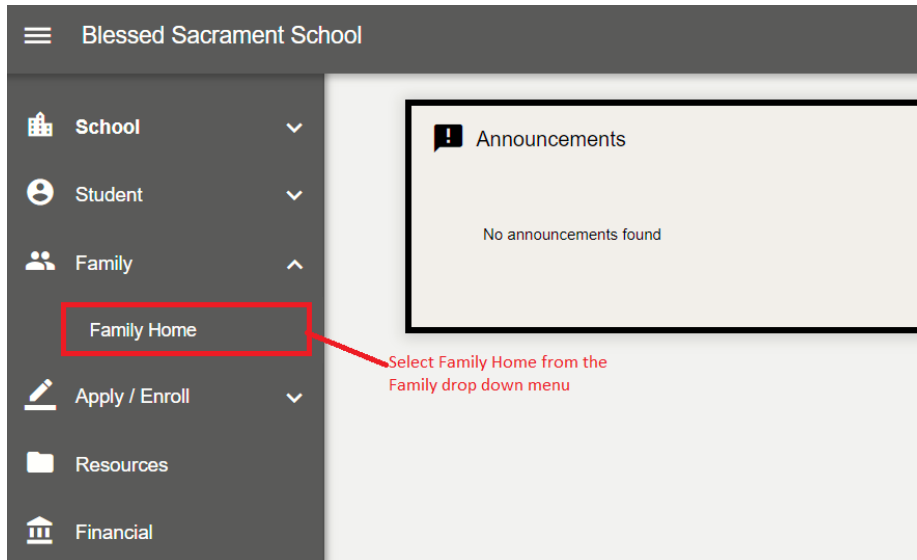
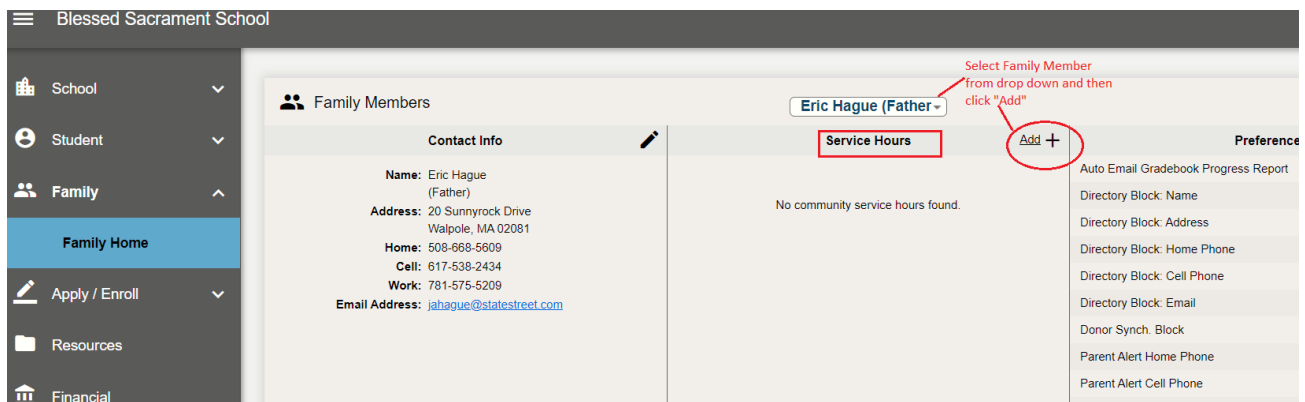


## How to Log Service Hours in RenWeb

- 1.) Log onto the RenWeb parent portal at: <https://bls-ma.client.renweb.com/pwr/>
- 2.) Next, navigate to the Family Home menu option:



- 3.) This will bring up the family home page. The service hours section is located in the middle of the screen. Select which family member served hours through the drop-down box, and then click "add" to record a new service hours entry.



4.) Complete all fields in the service hours entry box and click "Save" when finished.

Service Hours - Add

Name: Eric Hague

\* Date: 10/7/2019 — Enter date of service

\* Hours: 2 — Enter Number of Hours Worked

\* Description: Golf Tournament — Select type of service from drop-down menu.

Note: golf tournament check-in table — Description of service

Verified By: Melissa Dugas — Event coordinator, teacher or administrator who can verify the hours served.

Save

5.) This screen will appear once you have submitted the entry. At this point you can choose to enter another entry or navigate back to the family home screen.

Service Hours - Add

Service Hours submitted successfully.

[Add More Service Hours](#)

[< Back to Family Home](#)

6.) Family home page will now display all entries logged. If you need to edit or delete an entry, click on the pencil icon to make any changes.

Eric Hague (Father -)			Add +	Prefer
Date	Description	Hours		
10/7/2019	Golf Tournament	2.0		Auto Email Gradebook Progress R
Total:			2.0	Directory Block: Name

Home screen now shows service hours logged. Click the pencil if you need to edit an entry.

Please contact main office with any questions.