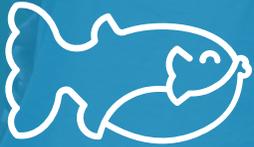




Getting Started



profferfish[®]

Account Set Up

- Please ask your counselor for a “Quick Start Guide”.
- Follow these steps to create your account.
- Important Notes:
 - Your name must match what your school has on file.
 - Use a private email. (HCPS emails are not set-up for communications with Profferfish)
 - Parents and guardians utilize the same account as students.



Parent and Student Quick Start Guide



STEP 1: SIGN UP AT PROFFERFISH.COM

1. Select **LOG IN** from top navigation
2. Select “**Don’t Have an Account? Sign Up**”

- ❗ Your name **must** match what your school has on file **exactly**
- ❗ Use a private email, **do not** use your school email
- ❗ Students & Parents use the **same** dashboard

STEP 2: DISCOVER NONPROFITS & SERVICE OPPORTUNITIES

Pre-Approved Nonprofits & Organizations View pre-approved Nonprofits and associated service opportunities.	Pre-Approved Service Opportunities Quickly and easily see ALL service opportunities.	Submit a New Nonprofit or Service Opportunity If you discover a Nonprofit or service opportunity that is not pre-approved, submit it to your counselor for approval here.
--	--	---

STEP 3: GET YOUR HOURS APPROVED AS EASY AS 1, 2, 3

- 1**
My Florida Bright Futures Plan
First, create your plan:
Take a minute to complete this short plan. You won’t be able to submit hours to your counselor for approval without it.
- 2**
Enter Agency Signature, Student Signature & Reflections
After completing an activity, enter:
 - Date, time & hours volunteered
 - Agency representative info
 - Your signature
 - Your reflections on the activity
- 3**
Add a Parent/ Guardian Signature & Submit for Approval
Once you have completed the first two steps, **your parent or guardian just needs to click on the thumbs up icon** and sign. It will then be sent to your counselor for approval. **Congratulations!**

View Approved Nonprofits & Organizations

- Click on “Approved Nonprofits & Organizations”.
- This will provide a list of nonprofits & organizations already approved by your counselor. *(See next slide)*

The screenshot shows the Profferfish website interface. At the top, there is a navigation bar with the Profferfish logo and links for 'FAQ's', 'FBF's Information', 'Community Partners', 'Wonder', and 'Contact My Counselor'. Below the navigation bar is a banner for 'CASPER'S COMPANY' featuring the McDonald's logo. A light blue notification box contains three messages: 'Service hours need parent or guardian approval before they can be reviewed by the counselor, click here to review the details', 'You have pending submissions, click here to review the details', and 'You have incomplete submissions, click here to review the details'. The main content area is titled 'My Fishbowl' and includes a welcome message and the user's school: 'Profferfish High School'. A large pink arrow points from the text on the left to a pink circle around the 'Approved Nonprofits & Organizations' button in the 'Step 1: Discover Nonprofits, Organizations & Service Opportunities' section. Other buttons in this section include 'Approved Service Opportunities' and 'Submit a New Service Opportunity or Nonprofit / Organization'. Below this is 'Step 2: 3 Easy Steps to Get Your Hours Approved' with buttons for 'My Florida Bright Futures Plan', 'Provide Agency Signature, Student Signature & Reflections', and 'Provide a Parent/ Guardian Signature'. The final section is 'Step 3: Manage My Community Service Hours' with buttons for 'View My Submissions' and 'View My Service History'. At the bottom, there are buttons for 'Job & Internship Board' and 'Profferfish Rewards'.

View Approved Nonprofits & Organizations

- Approved Nonprofits & Organizations page shown.
- Important Note:
 - There must be an approved service opportunity associated with the nonprofit or organization before you can receive credit for a service activity.

