

St Michael's Elementary School

Hour Participation Tracker

Parent User Manual

02/09/2016

St Michael’s Hour Participation Tracker

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St Michael's Hour Participation Tracker

Parent User Manual

About

St Michael's Hour Participation Tracker is an online participation hours reporting system. It can be used to:

- Submit and track participation hours for your family
- Get and review participation hours report for your family
- Help Category manager to approve participation hours

For account enquiry, please email Marcus Juca via mvjuca@gmail.com. For technical support enquiry, please email Artur Rodrigues via arturlr@live.com

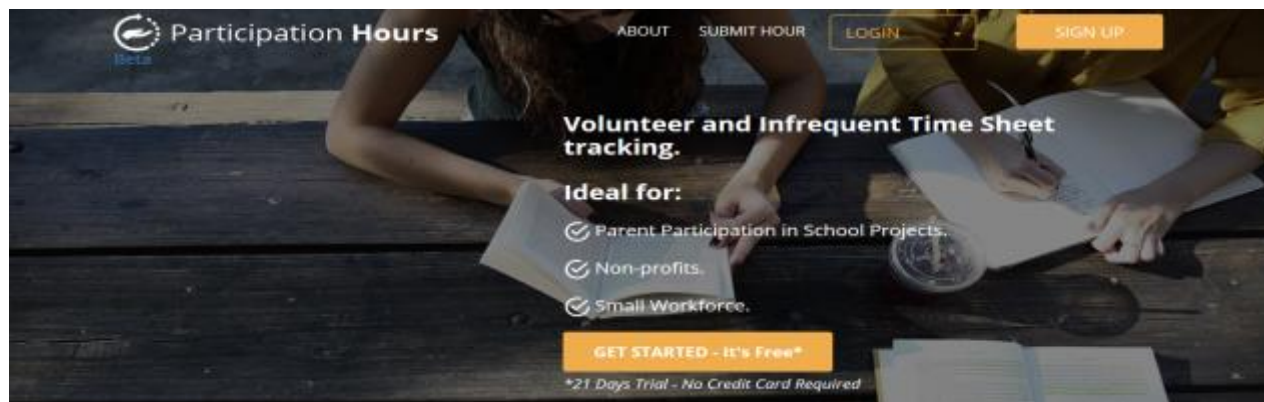
Who can submit the participation hours

Participation hour can be submitted by individual family member who completed the hours or by category managers.

- If hours are submitted by a category manager for a family, the submitted hours are automatically approved.
- If hours are submitted by a family, the hours are pending for category manager approval.
- Only family who submitted the hours can delete the "Pending Hours".
- Category manager is not able to delete hours submitted by family.


How to access the Hour Participation Tracker **NEW web link**

Go to the website: <https://www.participationhours.com/>



You have to register your account first before you can submit your participant hours for your family.

How to 'register' new account (For new user only)

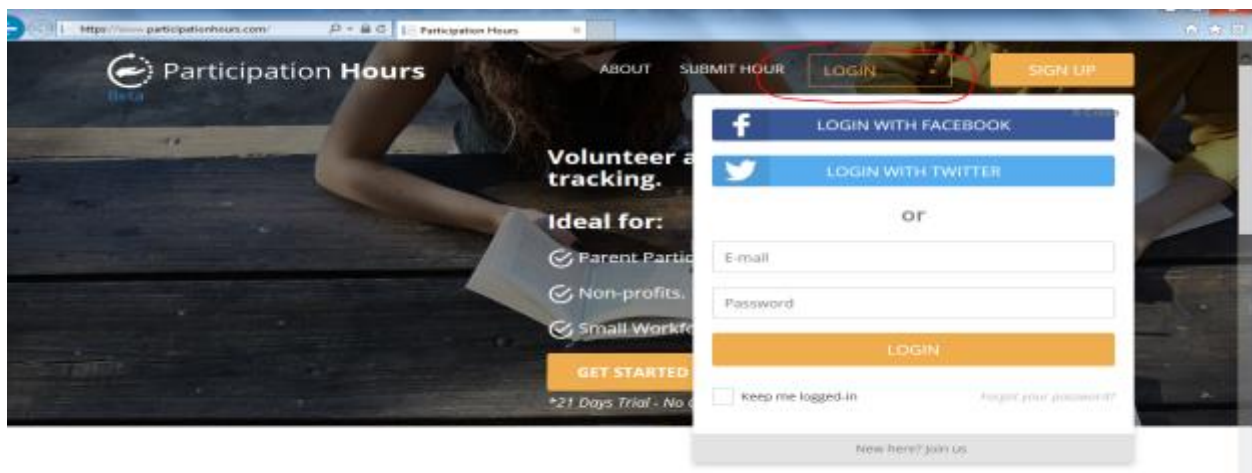
1. If you are new to the system, you will receive an invitation email sent from **no-reply@participationhours.com** (please check your Junk box). Click on the link in the email and complete the registration process. You only need to register your family once. If you have already set up your account before, go to [How to log into your existing account](#) section of this manual
2. Complete the registration by providing information for each box in the 'Register User' screen . Each family will receive an email message that provides your **Group Code (Family Code)** and **Email** which pre-entered in the system. Set up your account with password and click  button to complete the sign up process.


