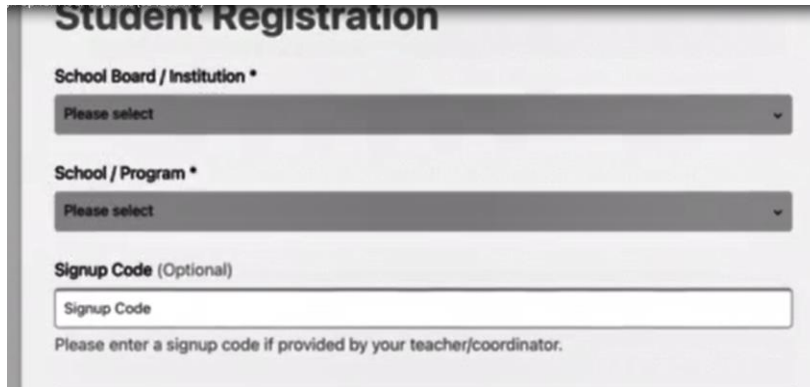


# SIGNING UP FOR HOUR REPUBLIC FOR THE FIRST TIME



**Student Registration**

**School Board / Institution \***

Please select

**School / Program \***

Please select

**Signup Code (Optional)**

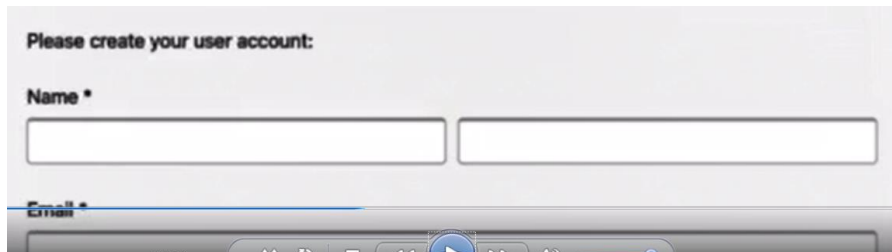
Signup Code

Please enter a signup code if provided by your teacher/coordinator.

School Board: HWDSB

School: Dundas Valley

Signup Code: SKIP THIS!

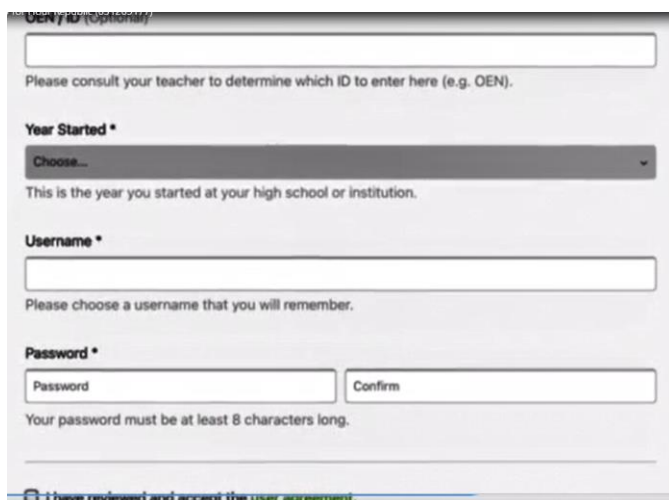


**Please create your user account:**

**Name \***

**Email \***

If this doesn't pre-populate your information, add in your first and last name and your school email.



**Verify ID (Optional)**

Please consult your teacher to determine which ID to enter here (e.g. OEN).

**Year Started \***

Choose...

This is the year you started at your high school or institution.

**Username \***

Please choose a username that you will remember.

**Password \***

Password Confirm

Your password must be at least 8 characters long.

☒ I have reviewed and accept the user agreement.

Again, your OEN should prepopulate. Year started is 2024.

We suggest using the same username and password that you use for logging in to HWDSB, but it's up to you!

Click that you accept the user agreement.

# ADDING HOURS TO HOUR REPUBLIC

Click “Add Hours” and this will appear...