The screenshot shows the Profferfish website interface. At the top, there is a navigation bar with the Profferfish logo, a search bar, and links for 'FAQ's', 'FBF's Information', 'Community Partners', 'Wonder', and 'Contact My Counselor'. Below the navigation bar is a banner for 'CASPER'S COMPANY' featuring the McDonald's logo. The main content area is titled 'Approved Nonprofits & Organizations' and includes a 'Dashboard' button, a 'Show 50 entries' dropdown, and a 'Search records' input field. A table lists six nonprofits with columns for 'Nonprofits', 'Causes', 'City', 'State', and 'Zip Code'. The table entries are: 4ocean Community Cleanup (Environment, Boca Raton, Florida, 33487), American Heart Association (Health, St. Petersburg, Florida, 33716), Brandon Animal Medical Center (Animals, Brandon, Florida, 33511), Kevin's Foster Kids (Foster Care, North Pole, Alaska, 44444), Profferfish Demo High School (Abuse, Animals, Children, Education, Environment, Foster Care, Homelessness, Poverty, Tampa, Florida, 33629), and Serving My Community (Animals, Children, Environment, Health, Hunger, Poverty, Tampa, Florida, 12345). At the bottom of the table, it says 'Showing 1 to 6 of 6 entries' and includes pagination controls for 'First', 'Previous', '1', 'Next', and 'Last'. The footer contains the Profferfish logo and a link to 'terms & conditions'.

Nonprofits	Causes	City	State	Zip Code
4ocean Community Cleanup	Environment	Boca Raton	Florida	33487
American Heart Association	Health	St. Petersburg	Florida	33716
Brandon Animal Medical Center	Animals	Brandon	Florida	33511
Kevin's Foster Kids	Foster Care	North Pole	Alaska	44444
Profferfish Demo High School	Abuse, Animals, Children, Education, Environment, Foster Care, Homelessness, Poverty	Tampa	Florida	33629
Serving My Community	Animals, Children, Environment, Health, Hunger, Poverty	Tampa	Florida	12345

View Approved Service Opportunities

- Click on “Approved Service Opportunities” to browse through service opportunities already approved by your counselor. *(See next slide)*

The screenshot shows the profferfish website interface. At the top, there is a navigation bar with the profferfish logo and links for 'FAQ's', 'FBF's Information', 'Community Partners', 'Wonder', and 'Contact My Counselor'. Below the navigation bar is a large light blue banner with three checkmarks and links: 'Service hours need parent or guardian approval before they can be reviewed by the counselor, click here to review the details', 'You have pending submissions, click here to review the details', and 'You have incomplete submissions, click here to review the details'. The main content area is divided into two columns. The left column, titled 'My Fishbowl', includes a welcome message, school information ('Profferfish Demo High School'), and buttons for 'Job & Internship Board' and 'Profferfish Rewards'. The right column, titled 'Start Fishing', is a multi-step process. Step 1, 'Discover Nonprofits, Organizations & Service Opportunities', contains a card for 'Approved Service Opportunities' which is circled in pink and has a pink arrow pointing to it from the left. Other cards in Step 1 include 'Submit a New Service Opportunity or Nonprofit / Organization'. Step 2, '3 Easy Steps to Get Your Hours Approved', contains three cards: 'My Florida Bright Futures Plan', 'Provide Agency Signature, Student Signature & Reflections', and 'Provide a Parent/Guardian Signature'. Step 3, 'Manage My Community Service Hours', contains two cards: 'View My Submissions' and 'View My Service History'. The profferfish logo is also visible in the bottom left corner of the slide.

View Approved Service Opportunities

- “Approved Service Opportunities” page shown.
- Important Notes:
 - If you discover a new service opportunity (not on the approved service opportunity list) associated with an approved nonprofit, it’s super easy to submit to your counselor for approval.
 - Go to the “Submit a New Service Opportunity or Nonprofit/Organization” button on your dashboard.

