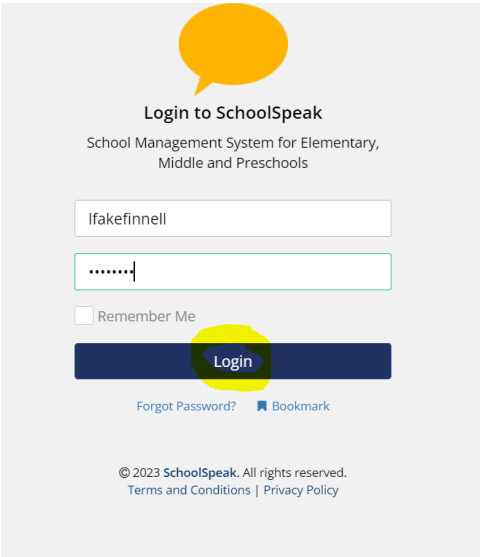
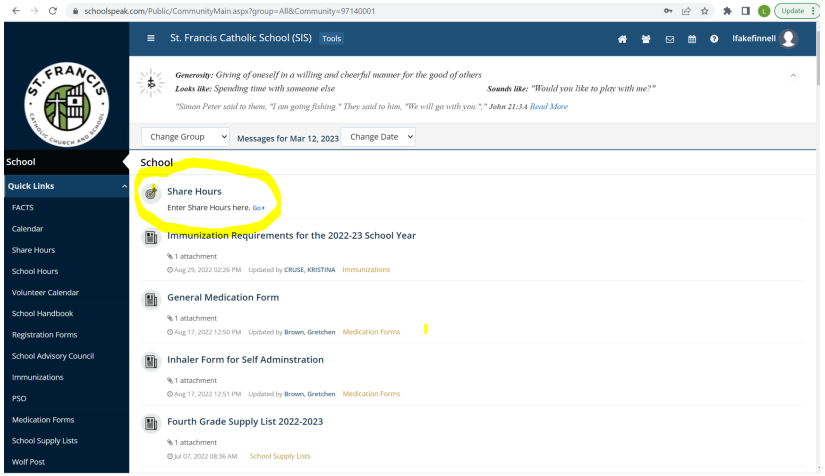
How to log your volunteer hours in School Speak

