



Recording Your Service Hours in *Hour Republic*

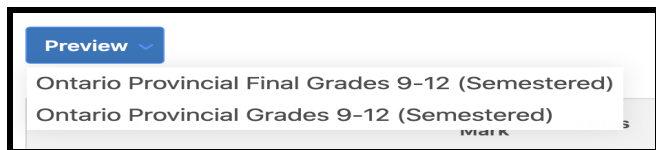
At Smithville Christian High, we've gone to a paperless method of recording *community volunteer hours*. As of January 2021, all students will need to submit their community service hours using Hour Republic. It is super easy to permanently record your hours; just follow the steps below.

1. Make an account at <https://hourrepublic.com/registration/student>

You will need to enter:

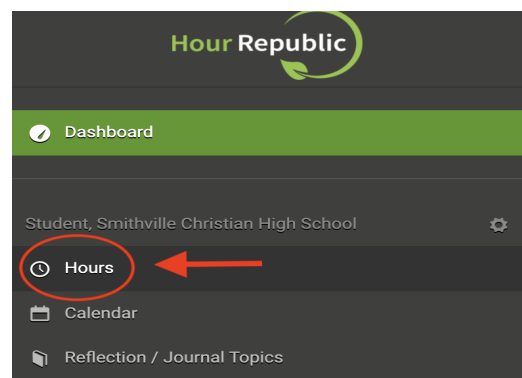
- your **name** (Please ensure that the first letter of your first and Last name are uppercase, i.e. david wonder ✗ ... David Wonder ✓)
- your **birth date**,
- the **school board** (Select **Smithville Christian High School**)
- the **school** (Select **Smithville Christian High School**)
- **your 9 digit Ontario Education Number (OEN)**, without the dashes, into the OEN box in

Hour Republic. You can find your OEN on EDSBY by scrolling down past your present classes to REPORT CARDS, select VIEW REPORT CARD, followed by Preview(see below);



select either of the two options below and look for your OEN at the top of your report card. It will be presented with dashes like so, 289-877-846. **Enter your 9 digit OEN, without the dashes, into the OEN box in Hour Republic.**

2. Once you have logged into Hour Republic, add volunteer experiences by selecting the "hour" tab located on the left.



3. Fill in all mandatory fields (indicated with asterisks) for your volunteer experience by selecting the "Add" link to expand existing fields.

Label	<input type="text"/>
Category *	Please select
Organization *	<input type="text"/>
Type of Hours *	Shift
Start *	01 - 03 - 2021 09 : 00 AM
End *	01 - 03 - 2021 05 : 00 PM
Total Hours *	8.00 hours

Add Organization

Do not forget the time!

4. When finished, be sure to select "Save and Submit"

5. *What is exciting is that Hour Republic has turned on e-Signatures for volunteer hours. This means you can enter the hours and info on a mobile device, and have a supervisor sign their touch screen on the spot! The how-to can be found here:*

<https://faqs.hourrepublic.com/2018/11/27/e-signature-of-volunteer-hours/>

6. Smithville Christian will upload your service hours from Hour Republic once or twice a semester and update your official school records. You don't need to do anything else except complete your 40 hours.

If you have any questions or any problems email info@charityrepublic.com or ask/email/message Mr. Wonder dwonder@smithvillechristian.ca