

Instructions for self-reporting Service Points for the Volunteer Service Program

1. Begin by logging into your Renweb Parent Portal using your personal credentials.
2. On the left side navigation bar, click on the **Family Tab**.
3. Locate the **Service Hours section** in the middle of the dashboard.
4. Click on the **ADD or (+) icon** at the top left of the section.
5. **Fill out** the required fields:
 - Date
 - Hours (point value of service opportunity on Signup Genius)
 - Description
 - Verification (name of the Event Coordinator)
Please Note: You may add a note if necessary to understand the nature of your service but it is not required.
6. Click **Save** to complete the process. Follow the link *Back to Family Home* to see your updated total.

Still have questions? Contact Jean Flynn at vspadmin@trinitychristian.org