1. Navigate to https://www.schoolspeak.com/Secure/Login.aspx and login.

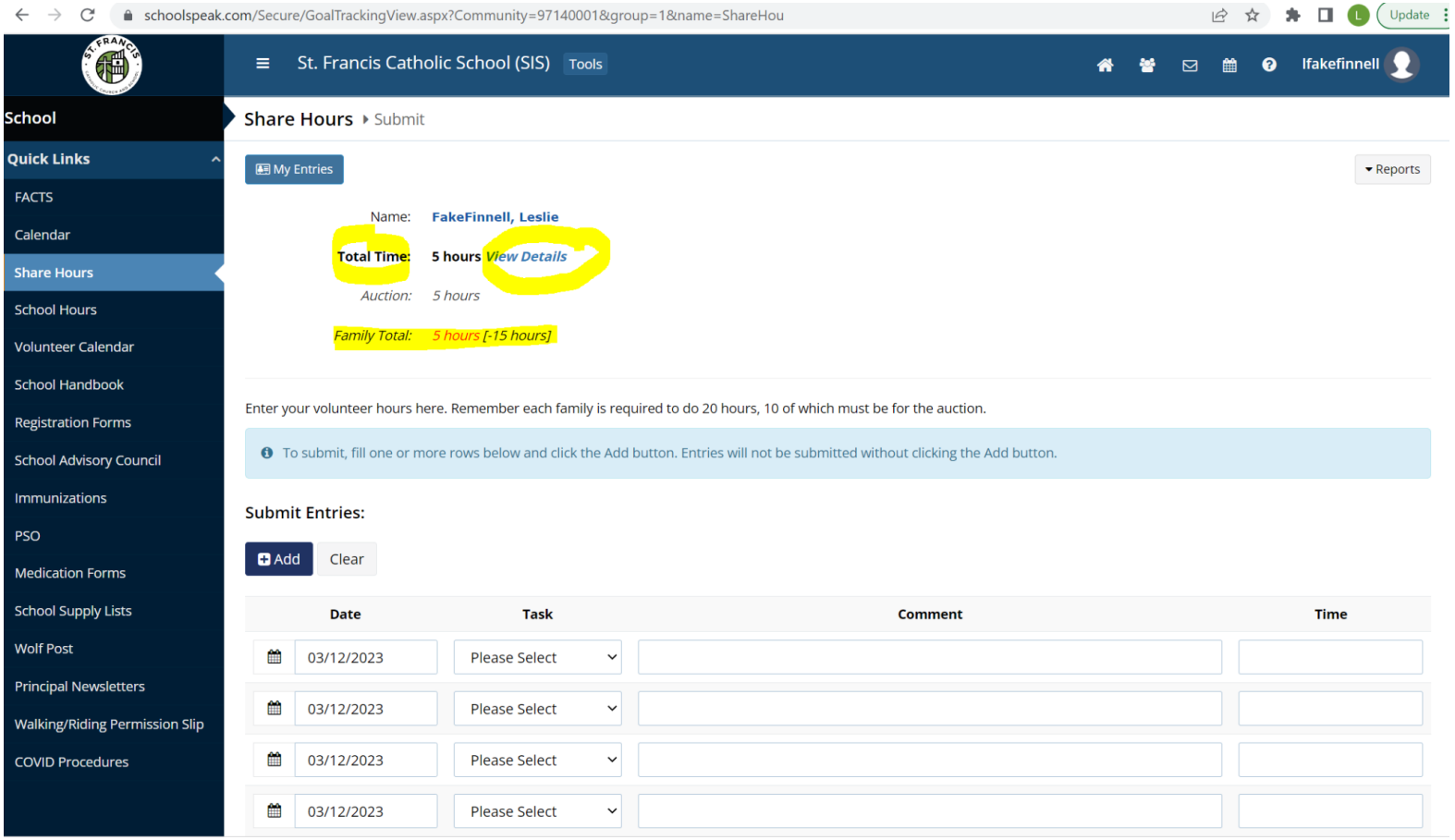
If you do not remember your username and password, please send an er