

W.E.L.L Hours Submission

1. Open your browser and navigate to <http://www.phoenixchristianschool.org>
2. Click on the "PARENT LOGIN" menu item at the end of the horizontal menu.
3. The "Login Form" will appear. Enter the "username" and "password" that was sent to you via email. Now, click on the "Login" button. You will now be taken to the page where you can enter your hours.
4. Entering Hours: The form consists of 3 required fields (Note: The Name field will be prepopulated with your name)
 - 4a. Volunteer Date: Click the little calendar icon to choose the date for the hours volunteered.
 - 4b. Volunteer hours: Enter the number of hours for that date .
 - 4c. Description: Describe the type of volunteer hours performed.
5. When all fields are filled in, click on the "Submit" button at the bottom of the form.
6. After submitting the form, you will be taken back to the "W.E.L.L Hours" summary page, where you can see the hours you just entered.