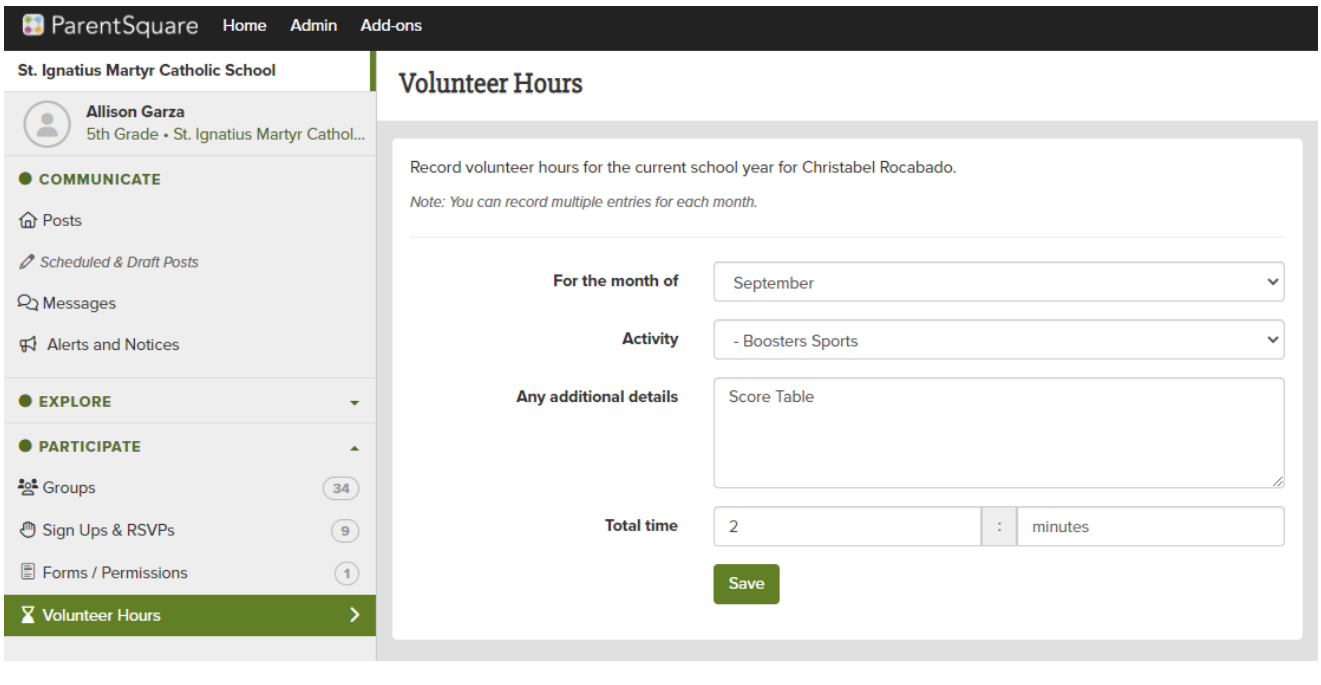
3. Then, navigate to "Volunteer Hours"



4. Click the tab “Volunteer Hours" and navigate to fill out the form. Select the activity from the drop down box, and also provide a summary of the service work performed.







5. Once you hit 'Save', your hours will appear submitted and be listed on the screen.