to kcruse@sfsherwood.org or lfinnell@sfsherwood.org and we can send you your information.



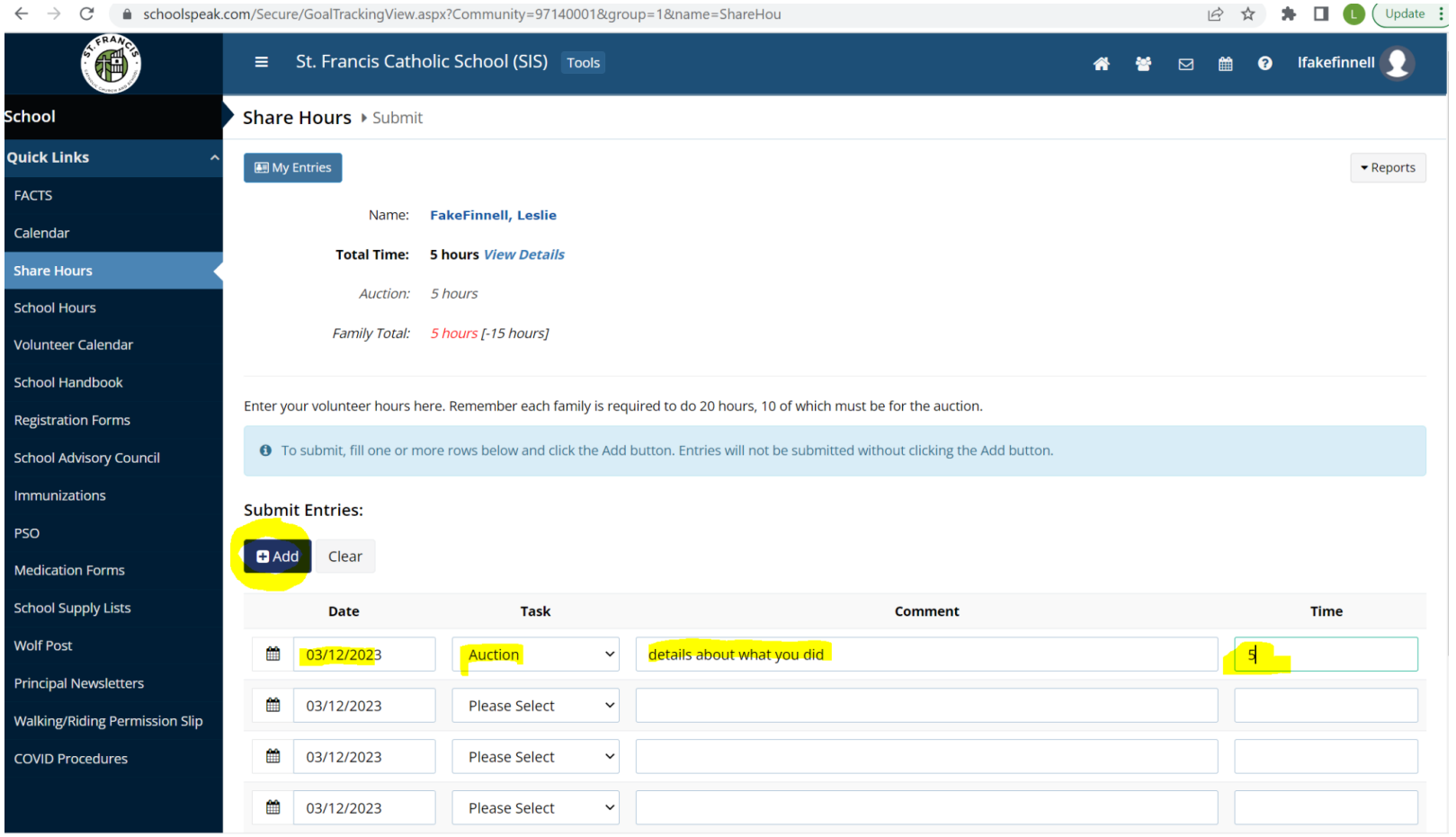
2. Click on “share hours” from the home screen.



