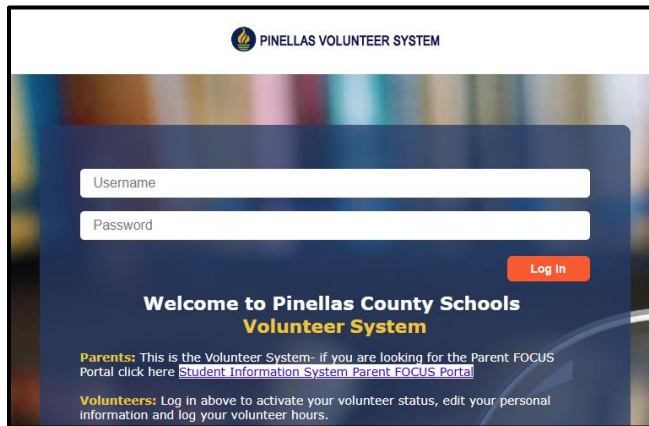


How to Log Your Volunteer Hours

1. Go to <https://volunteer.pcsb.org> and log into your volunteer account with your v. username and password.



The image shows the login page for the Pinellas Volunteer System. At the top, it says "PINELLAS VOLUNTEER SYSTEM". Below that is a login form with fields for "Username" and "Password", and a "Log In" button. A welcome message reads: "Welcome to Pinellas County Schools Volunteer System". There are also links for "Parents" and "Volunteers" to activate their status or log hours.

Example: Ann Smith

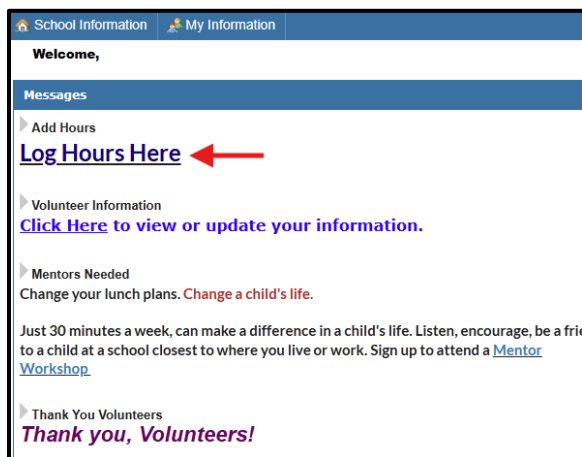
DOB: 01/01/1973

Username: v.smitha

Password: Smith1973

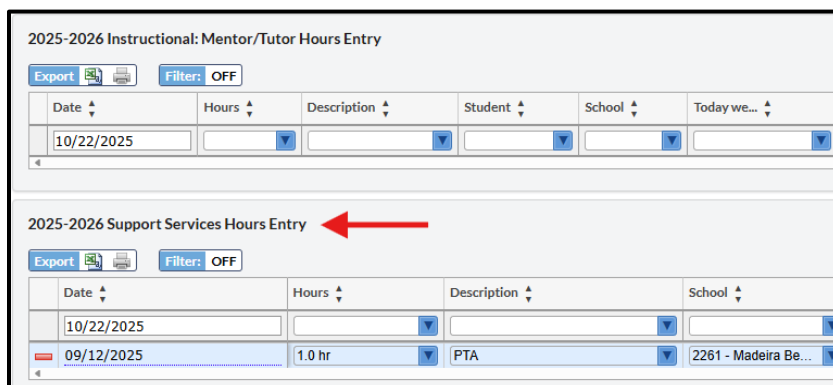
(Last name, first letter capitalized & birth year)

2. Click on **Log Hours Here** on left side of screen



The image shows a dashboard with a "Welcome," message and a "Messages" section. In the "Messages" section, there is a link "Log Hours Here" with a red arrow pointing to it. Other links include "Add Hours", "Volunteer Information", "Mentors Needed", and "Thank You Volunteers".

3. **Log your hours under 2025-2026 Support Service Hours Entry** (If you are tutoring/mentoring, log hours under Instructional: Mentor/Tutor Hours)



The image shows the "2025-2026 Support Services Hours Entry" form. It has a table with columns: Date, Hours, Description, Student, School, and Today we... A red arrow points to the "2025-2026 Support Services Hours Entry" section. The table shows a row for "09/12/2025" with "1.0 hr" hours, "PTA" description, and "2261 - Madeira Be..." school.

- Date is prefilled (but can be changed if entering hours for a different date.)
- Choose hours volunteered in 30 minute increments.
- Choose appropriate description (Classroom, Cafeteria, Field Trip Chaperone, PTA, Special Events, etc.)
- Choose Madeira Beach Fundamental

4. Click **Save** in top right corner
5. You are done! You can Logout 😊 Thank You!