Account Set Up

If your District / School uses Classlink or Clever, click on the appropriate icon to access your account.

For HCPS Public and HCPS Charter Schools:

If your District / School does not use Classlink or Clever for signing in to Profferfish, you will need to register your account to get started.
Account Set Up

- Log on to www.Profferfish.com/login
- Click on “Don’t Have an Account? Sign Up” to register your account.

Important Account Set Up Notes:
- When registering (not using Clever or Classlink), your name must match what your school has on file.
- Use a personal email address that is commonly checked.
- Parents and guardians utilize the same account as students.
View Approved Volunteer Organizations & Businesses

**Step 1**

- Click on “Approved Volunteer & Business Organizations” tile.
- This list provides pre-approved volunteer and business organizations and associated volunteer and paid work opportunities.
View Approved Volunteer Organizations & Businesses

**Step 2**

- Approved Volunteer and Business Organizations pages shown
- Click on Organization name for detailed information and associated Volunteer Service or Paid Work Opportunities

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Important Note

*In most cases you will use the General Volunteer OR General Paid Work Opportunity associated with the organization to submit hours.*
View Approved Volunteer Organizations & Businesses

**Step 3**

- General Information about Organization
- This is where you will find associated volunteer and paid work opportunities. You can click on this tile for detailed information and to submit your hours.

**Important Note**

*In most cases you will use the General Volunteer OR General Paid Work Opportunity associated with the organization to submit hours.*
How to Submit a NEW Organization or Business

**Step 1**

- Click on “Submit a NEW Organization OR Opportunity” tile.
- This allows you to submit a NEW Organization *(that is not already on the approved list)* to your counselor or administrator.
- DO NOT submit an Organization if it is already on the approved list *(search first!)*

**Important Note:**

Once your Organization is approved you will be able to submit hours under “General Volunteer” or “General Paid Work” opportunities.
How to Submit a NEW Organization or Business

**Step 2**

- Click on “Submit a NEW Organization” tab.
- Confirm the Organization is **not** on the approved list.
- Enter required fields including correct contact information.
- Enter a description of the organization.
- Click **Submit**, and it’s off to your counselor / administrator for review.
How to Submit a NEW Opportunity
(for districts/schools allowing students to submit unique opportunities)

**Step 1**

- Click on "Submit a NEW Organization OR Opportunity" tile.
- This allows you to submit a UNIQUE Opportunity to your counselor or administrator.
- DO NOT submit an Opportunity if it is already on the approved list (search first!)
- Once your Opportunity is approved you will be able to submit hours under that unique opportunity.
How to submit a NEW Opportunity
(for districts/schools with student capability to submit unique opportunities)

**Step 2**

- Confirm the opportunity is **not** on the approved list.
- Click on “Submit a NEW Opportunity” tab.
- Complete the form with the correct information and answer the questions (**next slide**).

**Important Notes**

This section allows you a quick and easy way to submit a unique opportunity to your counselor for approval.

The process for submitting completed volunteer or paid work hours is different. Go to “Provide Agency Signature, Student Signature & Reflections” tile.
How to submit a NEW Opportunity
(for districts/schools with student capability to submit unique opportunities)

**Step 3**

- Answer the qualifier questions for FLORIDA BRIGHT FUTURES credit.

  - **VOLUNTEER SERVICE questions**
  - **PAID WORK questions**

- Don’t forget to check the box and click on submit.
Create Your Florida Bright Futures Plan

- Click on “My Florida Bright Futures Plan” tile.

- Your plan should include what you want to do, why, and how you plan on volunteering or working.

Please note that this is optional to qualify for Florida Bright Futures credit.
Steps to Document Your Completed Volunteer or Paid Work Hours

Step 1

- Click on “Provide Agency Signature, Student Signature & Reflections” tile.
Steps to Document Your Completed Volunteer or Paid Work Hours

**Step 2**

- Select the Volunteer Organization or Business and the *associated* Opportunity in dropdowns.
- Enter the Description of Opportunity *(40 characters or less)*
- Enter Reflections and dates/hours of service - *you can enter multiple dates*.
- Enter SUPERVISOR contact information
- Have supervisor sign in person, or click box to “request email approval”*
- Sign your name and SUBMIT

*If you request email approval, have the supervisor check their spam/junk inbox if they did not receive request.
Steps to Document Your Completed Volunteer or Paid Work Hours

SAVE AS DRAFT FEATURE

- Fill in required information the digital form then click the “Save as Draft” button. Don’t request supervisor signature until all dates / hours are entered.
- The form will be saved in the “View My Submissions” tile in the “Incomplete Submissions” section.
- Once all dates / hours are completed and entered have the supervisor sign off or click the “Request Email Approval”* button.
- Sign your name and SUBMIT

*If you request email approval, have the supervisor check their spam/junk inbox if they did not receive request.
Provide Parent/Guardian Signature

**Step 1**

- **This is the last step before your completed service activity is sent to your counselor for review!**
- After supervisor approves your hours, the completed volunteer or work opportunity will show up in the “Provide a Parent/Guardian Signature” tile.
- The Parent/Guardian will need to sign in under student account, click on the tile and follow the steps to approve student hours.
Provide Parent/Guardian Signature

Step 2

- Parents will click on the “thumbs up” icon to approve and provide signature.
Provide Parent/Guardian Signature

**Step 3**

- Sign in the signature box
- Click “Submit”
- Once a parent or guardian approves, it’s off to your counselor/administrator for final approval!
Helpful Tips

- Don’t forget to view the blue box at the top of your dashboard for steps to complete submissions!
- Parents and students share the same dashboard
- 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 new organizations and volunteer and paid work hours.
- If you have not received an email approval from the organizational contact:
  - Open the opportunity in the “Incomplete Submissions” section and select the pencil.
  - Check that the contact email address is correct then click on the “Submit” button and another email will be sent to the supervisor contact for approval.
  - Make sure that the contact / supervisor checks their spam/junk box for an email from Profferfish.
- 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 contact / supervisor for approval.
Thank you!