3. Notice how many hours you have logged so far. You may click “view details” to see each previous entry. Will also see your family total and how many hours still missing to get your 20 hour total.

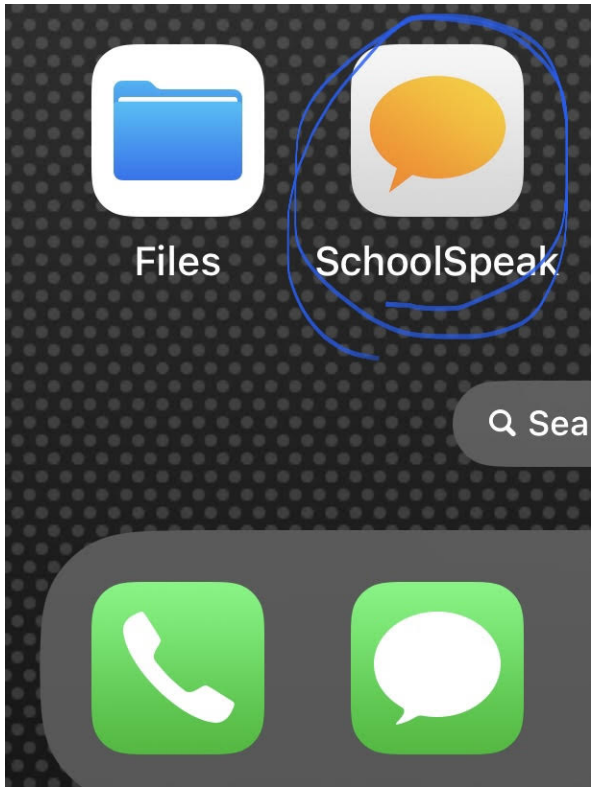


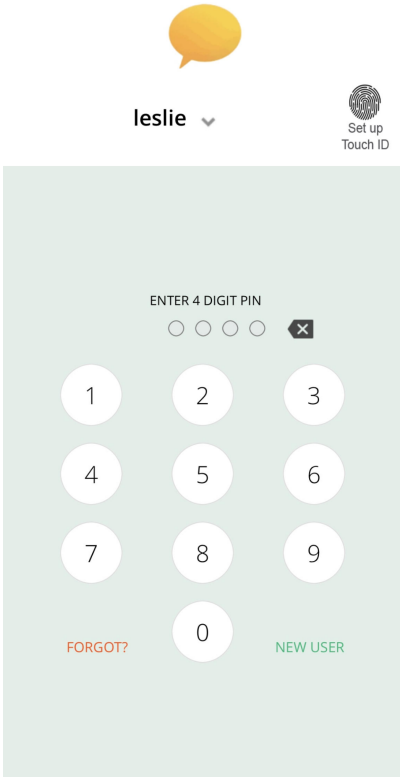
4. To add new hours:
   - enter the date hours were completed,
   - select the appropriate task from the dropdown menu (If it has anything to do with the auction, then make sure to select “auction”)
   - in the comment section, write details about what you did
   - In the time, put a number indicating how many hours you spent
   - Enter up to 4 entries, then click “+Add”



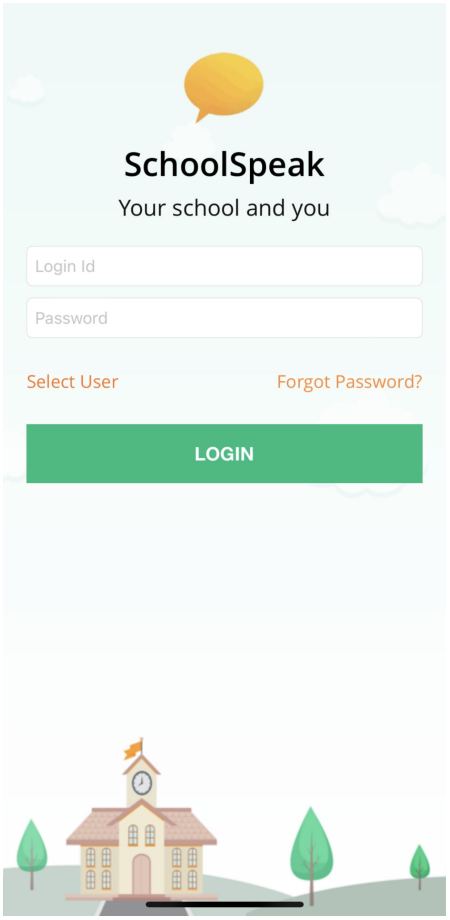
5. Remember to add hours each time you volunteer!!!

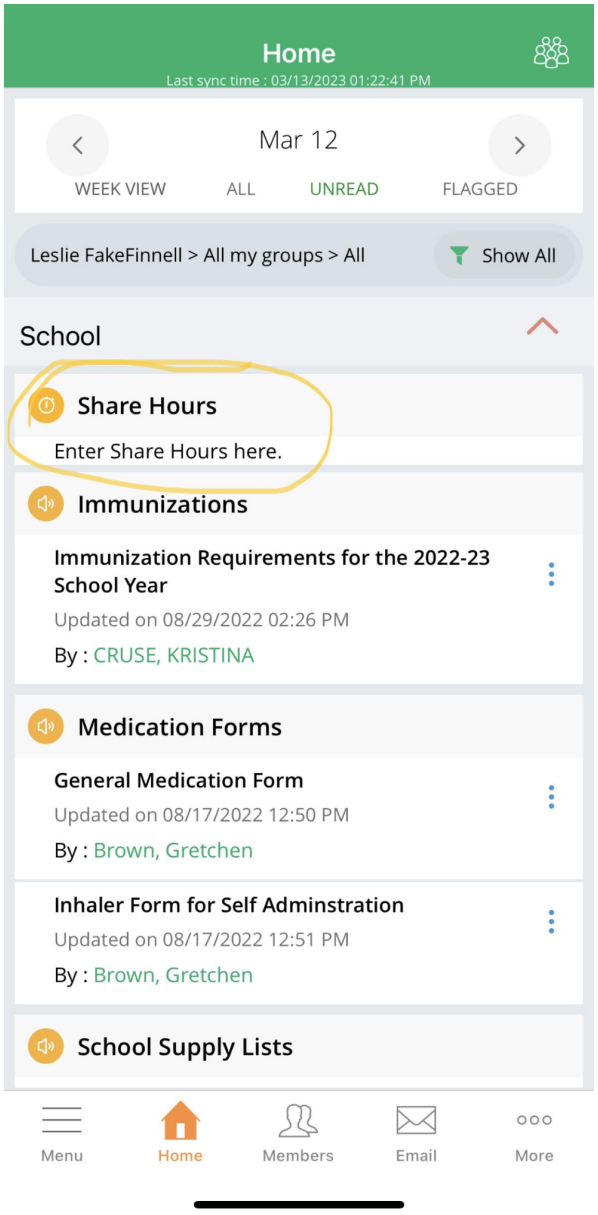
And here is the iphone version of directions…