Cancel Save Save and Submit Save and Approve

General

Attachment

Label

Category \*

Organization \*

Contact \*

Student Position \*

Student Position \*

Label: Type in a phrase like “Food Drive”

Category: Volunteer

Organization... you will create this by clicking on the green circle with the white +



Organization... fill it in the details

Organization \*

Search for organization

Organization \*

Supervisor \*

Supervisor email \*

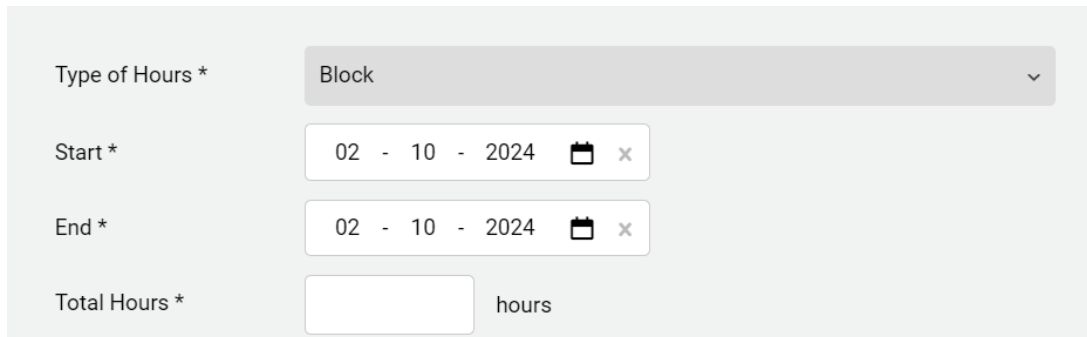
Supervisor phone

Student Position \*

Don’t “search for an organization”... just type in the information yourself. You need the supervisor’s name and email... the phone number is optional. Type in your position (helper? Cashier?)

## Fill in the date and number of hours

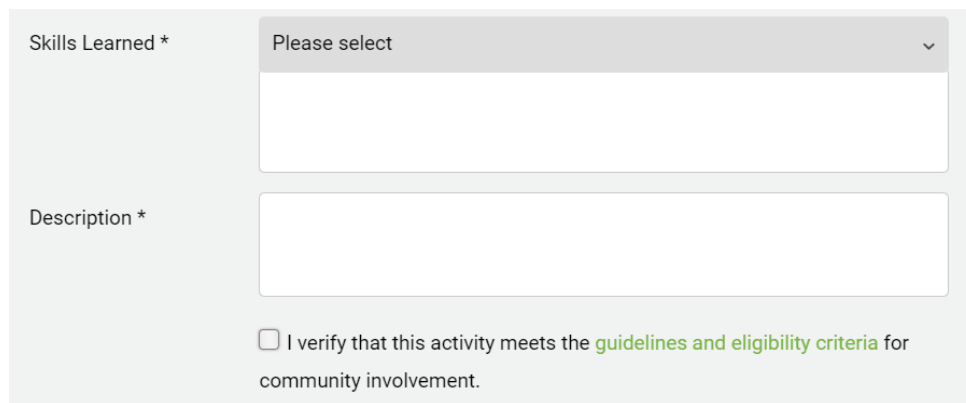
- a. **Block:** choose this if you volunteered over a longer block of time (e.g. you did 10 hours over the summer helping coach soccer). You type a start and end date, and the number of hours you completed.
- b. **Shift:** choose this if you volunteered on one day only (the hours will be generated by the times you put in).



A form for entering volunteer hours. It has four rows. The first row is 'Type of Hours \*' with a dropdown menu showing 'Block'. The second row is 'Start \*' with a date picker showing '02 - 10 - 2024'. The third row is 'End \*' with a date picker showing '02 - 10 - 2024'. The fourth row is 'Total Hours \*' with a text input field and the word 'hours' next to it.

## 2. Use the drop-down menu to select the skills you learned (e.g. communication, organization).

- a. Type in your description of what you did (this will go to your supervisor and parent).
- b. Click the “I verify” box



A form for selecting skills and providing a description. It has two main sections. The first section is 'Skills Learned \*' with a dropdown menu showing 'Please select'. The second section is 'Description \*' with a large text input field. Below the description field is a checkbox labeled 'I verify that this activity meets the guidelines and eligibility criteria for community involvement.'

## 3. Click Save and Submit!

An email will go to your supervisor and an email will go to your parent/guardian. Ask them both to open the email and confirm you did it!