

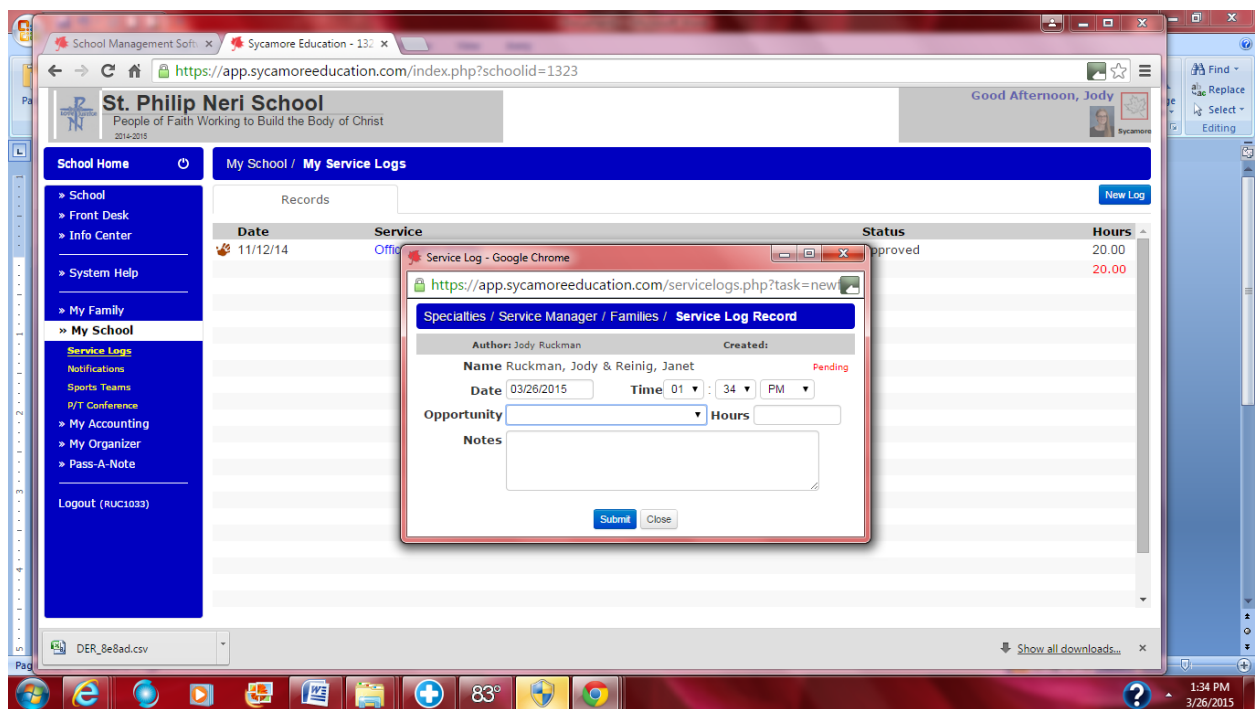
How to enter service hours into Sycamore

Here's what it looks like logged in from a parent login.

- Click on "My School" in menu down left side of screen
- Click on "Service Logs" under My School.
- Click on "New Log" button in upper right hand corner.
- Fill in Date, Opportunity, Hours, and any notes.
- Click "Submit" button at bottom.

They will see the record with a status of pending.

If they wish to enter more items click the "New Log" button again in the upper right hand corner.



The screenshot displays the Sycamore Education website interface. The browser address bar shows the URL: <https://app.sycamoreeducation.com/index.php?schoolid=1323>. The page header includes the school name "St. Philip Neri School" and the motto "People of Faith Working to Build the Body of Christ". The user is logged in as "Jody Ruckman" and the page is titled "My School / My Service Logs".

The main content area features a table of service logs with columns for Date, Service, Status, and Hours. A "New Log" button is visible in the top right corner of the table. A modal form titled "Service Log Record" is overlaid on the page, containing the following fields:

- Author: Jody Ruckman
- Created: Pending
- Name: Ruckman, Jody & Reinig, Janet
- Date: 03/26/2015
- Time: 01 : 34 PM
- Opportunity: (dropdown menu)
- Hours: (input field)
- Notes: (text area)

At the bottom of the form are "Submit" and "Close" buttons. The Windows taskbar at the bottom shows the system clock as 1:34 PM on 3/26/2015.