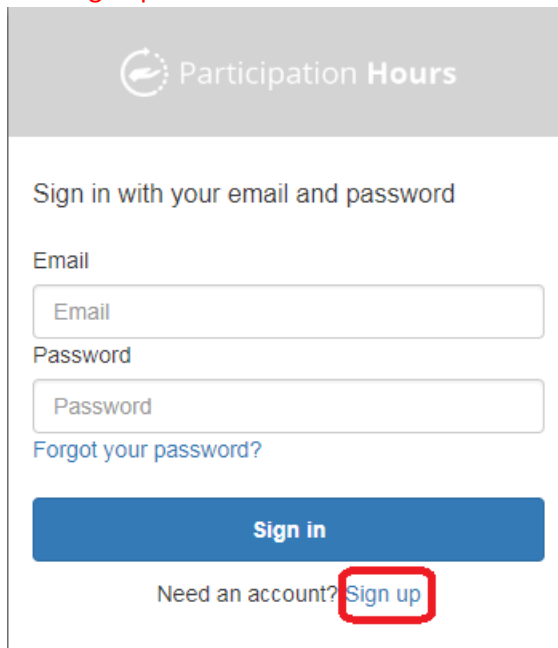


How to Register to the New Participation Hour Tracker

- (1) Go to app.participationhours.com
- (2) Click **Sign up**



Participation Hours

Sign in with your email and password

Email

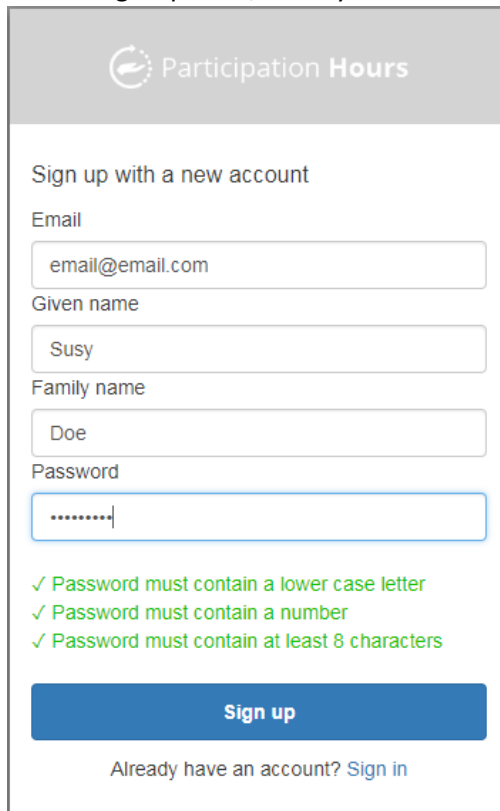
Password

[Forgot your password?](#)

Sign in

Need an account? **Sign up**

- (3) On the Sign Up form, enter your details:



Participation Hours

Sign up with a new account

Email

Given name

Family name

Password

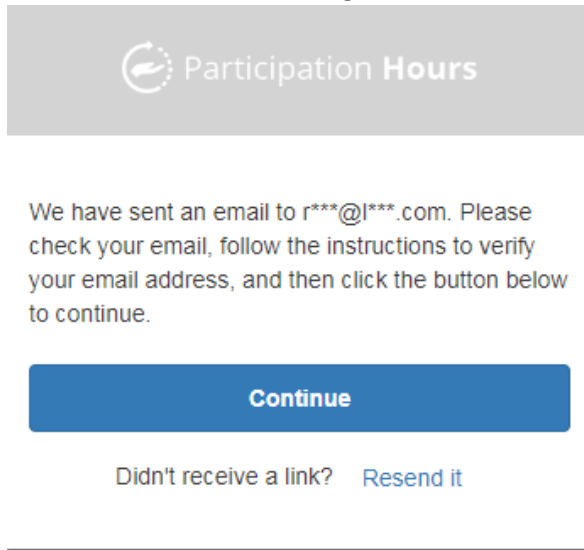
✓ Password must contain a lower case letter
✓ Password must contain a number
✓ Password must contain at least 8 characters

Sign up

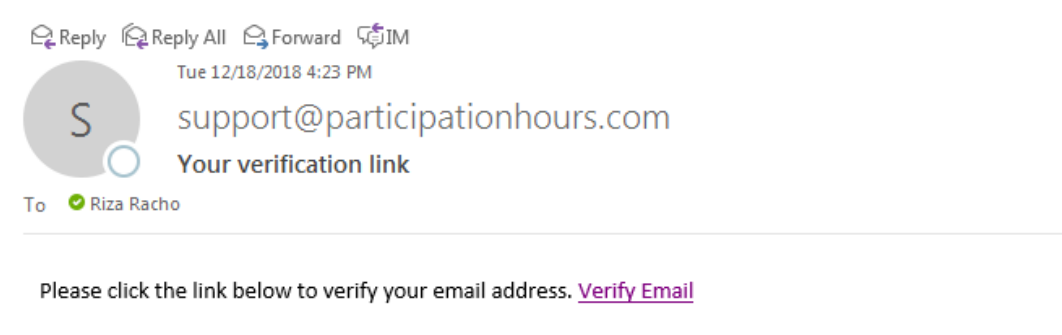
Already have an account? [Sign in](#)

Click Sign Up.

