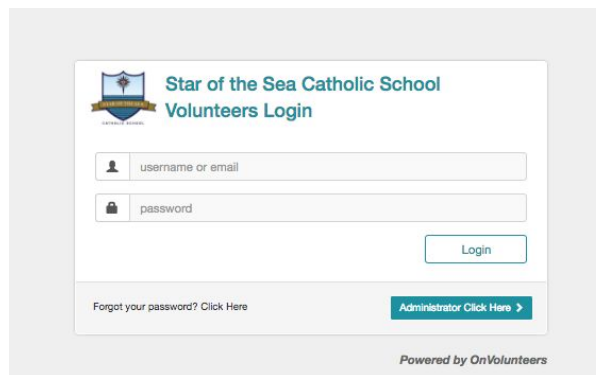


HOW TO SUBMIT YOUR PPP HOURS

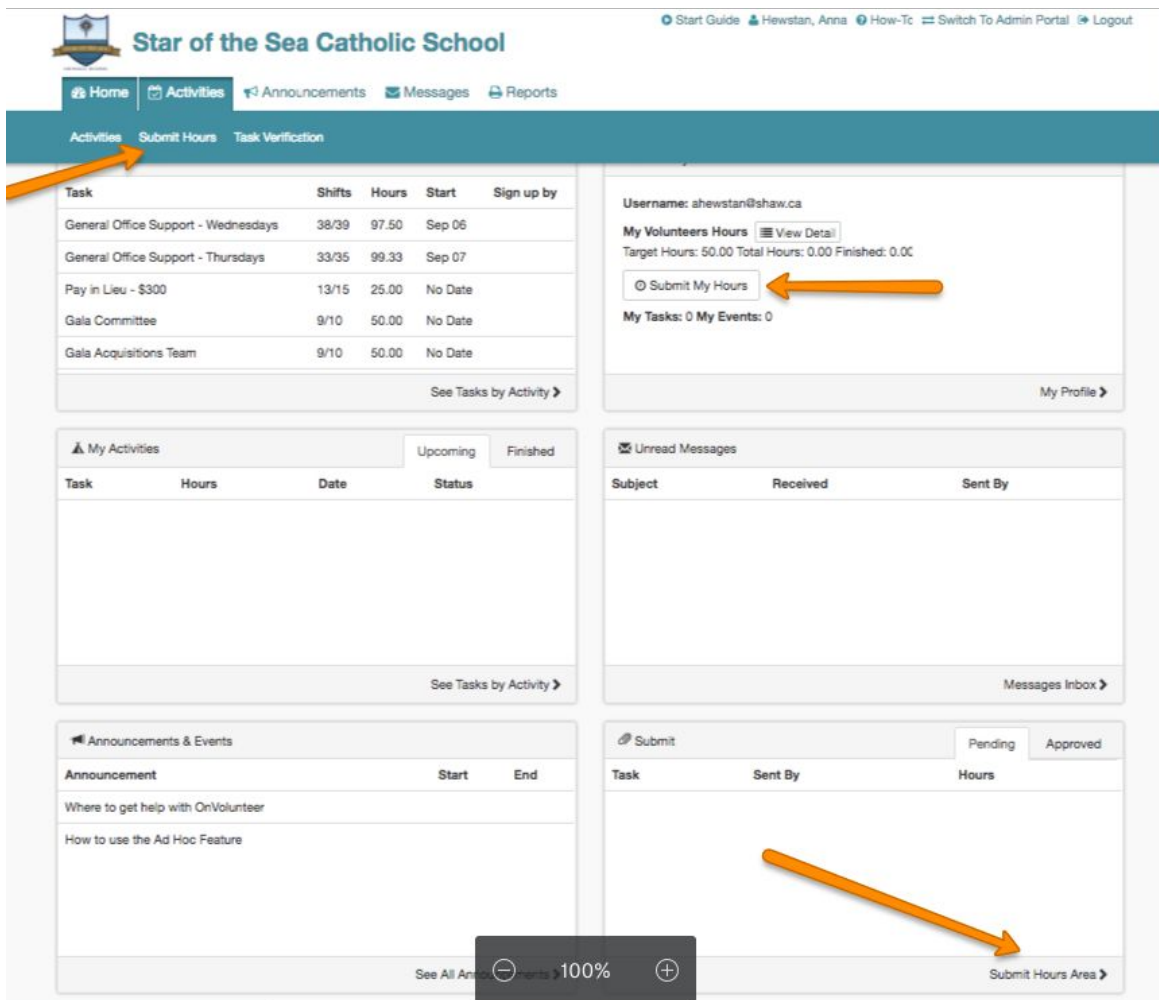
Log in to OnVolunteer portal: www.ssva.onvolunteer.com. Follow the link to Submit Hours from the school website's PPP area.



The image shows a login form for Star of the Sea Catholic School Volunteers. It includes a logo, the school name, and fields for 'username or email' and 'password'. A 'Login' button is present, along with links for 'Forgot your password? Click Here' and 'Administrator Click Here'. The footer indicates 'Powered by OnVolunteers'.

There are three ways to access the Submit Hours area:

1. Top navigation, click *Activities*, *Submit Hours*, or
2. In your family summary box, click the *Submit My Hours* box, or
3. Use the *Submit Hours Area* link in the Submit box



The screenshot shows the OnVolunteer portal dashboard for Star of the Sea Catholic School. The top navigation bar includes 'Home', 'Activities', 'Announcements', 'Messages', and 'Reports'. The 'Activities' tab is selected, and the 'Submit Hours' link is highlighted with an orange arrow. Below the navigation, there is a table of tasks with columns for Task, Shifts, Hours, Start, and Sign up by. To the right, the 'My Volunteers Hours' section shows 'Submit My Hours' with an orange arrow pointing to it. At the bottom right, a 'Submit Hours Area' link is also highlighted with an orange arrow. The dashboard includes sections for 'My Activities', 'Unread Messages', and 'Announcements & Events'.

Task	Shifts	Hours	Start	Sign up by
General Office Support - Wednesdays	38/39	97.50	Sep 06	
General Office Support - Thursdays	33/35	99.33	Sep 07	
Pay in Lieu - \$300	13/15	25.00	No Date	
Gala Committee	9/10	50.00	No Date	
Gala Acquisitions Team	9/10	50.00	No Date	

Task	Hours	Date	Status

Task	Sent By	Hours

Once on the Submit Hours page:

1. Select the PPP area that has been assigned to your family
2. Select the task, if available
3. OPTIONAL: enter a description, although this step is optional
4. Enter the date
5. Enter total hours completed
6. Click *Submit Request*

The screenshot shows the 'Submit Hours' form within the Star of the Sea Catholic School portal. The form is titled 'Submit Hours' and contains the following elements:

- 1** For Activity: A dropdown menu labeled 'Choose Activity'.
- 2** For Task: A dropdown menu labeled 'Choose Task'.
- 3** Description: A rich text editor with a toolbar (font, size, bold, italic, underline, link, unlink, list, ul, ol, indent, outdent, undo, redo) and a text area.
- 4** Task Date: A date input field labeled 'Task Date' with a calendar icon.
- 5** Total Hours: A numeric input field labeled 'Total Hours' with a spinner.
- 6** Submit Request: A green button labeled 'Submit Request'.

The hours that are submitted are automatically counted towards your current PPP commitment.