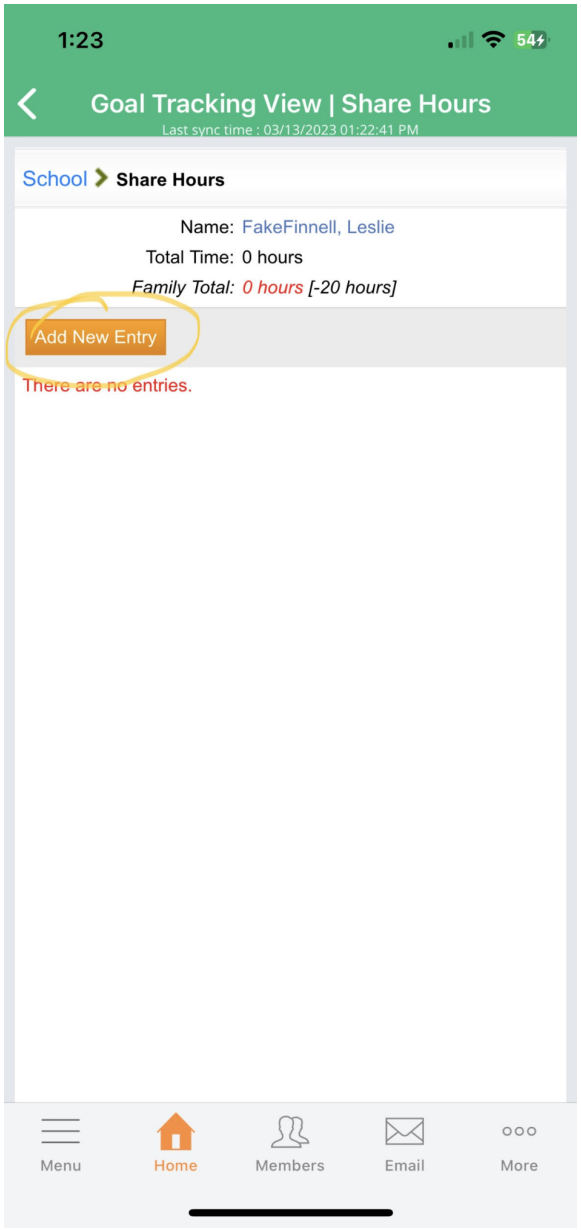


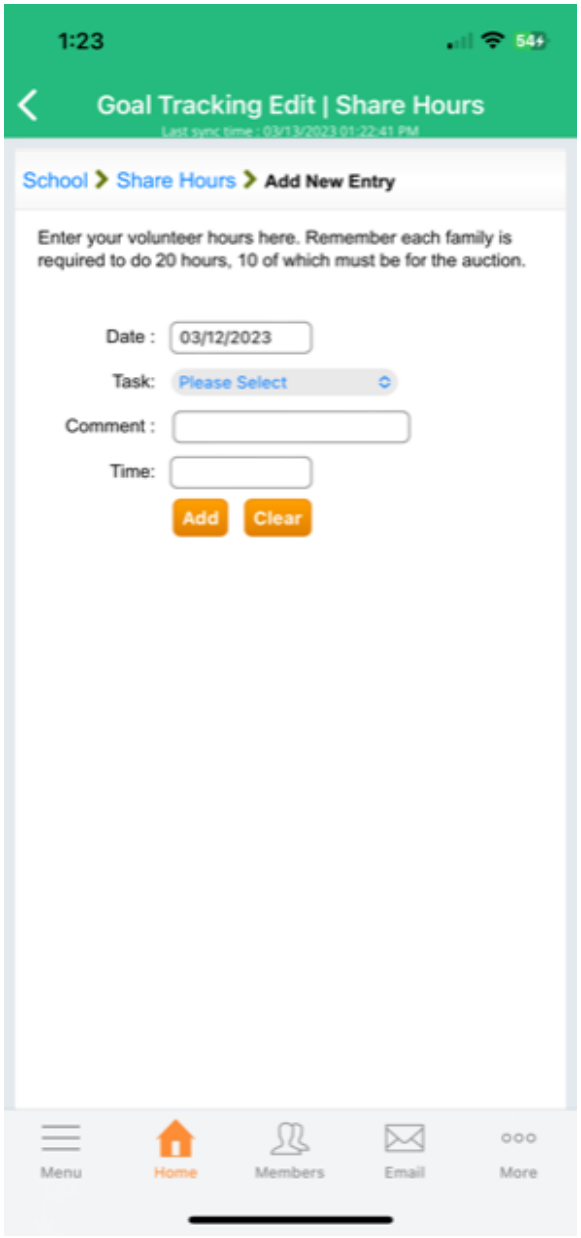


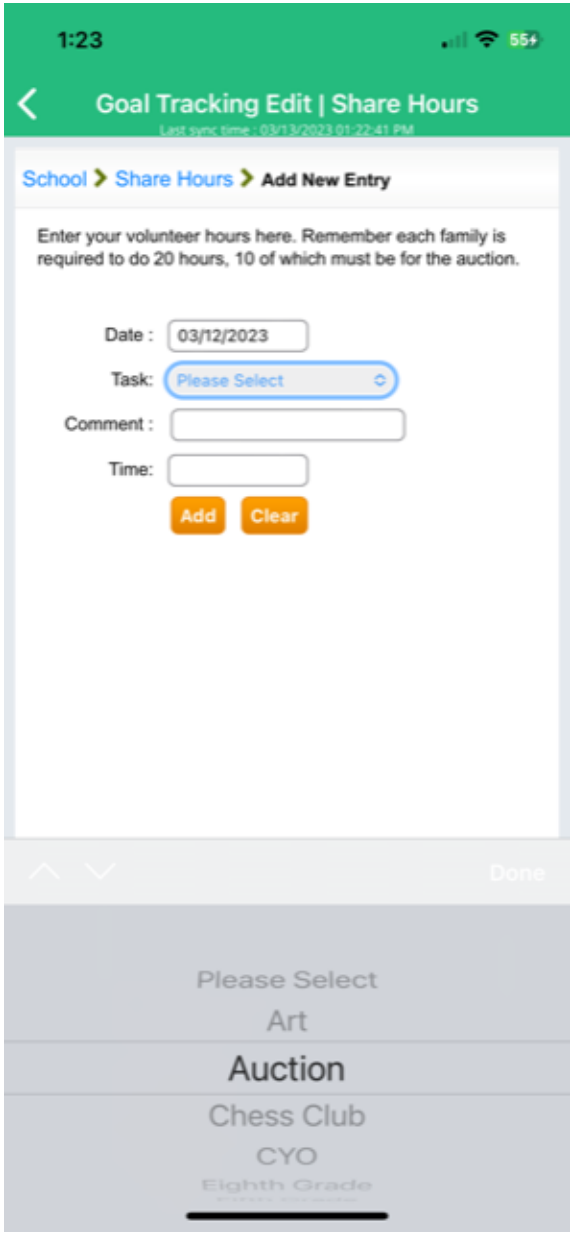
OR



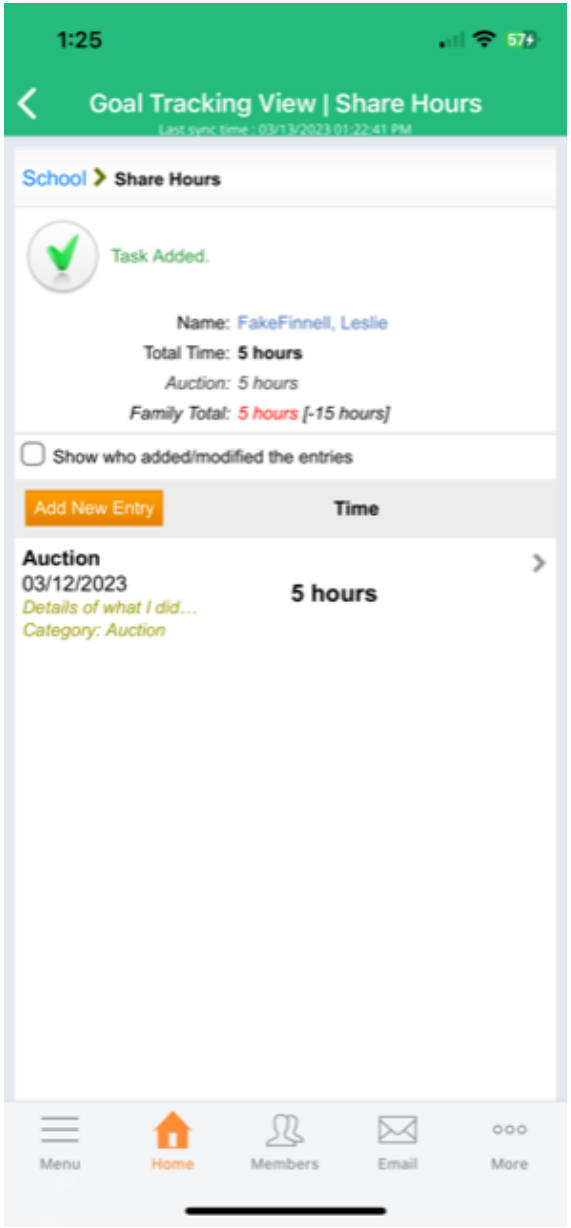

Home
Last sync time : 03/13/2023 01:22:41 PM
Mar 12
WEEK VIEW
ALL
UNREAD
FLAGGED
Leslie FakeFinnell > All my groups > All
Show All
School
Share Hours
Enter Share Hours here.
Immunizations
Immunization Requirements for the 2022-23 School Year
Updated on 08/29/2022 02:26 PM
By : CRUSE, KRISTINA
Medication Forms
General Medication Form
Updated on 08/17/2022 12:50 PM
By : Brown, Gretchen
Inhaler Form for Self Adminstration
Updated on 08/17/2022 12:51 PM
By : Brown, Gretchen
School Supply Lists
Menu
Home
Members
Email
More


1:23
Goal Tracking View | Share Hours