Valid Password must be :

- at least 6 characters long and at least one non letter or digit character (e.g. #, _, \$,...etc)

How to log into your existing account

1. By logging into your existing account, you can access the detail report of your family participations hours and/or review the status of your hour approval. Click on the 'Log In' button.



2. When the 'Login' screen pop up, type in your registered email and password, then click 
3. If you forgot your password, click on the 'Forgot your Password'. Instruction of reset password will send to email account that you specified.

How to set up Categories pick list for your account? **NEW feature**

You can set up your account by selecting Categories via the 'Config' screen. Select categories that your family will participate and click update button.

Only selected categories will be listed in the hour submission pick list. E.g. for this account, only Auction, Participation Hours Tracker System Support and Walkathon category will be available for choosing when submit hour.

Participation Hours Beta

St. Michael's School FY: 2016 - 2017 [Jany Ho Yan Au]

Control Panel for AU

Hours Charts Member **Config**

Config

Category Subscriptions

Please select the categories you would like to subscribe to. Once you select the categories they will be available for you.

<input type="checkbox"/> 1st Aid Room	<input checked="" type="checkbox"/> Auction	<input type="checkbox"/> Birthday Board / Spirit Board	<input type="checkbox"/> Bottle Recycling	<input type="checkbox"/> Chocolate Sales	<input type="checkbox"/> Class Parent
<input type="checkbox"/> Coaching	<input type="checkbox"/> Communion and Confirmation Gowns	<input type="checkbox"/> Composter	<input type="checkbox"/> Coordinators Hours	<input type="checkbox"/> Desk Cleaning	<input type="checkbox"/> Florist
<input type="checkbox"/> Gardening	<input type="checkbox"/> Hot Lunch	<input type="checkbox"/> IT Support	<input type="checkbox"/> Knights of Columbus	<input type="checkbox"/> Laminator	<input type="checkbox"/> Library
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Mardi Gras and Craft Night	<input type="checkbox"/> New Uniforms	<input type="checkbox"/> Occupational Therapy	<input type="checkbox"/> Outdoor Learning Area	<input type="checkbox"/> Lost and Found
<input type="checkbox"/> Paper Recycling	<input checked="" type="checkbox"/> Participation Hours Tracker System Support	<input type="checkbox"/> Photographer	<input type="checkbox"/> P5G	<input type="checkbox"/> Public Relations	
<input type="checkbox"/> Scholastic Book Sale	<input type="checkbox"/> Secretary Support	<input type="checkbox"/> Soup and Sides	<input type="checkbox"/> Used Uniforms	<input checked="" type="checkbox"/> Walkathon	<input type="checkbox"/> Washing Pinnies
<input type="checkbox"/> WebSite	<input type="checkbox"/> Yard Supervision	<input type="checkbox"/> Yearbook			

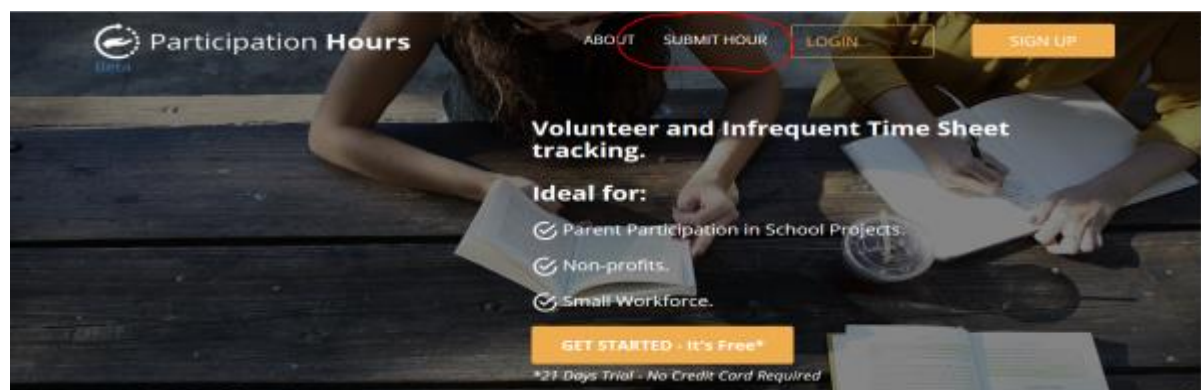
How to report your participation hours for your family


Once you finished the 'Registration' process, you can now start entering your participation hours for your family. There are two ways to enter participation hours to the Hour Participation Tracker.