The screenshot shows the Profferfish dashboard with the following elements:

- Header:** profferfish logo, navigation links (FAQ's, FBF's Information, Community Partners, Wonder, Contact My Counselor).
- Logo:** CASPER'S COMPANY logo.
- Navigation:** Dashboard button.
- Table:** Approved Service Opportunities table with columns: Service Opportunities, Nonprofit, Causes, FBF's Qualified, Submit Hours.
- Table Data:**

Service Opportunities	Nonprofit	Causes	FBF's Qualified	Submit Hours
Attend to Boarded Animals	Brandon Animal Medical Center	Animals	YES	🕒
Beach Clean Up at Rock Hill Beach	4ocean Community Cleanup	Environment	YES	🕒
Beach Cleanup at Clearwater Beach	4ocean Community Cleanup	Environment	YES	🕒
Beach Cleanup at St. Pete Beach	4ocean Community Cleanup	Environment	YES	🕒
Cafeteria Work	Profferfish Demo High School	Abuse, Animals, Children, Education, Environment, Foster Care, Homelessness, Poverty	YES	🕒
Cleaning at AMC	Brandon Animal Medical Center	Animals	YES	🕒
Cutting Grass	Serving My Community	Animals, Children, Environment, Health, Hunger, Poverty	YES	🕒
Football Game Concession Stand	Profferfish Demo High School	Abuse, Animals, Children, Education, Environment, Foster Care, Homelessness, Poverty	YES	🕒

Submit a New Service Opportunity or Nonprofit/Organization

- Click on “Submit a New Service Opportunity/Organization”.
- This allows you to submit a new service opportunity OR organization to your counselor that is not on the approved list.
- Do not submit a service opportunity OR nonprofit/organization if it is already on the approved list.

The screenshot displays the Profferfish user interface. At the top, the Profferfish logo is on the left, and navigation links for 'FAQ's', 'FBF's Information', 'Community Partners', 'Wonder', and 'Contact My Counselor' are on the right. A McDonald's logo is centered below the navigation. A light blue banner contains three checkmark items: 'Service hours need parent or guardian approval before they can be reviewed by the counselor, click here to review the details', 'You have pending submissions, click here to review the details', and 'You have incomplete submissions, click here to review the details'. The main content area is divided into 'My Fishbowl' and 'Start Fishing'. 'My Fishbowl' shows a welcome message, school name 'Profferfish Demo High School', and service hour counts. Below it are 'Really Cool Stuff' buttons for 'Job & Internship Board' and 'Profferfish Rewards'. 'Start Fishing' is a multi-step process. Step 1, 'Discover Nonprofit Organizations & Service Opportunities', is highlighted with a pink arrow pointing to a button labeled 'Submit a New Service Opportunity or Nonprofit/Organization'. Step 2, '3 Easy Steps to Get Your Hours Approved', includes buttons for 'My Florida Bright Futures Plan', 'Provide Agency Signature, Student Signature & Reflections', and 'Provide a Parent/Guardian Signature'. Step 3, 'Manage My Community Service Hours', includes buttons for 'View My Submissions' and 'View My Service History'. The Profferfish logo is also visible in the bottom left corner of the slide.

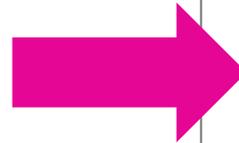
Submit a New Service Opportunity

Step 1

- Confirm the service opportunity is not on the approved list.
- Complete the form and answer the questions.

Important Notes:

- This section allows you a quick and easy way to submit an opportunity to your counselor for approval.
- The button for submitting completed service hours is different. Go to “Provide Agency Signature, Student Signature & Reflections”.



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FAQ's FBF's Information Community Partners Wonder Contact My Counselor

CASPERS COMPANY

Submit A New Service Opportunity Or Nonprofit/Organization

Dashboard Approved Service Opportunities

Submit a New Service Opportunity Submit a New Nonprofit or Organization

Important Note: A nonprofit or organization must be approved before you can submit an associated service opportunity. Type in the name of the organization in the "Name of Nonprofit or Organization" box below.

Name of Nonprofit or Organization *

Search Name of Nonprofit or Organization

Description of Service Opportunity *

- Examples
 - Stocking Food Pantry
 - Beach Cleanup
 - Math Tutor

Service Opportunity Details *

B I @ := :="

Contact Person Phone Number *

Contact Person Email *

Street Address *

State * City *

Select State

Zip Code *

If you want Florida Bright Futures credit, you must check this box and answer the questions.

