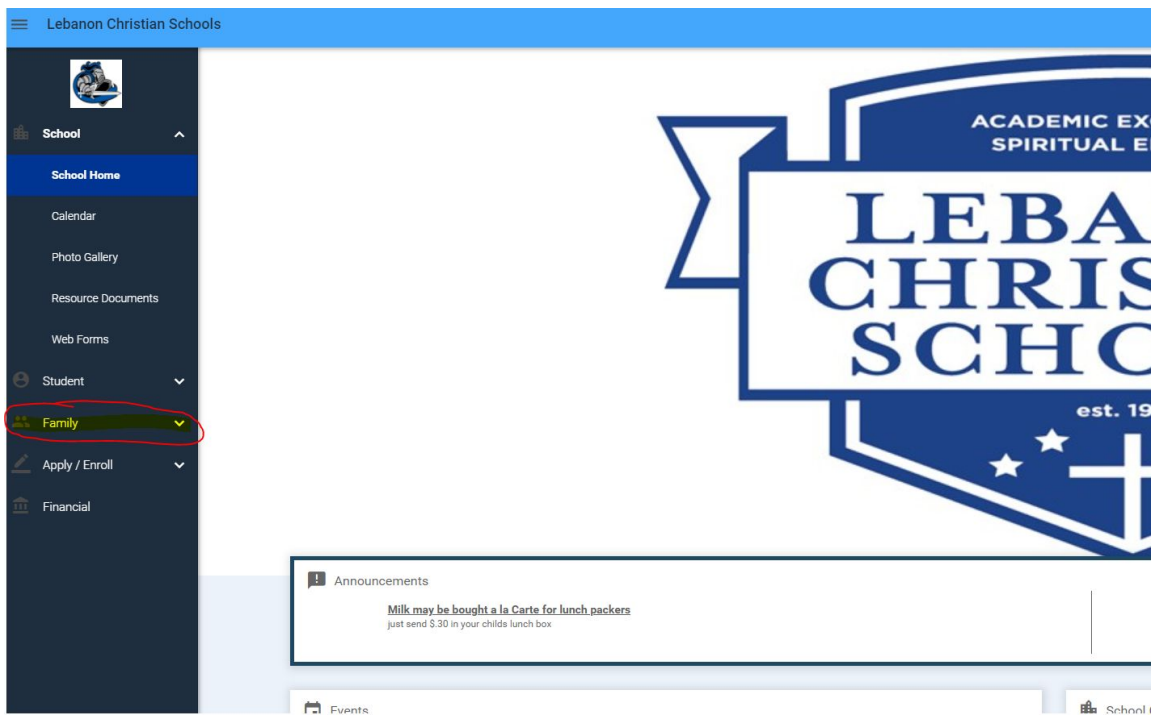


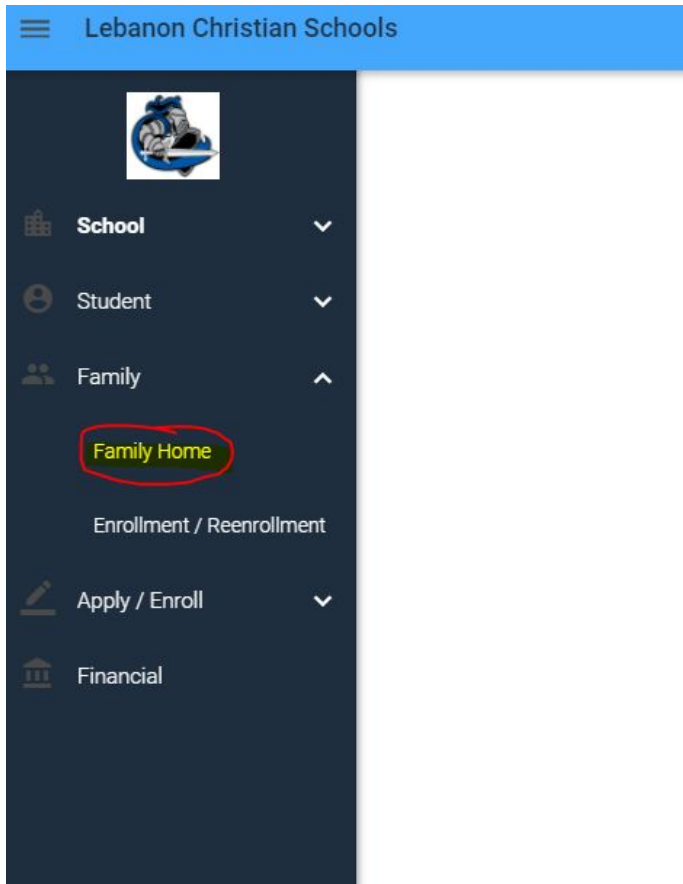
How to log your volunteer hours

Got to Family Portal (factsmgt.com)

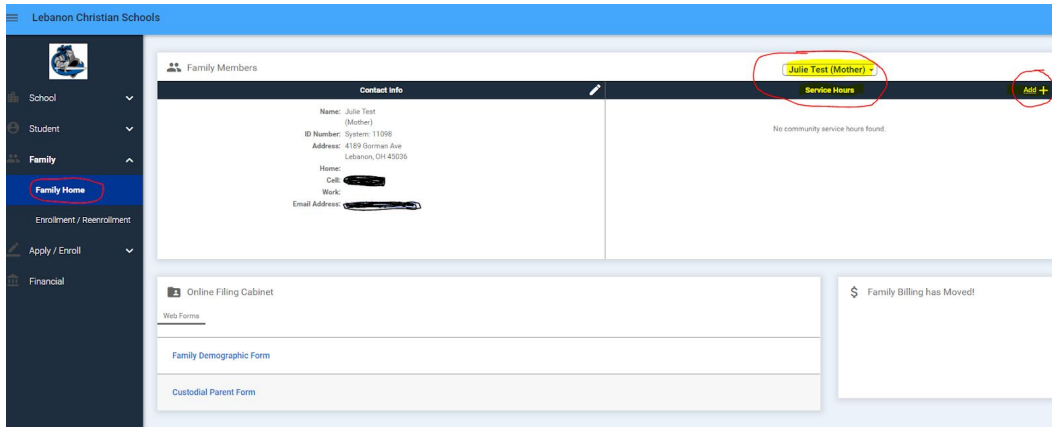
Click on <Family>



Click on <Family Home>



Choose the family member from the dropdown list. Then Click on <Add+>



In the Description field, <type a custom value>, type an abbreviated version of what you did.

Examples:

Coaching

Baking

Classroom Help

In the notes you can elaborate on the description.

be sure to save your information

Service Hours - Add

Name: Curt Test

* **Date:**

* **Hours:**

* **Description:**

Note:

Verified By: