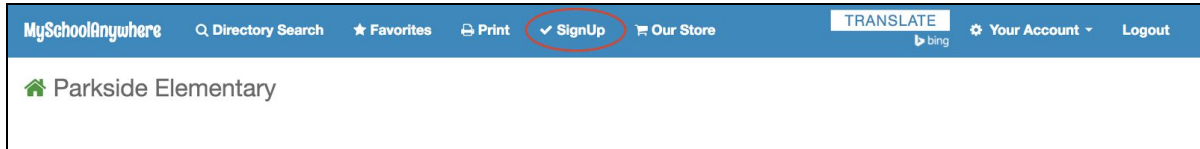# Parkside PTA Volunteer Hours Recording

Entering Volunteer Time

1) Go to MySchoolAnywhere , and "Login"

2) Click on "SignUp" in the Banner.

3) Note: Volunteer Hours are grouped into the following categories:
   - **Attendance:**   Meetings & Events that you attended outside of school hours
   - **Volunteer:**   Time spent planning and supporting PTA meetings & Events
   - **In Class Volunteer:**   Classroom related activities, including Room Rep, Art in Action, Thursday folders, classroom volunteer, field trip chaperone, etc., OR Office volunteer
   - **Odd jobs and miscellany**   Any other volunteer activities that don't fit in the above categories

4) *Click on "Show All SignUps Available" button to see the categories listed below.*
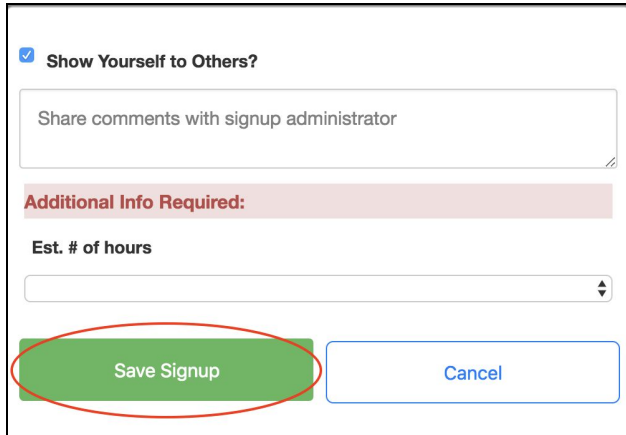   *Note: "In Class (or Office) Volunteer" category is divided by specific classroom.*
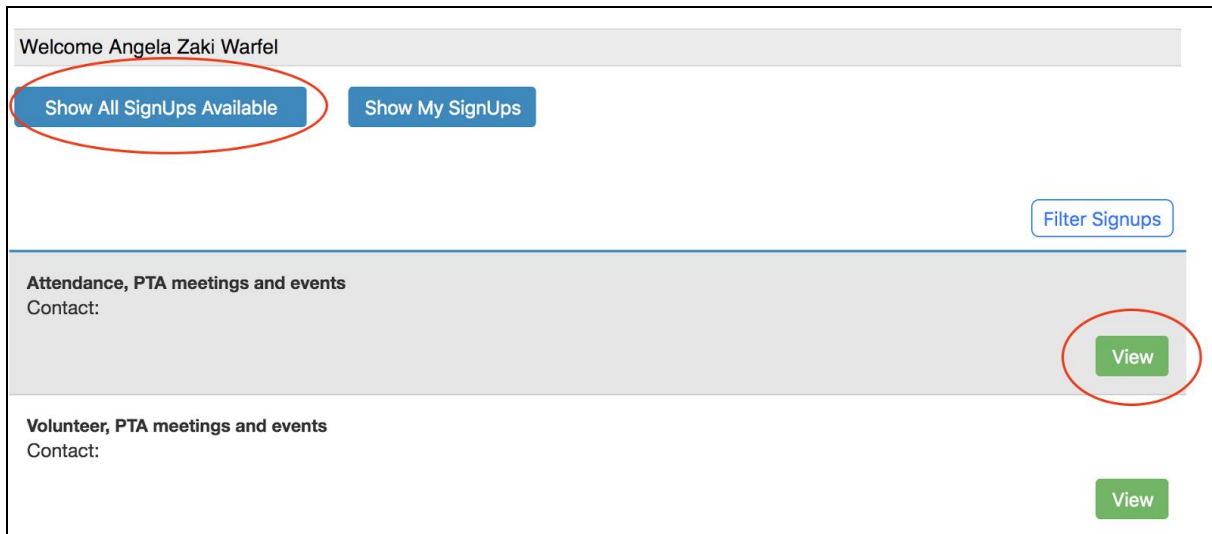
5) Select the category you want to enter hours for by clicking the "View" button. Enter hours for the month that you volunteered in this category by clicking "SignUp".
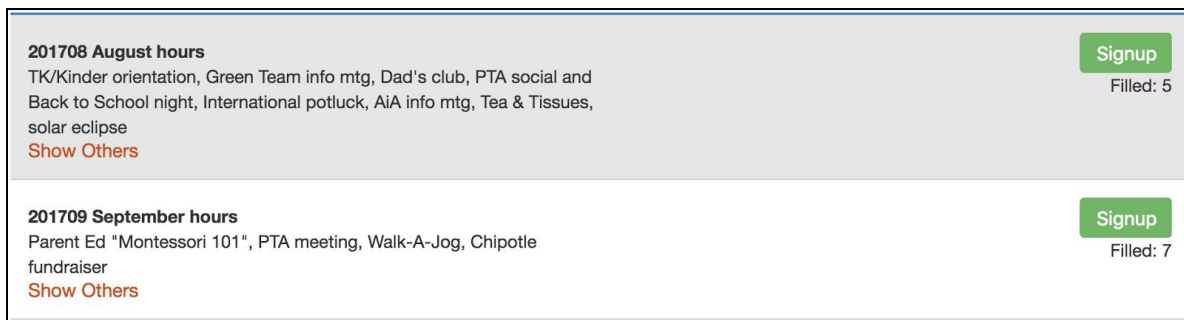
Note that prompts are listed for the Attendance and Volunteer categories by month as a sample of the events that were held that month.

6) A pop-up screen will appear where you will enter the total number of hours for that month, in that category.

- You have the option to add in notes of what you did for the hours you entered.
- You can also uncheck the box labeled "Show Yourself to Others?" if you don't want your name and notes to be displayed for all to see.
- Click on "Save Sign Up", once you have completed the entry for that month.

Reviewing/Change Volunteer Time

6) View your entry by clicking "Show My SignUps", and checking for your latest entry.

Note: If you did not "unselect" the "Show Yourself to Others?", you will also see your name and any notes entered when you click on the words "Show Others" under the category & month you just entered.

7) If you need to change or remove an entry, click on "Show My SignUps", and click on the "Remove" button for that entry.
   Note that this will remove the entry entirely, so you can re-enter it correctly as needed. There is no way to edit an entry once it is saved.

Contact Monique Nakagawa (mayanak@gmail.com) with any questions.
Thank you for the hours you have volunteered to support the PTA and Parkside Montessori School!