

NEW! 2014-15 WCS Volunteer Recording System

Welcome families to a new academic year at Westlake Charter School. This year our school has launched a new online volunteer hour recording/management system administered by **PTO Manager**.

As **Volunteers**, you can easily do the following on this new system:

- Have access to this online system 24/7 to record your volunteer hours
- Instantly have access to what you've just recorded
- Keep track of your own volunteer hours
- Easily communicate with the Volunteer Hours Coordinator with any questions

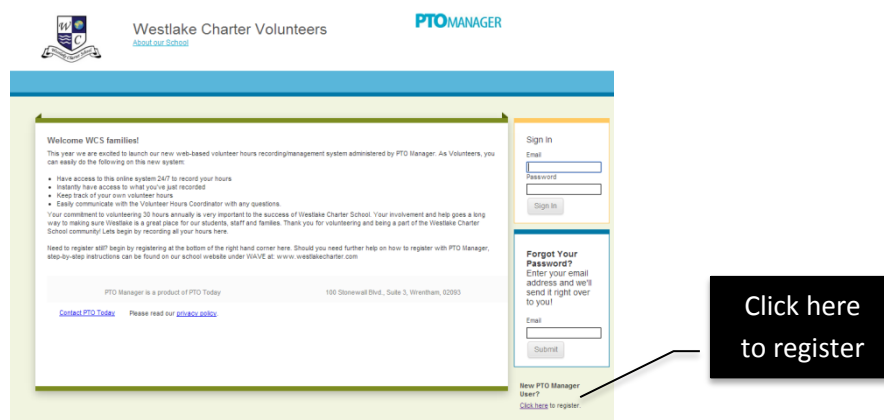
ARE YOU NEW TO PTO MANAGER?

LETS GET STARTED. We ask that all WCS families register online by the deadline of August 31, 2014 so you can have access to use this system (one registration per family unit). Here are the instructions to register:

STEP 1: First, determine one (1) email address to use for your family unit;

STEP 2: Go to www.westlakecharter.ptomanager.com and simply:

- a. Click on the New PTO Manager User link at the lower right corner on the webpage to register.



- b. Enter email (the one email address for your family unit to use), create a password then hit SAVE;
- c. Enter your information on the “**1** Volunteer Information” screen. Hit SAVE at the bottom of the page;
- d. Enter your information on the “**2** Volunteer Interests” screen. Hit SAVE at the bottom of the page;
- e. Enter your information on the “**3** Students” screen. Hit “New Student” button and enter student info; go to Class to find grade/teacher hit SAVE at the bottom of the page (click new student to add additional student);
- f. Hit LOGIN
- g. Go to My information tab and click LOGOUT of account at top right under your name.
- h. Wait for an email confirmation (may take up to 24 hours) before you can record any hours.

Once you complete your registration process AND Logged out, there's a brief waiting period before you can start recording any volunteer hours. You will receive an email confirmation shortly. Once you have received an email confirmation you may then proceed to record your volunteer hours, update your profile, update your personal volunteer interest and opportunities.

ALREADY A PTO USER & REGISTERED THROUGH ANOTHER SCHOOL?

1. Go to www.westlakecharter.ptomanager.com and simply click on the New PTO Manager User link at the lower right corner on the webpage;
2. Enter your email (which you are using through the other school PTO account) and create a **NEW** password then hit SAVE. *(You can use the same email but you cannot use the same password that you have with another account. The surrounding school PTO Managers do not connect to one another).*
3. You will see a message in **red** that says your email is already being used; BUT just hit CONFIRM.
4. Then proceed with **STEP 2** #c-g from page 1.
5. Once you have completed STEP 2 #c-g, you too will need to wait for an email confirmation before you can record any hours.

Keep for your record:

Family email used (username): _____ Password _____

RECORDING YOUR HOURS:

Once you have received an email confirmation that you are APPROVED, you can record your hours.

1. Go to www.westlakecharter.ptomanager.com and sign in with your email address and password that you created. On the **Volunteer Builder** page you will see four tabs. Click on the **“Record Hours”** tab. Then click on **“View My Tasks for Event”**, *this is where you will record hours.*

The screenshot shows the 'Volunteer Builder' interface. The 'Record Hours' tab is selected. Below the navigation bar, there is a section titled 'EVENT PLANNER' with a description: 'The list below shows all the scheduled events for our school. If you're interested in helping at an event please let the event leader know. If you have been assigned to an event you can click the 'view my tasks' link to review your assignment (s).' Below this is a table with the following data:

Event	Event Leader	Location	Event Details	Action
Volunteer			Daily: 5:00 AM to 11:59 PM	View My Tasks for Event

Click here to record hours

2. You will be taken to this screen to record your hours. Click on the **“Task”** drop-down arrow, and select the volunteer task/activity. Next select the **“Task Date”**. SKIP the **“Task Time”**. Finally enter the total **“Hours”** you worked. **HIT SAVE**.

The screenshot shows the 'EVENT PLANNER: Manage Event' form. It includes a calendar for August 2014 and a table for recording hours. Callouts point to specific fields:

- Select your task/activity**: Points to the 'Task' dropdown menu.
- Enter date of when you volunteered here**: Points to the 'Task Date' field.
- Enter total hours worked here**: Points to the 'Hours' input field.

At the bottom of the form, there are buttons for 'Save', 'Delete Selected', and 'Cancel'. A note at the bottom left says 'Total: 1 of 200 available assignments'.

Thank you for volunteering and being a part of the Westlake Charter School community! Your 30 hours of commitment is vital to the success of our school. If you have any questions, please email the Volunteer Hours Recorder at: wcs_vol_hrs@yahoo.com