- QUICK WAY : By using the 'SUBMIT HOUR' screen on the front page (see detail in the [How to submit hours by using 'SUBMIT HOUR'](#) section of this document).
- DETAIL WAY: By logging into the detail **Family Hours** page (see detail in the [How to submit hour by logging into your existing account](#) section of this document).

How to submit hours by using the 'SUBMIT HOUR' on the front page without login

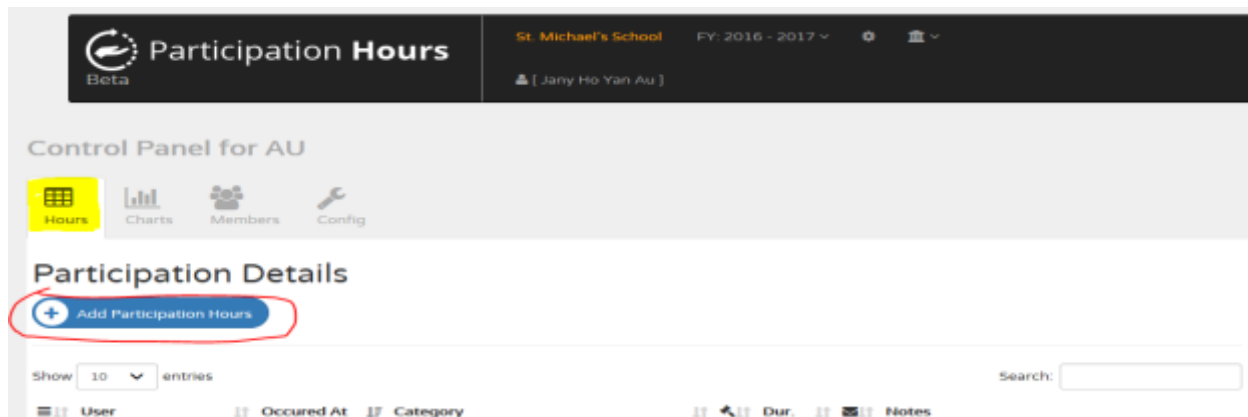
Click on the 'SUBMIT HOUR' button on the front page (see RED circle) and complete the form:





1. Enter your registered Group Code (Family Code) and Email address
2. Select a Category by clicking on the pull down menu (note: you can set up categories in this pull down menu via your account [Config screen](#))
3. Select the participation date from the calendar
4. Enter number of hours (Hrs) or minutes (Min) in 'Duration' box for your participation time. e.g. enter 2 hours or 120 minutes
5. Double check your information provided and click  button

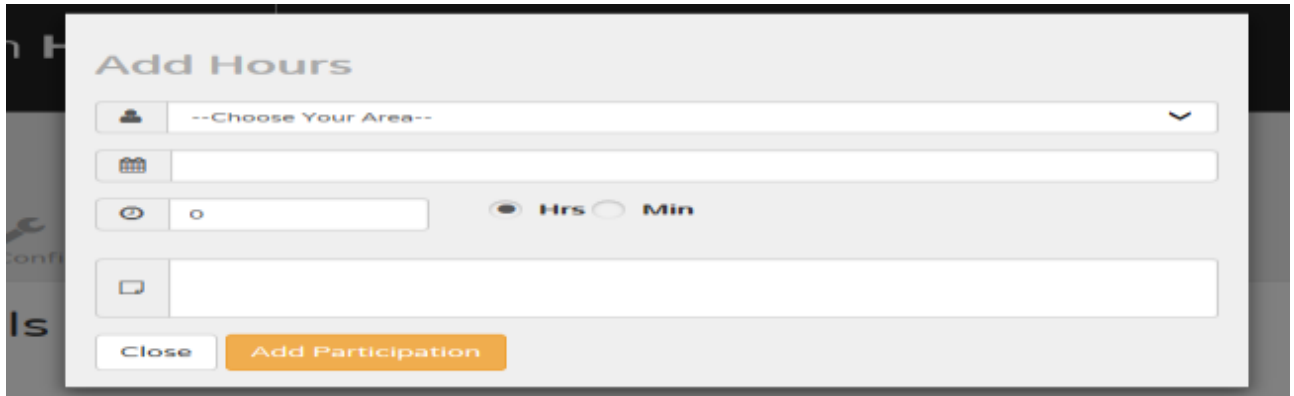
How to submit hour by logging into your existing account

