


RenWeb: *Volunteers Self-Report - Service Hours*

School year 2021-2022

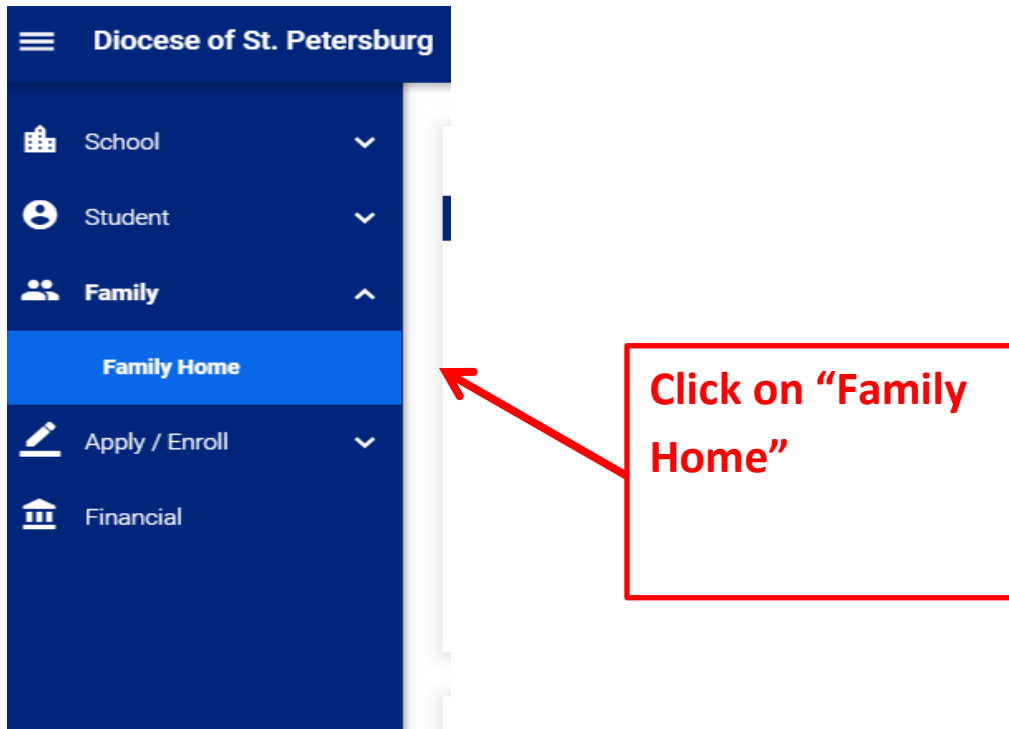
Step 1: Log in with your username and password: [Renweb](#)

- Enter your username
- Enter password



The screenshot shows the login interface for the Diocese of St. Petersburg. At the top, it says "Diocese of St. Petersburg". Below that is the school's logo, a shield with a cross, and the text "MOTHER TERESA of Calcutta Catholic School * Lutz, FL". The login form includes a "Log In" button, a language dropdown set to "English", and fields for "District Code" (pre-filled with "MTH-FL"), "Username", and "Password". There is a link for "Forgot Username / Password?" and radio buttons for "Parent" (selected), "Student", and "Staff".

Step 2: Go down the menu to Family – Family Home



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Step 3: You should be able to see your contact information and family name in the screen.

The screenshot shows a web interface with a header "Family Members" and a dropdown menu labeled "Family Name". Below this are two main sections: "Contact Info" and "Service Hours".

The "Contact Info" section contains fields for Name, ID Number, Address, Home, Cell, Work, and Email Address. A red box labeled "Family Information" encompasses the Name, ID Number, and Address fields.

The "Service Hours" section is a table with columns for Date, Description, and Hours. An "Add +" button is located in the top right corner of this section. A red arrow points from the "Add +" button to a red box labeled "Click 'Add +'".

Step 4: Go to Add+ and click on it

Click "Add +"

Step 5: Enter your volunteer hours in person or your volunteer hours based on purchasing items.

The screenshot shows the "Service Hours - Add" form with the following fields and annotations:

- Name:** A text input field with a red box around it containing the text "Family name defaulted".
- * Date:** A date input field with a red box around it containing the text "Today's date defaulted".
- * Hours:** A numeric input field.
- * Description:** A dropdown menu with a red arrow pointing to it from a red box containing the text "Volunteer hours in person (see below)".
- Note:** A text input field.
- Verified By:** A text input field with a red arrow pointing to it from a red box containing the text "Please enter the name of the person in charge of the event, homeroom teacher or homeroom parents."
- Save:** A blue button with a red arrow pointing to it from a red box containing the text "Save your information".

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<i>Type of Volunteer Service Hours</i>	
Volunteer hours	Purchasing donations
Enter your volunteer hours and description of the event you attended/work. Example: Halloween Party Reminder: During Phase 1, parents are not allowed on campus.	There is <i>"no blue slip this year"</i> , If purchasing items for school, <i><u>please submit to the front office in an envelope to Mrs. Gillies with all the information listed.</u></i> Mrs. Gillies has a good reference to your service hours in Renweb.

Reminder

To receive credit for service hours, ***volunteers self-report their hours in the service hour section of the Renweb*** Parent Portal. Volunteers must record in Renweb their hours worked and, if purchasing *items for school, submit receipts to the front office. Every \$20 spent equals one service hour.*