Last sync time : 03/13/2023 01:22:41 PM
School > Share Hours
Name: FakeFinnell, Leslie
Total Time: 0 hours
Family Total: 0 hours [-20 hours]
Add New Entry
There are no entries.
Menu
Home
Members
Email
More


1:23
Goal Tracking Edit | Share Hours
School > Share Hours > Add New Entry
Enter your volunteer hours here. Remember each family is required to do 20 hours, 10 of which must be for the auction.
Date : 03/12/2023
Task: Please Select
Comment :
Time:
Add
Clear
Menu
Home
Members
Email
More


1:23
Goal Tracking Edit | Share Hours
School › Share Hours › Add New Entry
Enter your volunteer hours here. Remember each family is required to do 20 hours, 10 of which must be for the auction.
Date : 03/12/2023
Task: Please Select
Comment :
Time:
Add
Clear
Done
Please Select
Art
Auction
Chess Club
CYO
Eighth Grade

1:25
Goal Tracking Edit | Share Hours
Enter your volunteer hours here. Remember each family is required to do 20 hours, 10 of which must be for the auction.
Date : 03/12/2023
Task: Auction
Comment : Details of what I did...
Time: 5
Add
Clear
Done
"5"
1 2 3 4 5 6 7 8 9 0
- / : ; ( ) $ & @ "
#+= . , ? ! '
ABC
space
go


1:25
Goal Tracking View | Share Hours
School › Share Hours
Task Added.
Name: FakeFinnell, Leslie
Total Time: 5 hours
Auction: 5 hours
Family Total: 5 hours [-15 hours]
Show who added/modified the entries
Add New Entry
Time
Auction
03/12/2023
Details of what I did...
Category: Auction
5 hours
Menu
Home
Members
Email
More