1. Click on the 'Add Participation Hours' button.
Note: Hours screen under 'Control Panel for your family code' after login




2. Complete all information in the Add Hours screen.
 - Select a participation category area
 - Select the participation date

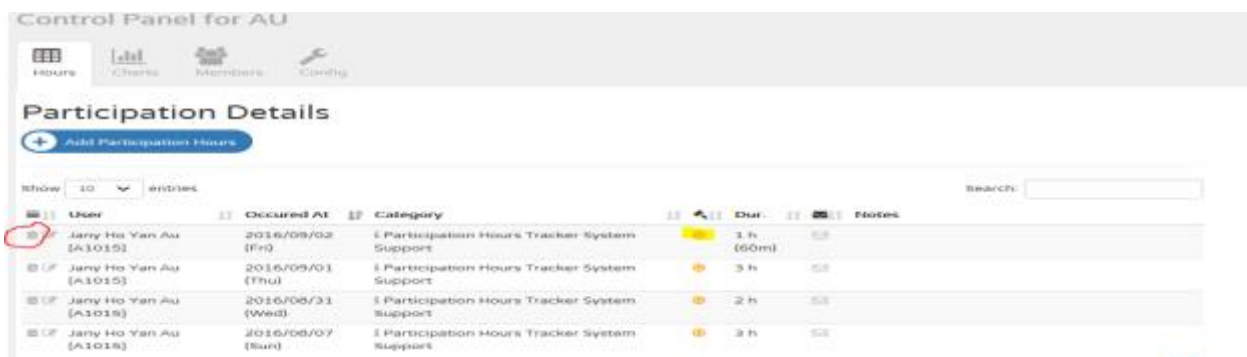
- Click on  ☒ Hrs ☐ Min to enter your participation time in **HOURS** or **MINUTES** (you can switch to select either Hrs or Min for your time unit)
- Enter notes if needed
- Double check submitted information and click  to submit hours. If you do not want to submit the hours, click on the 'Close' button to close the 'Add Hours' pop up screen.



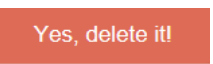
How to delete submitted 'pending' hours


Only transaction with "Pending Hours" can be deleted (with  icon) by family who submitted the hours. Category manager is not able to delete hours submitted by family.

1. Click on the  icon to delete the pending hour transaction.



User	Occured At	Category	Duration	Notes
Jany Ho Yan Au (A1015)	2016/09/02 (Fri)	i Participation Hours Tracker System Support	1 h (60m)	
Jany Ho Yan Au (A1015)	2016/09/03 (Thu)	i Participation Hours Tracker System Support	3 h	
Jany Ho Yan Au (A1015)	2016/08/31 (Wed)	i Participation Hours Tracker System Support	2 h	
Jany Ho Yan Au (A1015)	2016/08/07 (Sun)	i Participation Hours Tracker System Support	2 h	

2. Below screen will pop up and click  to complete your deletion. Press F5 to refresh screen to see changes



Are you sure?

You will not be able to recover the hours!

How to review your hour reports

You can review your hour reports under the `Chart` screen:






- Bar chart indicates how many hours submitted by month. Orange portions are hours pending for category manager approval and blue portions are hours had been approved by category manager.
- The legend on the right hand side of the bar chart shows 'Hours Summary' with total hours approved vs total hours pending. Also, it shows % of total goal (70 hours)
- The gauge graphs shows Approved Hours or Pending Hours by Users or Categories. Click on the ring of the gauge graph to switch between family members or to switch between different categories.
- 'Participation Details' in Hours screen shows submitted hours by category by family member by occurred date.

The screenshot displays the 'Participation Details' interface. At the top, there's a navigation bar with 'Hours', 'Charts', 'Members', and 'Config'. The main area features a table titled 'Participation Details' with a '+ Add Participation Hours' button. The table has columns for 'User', 'Occured At', 'Category', and 'Notes'. The table shows three entries for Jany Ho Yan Au (A1015) with hours 3, 2, and 3 respectively. The first entry is marked as 'Denied: duplicate record'.

User	Occured At	Category	Notes
Jany Ho Yan Au [A1015]	2016/09/01 (Thu)	Participation Hours Tracker System Support	9/2/2016 - Denied: duplicate record
Jany Ho Yan Au [A1015]	2016/08/31 (Wed)	Participation Hours Tracker System Support	
Jany Ho Yan Au [A1015]	2016/08/07 (Sun)	Participation Hours Tracker System Support	

Tips: select show 20 entries if you want to display more transactions

-  icon indicates time submitted are pending for approval
-  icon indicates time submitted had been approved by category manager
-  icon indicates time submitted had been denied by category manage