![Smithville Christian High School logo] **Smithville Christian High School**

How do I Record my Community Service Hours in Hour Republic?
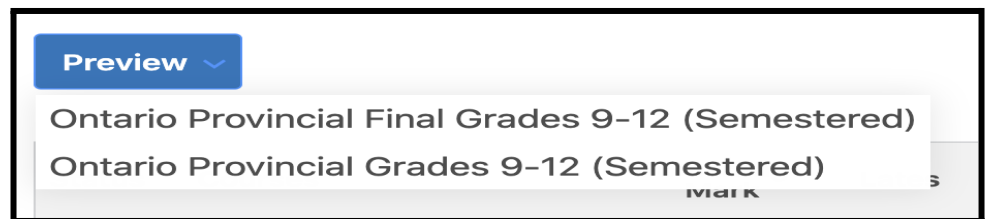
1. Make an account at https://hourrepublic.com/registration/student
   <u>You will need to enter</u>:
   - your **name** (Please ensure that the first letter of your first and Last name are uppercase, i.e. david wonder ✘ … David Wonder ✔
   - your **birth date**,
   - the **school board** (Select **Smithville 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 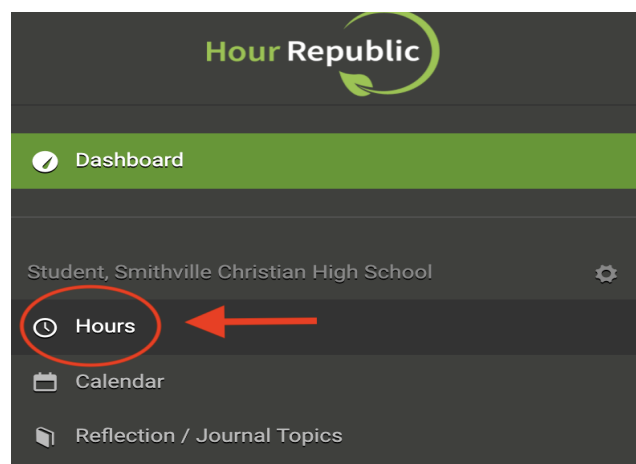at the top of your report card. It will be presented with dashes like so, 289-877-846. **Enter your 9 digit OEN, <u>without the dashes</u>, into the OEN box in Hour Republic.**

   Preview ⌄
   Ontario Provincial Final Grades 9–12 (Semestered)
   Ontario Provincial Grades 9–12 (Semestered)
   Mark

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

3. Fill in all mandatory fields (*indicated with asterisks***) by selecting the "Add" link to expand existing fields. ***Verify that all email addresses have been typed correctly.***

   Hour Republic
   ✔ Dashboard
   Student, Smithville Christian High School ⚙
   ⏱ Hours
   📅 Calendar
   📓 Reflection / Journal Topics

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

5. I encourage you to track your Hours from time to time, you want the orange **Pending** hours to change to a green **Verified**.

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