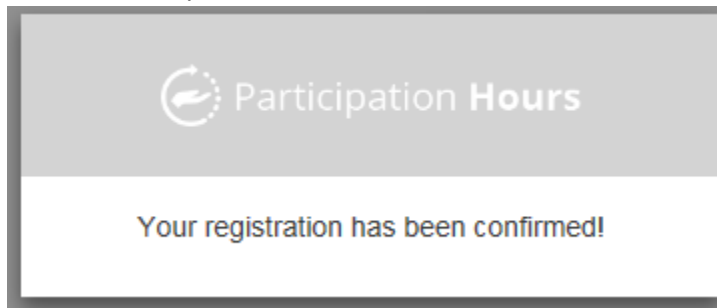
(4) You will then see this message:



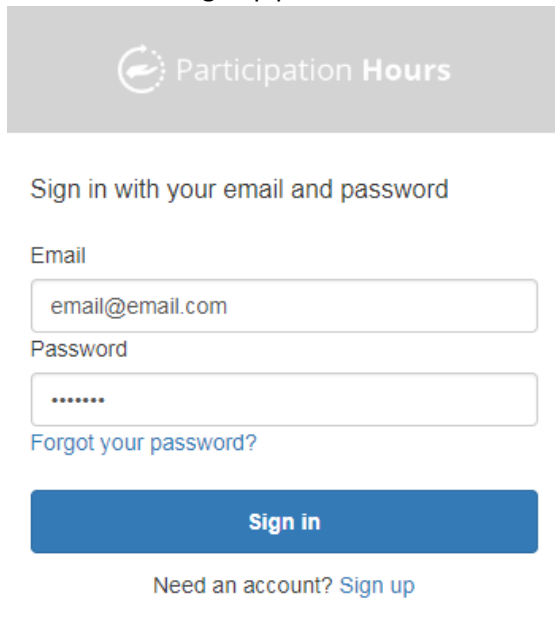
(5) Go to your email account and find the verification email.
It comes from support@participationhours.com and would look like below:



(6) Click the "Verify Email" link. You should see the confirmation message below:



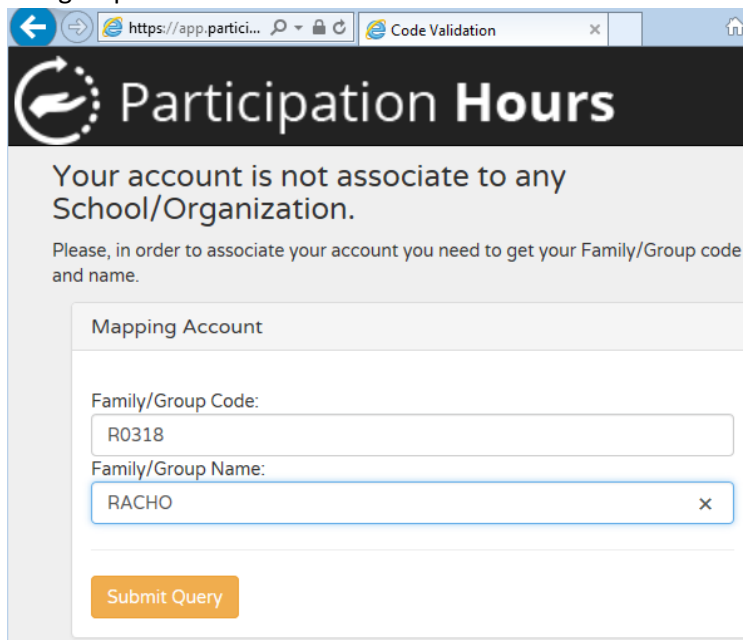
- (7) Go back to <https://app.participationhours.com> and login using the same email and password entered in the sign up process.



The screenshot shows the login interface for Participation Hours. At the top, there is a header with the logo and the text "Participation Hours". Below the header, the text "Sign in with your email and password" is displayed. There are two input fields: "Email" with the value "email@email.com" and "Password" with masked characters "*****". A link "Forgot your password?" is located below the password field. A blue "Sign in" button is positioned below the fields. At the bottom, there is a link "Need an account? Sign up".

Click **Sign In**.

- (8) The first time you sign in, you'll see this message which asks for Family/Group Code and Family/Group Name. Please contact the participation support team if you don't know your code and group name.



The screenshot shows a browser window with the URL "https://app.participationhours.com" and a "Code Validation" tab. The page header features the Participation Hours logo. The main content area displays the message: "Your account is not associate to any School/Organization. Please, in order to associate your account you need to get your Family/Group code and name." Below this message is a "Mapping Account" section with two input fields: "Family/Group Code:" with the value "R0318" and "Family/Group Name:" with the value "RACHO". A blue "Submit Query" button is located at the bottom of the form.

Click "Submit Query".

- (9) Sign in again.