Will you be compensated either financially or with some other material benefit? *

Yes No

Is the activity court mandated community service? *

Yes No

Is the service for the sole benefit of a religious house of worship and/or its congregation? *

Submit a New Service Opportunity

Step 2

- Don't forget to check the box and click on submit.

Select State

Zip Code *

If you want Florida Bright Futures credit, you must check this box and answer the questions.

Will you be compensated either financially or with some other material benefit? *
 Yes No

Is the activity court mandated community service? *
 Yes No

Is the service for the sole benefit of a religious house of worship and/or its congregation? *
 Yes No

Will you be fostering animals? *
 Yes No

Is the activity required for one of your classes? *
 Yes No

Are you donating an item like blood, hair, or canned food? *
 Yes No

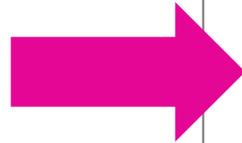
Will the hours be submitted after your graduation? *
 Yes No

Will a leader or responsible adult (not parent/guardian) with the organization be on site to evaluate and confirm student performance? *
 Yes No

Will the hours be performed overnight at a camp or event?
(Maximum of 8 hours per day) *
 Yes No

I agree that I have checked the list of Approved Service Opportunities and what I am submitting is not already on the list.

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Submit a New Nonprofit or Organization

- Confirm the nonprofit or organization is **not** on the approved list.
- For contact information, enter the person in charge of the service opportunities for the nonprofit or organization.
- Share how you will serve.
- Click **Submit**, and it's off to your counselor for review.

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FAQ's FBF's Information Community Partners Wonder Contact My Counselor

CASPERS COMPANY

Submit A New Service Opportunity Or Nonprofit/Organization

Dashboard Approved Nonprofits/Organizations

Submit a New Service Opportunity Submit a New Nonprofit or Organization

Name of Nonprofit or Organization *

Contact Person Name *

Contact Person Email *

Contact Person Phone Number *

Website

I agree that I have checked the list of Approved Nonprofits/Organizations and what I am submitting is not already on the list.

SUBMIT CANCEL

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terms & conditions

Create Your Florida Bright Futures Plan

- Click on “My Florida Bright Futures Plan”.
- Your plan should include what you want to do, why, and how you plan on serving.

The screenshot displays the Profferfish website interface. At the top, the Profferfish logo is on the left, and navigation links for 'FAQ's', 'FBF's Information', 'Community Partners', 'Wonder', and 'Contact My Counselor' are on the right. A McDonald's logo with 'CASPER'S COMPANY' is centered below the navigation. A light blue banner contains three checkmarks with links to review details for service hours, pending submissions, and incomplete submissions. The main content area is divided into sections: 'My Fishbowl' (with user info and service hours), 'Really Cool Stuff' (with links to Job & Internship Board and Profferfish Rewards), and 'Start Fishing' (a multi-step process). Step 1 includes 'Approved Nonprofits & Organizations', 'Approved Service Opportunities', and 'Submit a New Service Opportunity or Nonprofit / Organization'. Step 2, 'Easy Steps to Get Your Hours Approved', includes 'My Florida Bright Futures Plan' (circled in pink), 'Provide Agency Signature, Student Signature & Reflections', and 'Provide a Parent/Guardian Signature'. Step 3, 'Manage My Community Service Hours', includes 'View My Submissions' and 'View My Service History'. A large pink arrow points from the text on the left towards the 'My Florida Bright Futures Plan' button.

Document Your Completed Service Hours

Step 1

- Click on “Provide Agency Signature, Student Signature & Reflections”.

The screenshot shows the Profferfish website interface. At the top, there is a navigation bar with the Profferfish logo and links for FAQ's, FBF's Information, Community Partners, Wonder, and Contact My Counselor. Below the navigation bar is a banner for Casper's Company. A light blue box contains three checkmarks with links to review details for service hours, pending submissions, and incomplete submissions. The main content area is divided into two columns. The left column, titled 'My Fishbowl', includes a welcome message, school information (Profferfish Demo High School), service hour statistics (Total: 2, Imported: 0), and a 'Really Cool Stuff' section with buttons for 'Job & Internship Board' and 'Profferfish Rewards'. The right column, titled 'Start Fishing', is organized into three steps. Step 1, 'Discover Nonprofits, Organizations & Service Opportunities', contains three buttons: 'Approved Nonprofits & Organizations', 'Approved Service Opportunities', and 'Submit a New Service Opportunity or Nonprofit / Organization'. Step 2, '3 Easy Steps to Get Your Hours Approved', contains three buttons: 'Provide Agency Signature, Student Signature & Reflections' (highlighted with a pink circle and a pink arrow), 'Provide a Parent/Guardian Signature', and 'Provide a Student Signature'. Step 3, 'Make My Community Service Hours', contains two buttons: 'View My Submissions' and 'View My Service History'. The Profferfish logo is also visible in the bottom left corner of the slide.

Document Your Completed Service Hours

Step 2

- Select the nonprofit.
- Select the associated service opportunity.

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FAQ's FBF's Information Community Partners Wonder Contact My Counselor

Dashboard

Submit Signatures & Reflections To My Counselor For Approval

please enter the details below

Name of Nonprofit *
Select Nonprofit

Service Opportunity *
Select Service Opportunity

Reflections

B I @ :: := "

Date * 12/10/2021 **Start Time *** 00:00 AM **End Time *** 00:00 AM **Hours Logged *** (Maximum 8 hours is allowed)

+ Add More

Name of Service Agency Contact * **Phone Number of Service Agency *** **Email of Service Agency Contact ***

Signature of Service Agency Contact * **Signature of Student ***

Sign above Sign above

Clear Request Email Approval Clear

I agree that *
By checking this box, I certify all information is true and correct to the best of my knowledge.

Provide Parent/Guardian Signature

- This is the last step before your completed service activity is sent to your counselor for review.
- After the reflections section has been completed and the service agent approves, your completed service opportunity will show up in the “Provide a Parent/Guardian Signature” button.
- Once a parent or guardian approves, it’s off to your counselor!

The screenshot displays the Profferfish user interface. At the top, the Profferfish logo is on the left, and navigation links for 'FAQ's', 'FBF's Information', 'Community Partners', 'Wonder', and 'Contact My Counselor' are on the right. Below the navigation is the 'CASPER'S COMPANY' logo. A light blue banner contains three checkmarks with links to review details for service hours, pending submissions, and incomplete submissions. The main content area is divided into sections: 'My Fishbowl' with a welcome message and school information, 'Really Cool Stuff' with buttons for 'Job & Internship Board' and 'Profferfish Rewards', and 'Start Fishing' with three steps. Step 1 includes 'Approved Nonprofits & Organizations', 'Approved Service Opportunities', and 'Submit a New Service Opportunity or Nonprofit / Organization'. Step 2 is titled '3 Easy Steps to Get Your Hours Approved' and features a button for 'Provide a Parent/Guardian Signature' which is circled in pink with a large pink arrow pointing to it. Step 3 includes 'View My Submissions' and 'View My Service History'.

Helpful Tips

- **Don't forget to view the FAQ section at the top of your dashboard** 😊
- **Parents and students share the same dashboard:**
 - No need for separate logins.
- **If you are unsure of the status of a submission:**
 - Select “View My Submissions” on your dashboard.
 - This is a quick and easy way to see the status of service hours, service opportunities, and nonprofits.
- **If you have not received an email approval from the agency contact:**
 - Open the service opportunity in the “Incomplete Submission” section and select the pencil.
 - Click on the submit button and a second email will be sent to the agent for approval.
- **If you entered the incorrect agency email:**
 - Simply change the email and click on the submit button. A second email will be sent to the new agent for approval.



Thank you!

