

# SERVICE HOURS

with

x2VOL

powered by  intelliVOL

# Community Service

- No more paper forms!
  - Bible, Presidential, NHS
- Bible service hours:
  - June 1, 2019 - May 1, 2020
  - Due: May 1, 2020
  - 11th & 12th Grade - 20 hrs
  - 9th & 10th Grade - 10 hrs



# Presidential Service Award

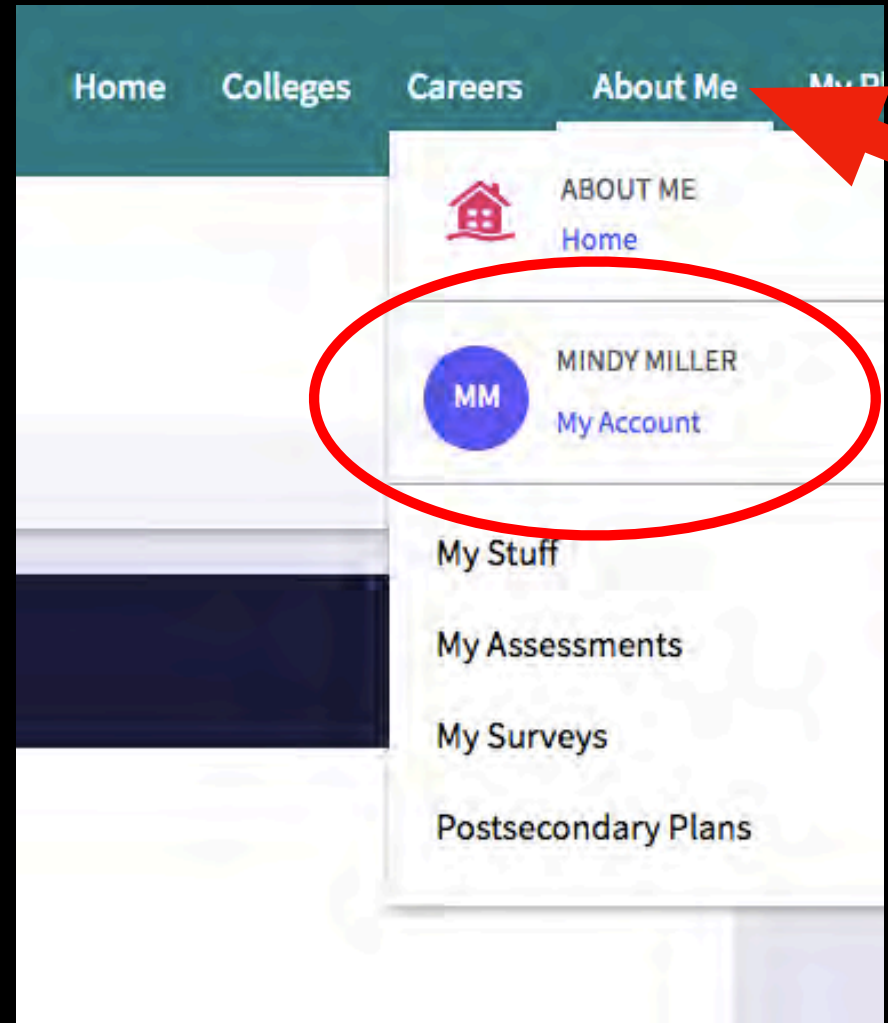
## PSA hours:

- March 2, 2019 - March 1, 2020
- Due: March 1, 2020
- 16 or older by March 1, 2020 = “Young Adult”  
(regardless of your age at the time you earned the hours)

Hours by Award	Bronze	Silver	Gold
Teens (11-15)	50-74	75-99	100+
Young Adults (16-25)	100-174	175-249	250+

# Getting your Student ID

- You need this to create your x2vol account
- Log into Naviance
- Click “About Me”
- Select “My Account” from the drop-down menu



# Getting your Student ID

MM ACCOUNT  
Mindy Miller

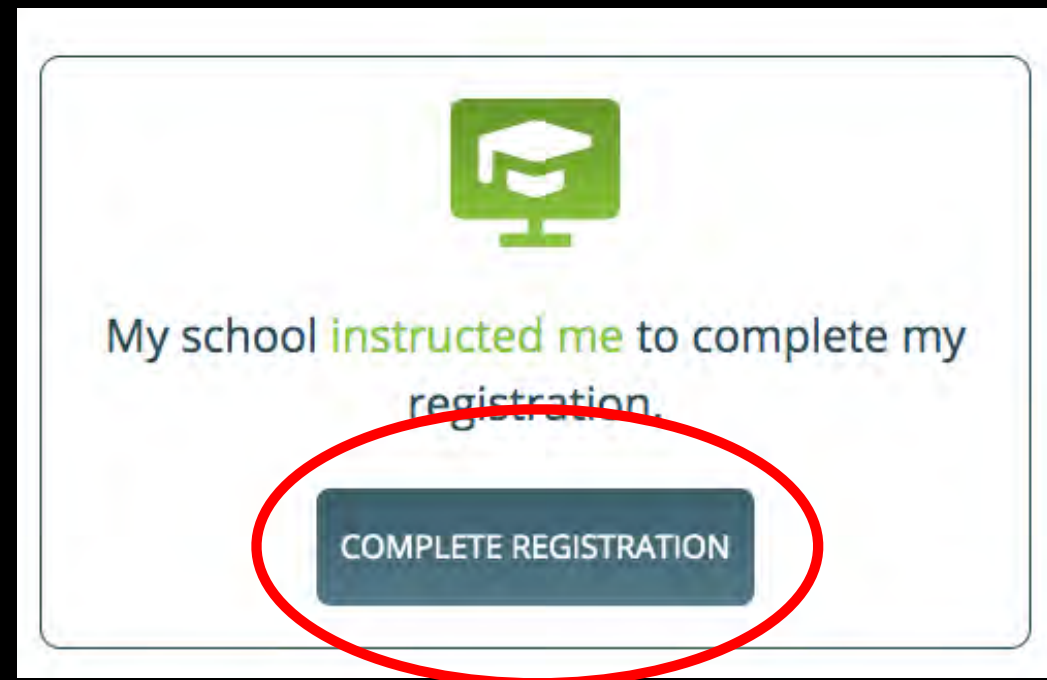
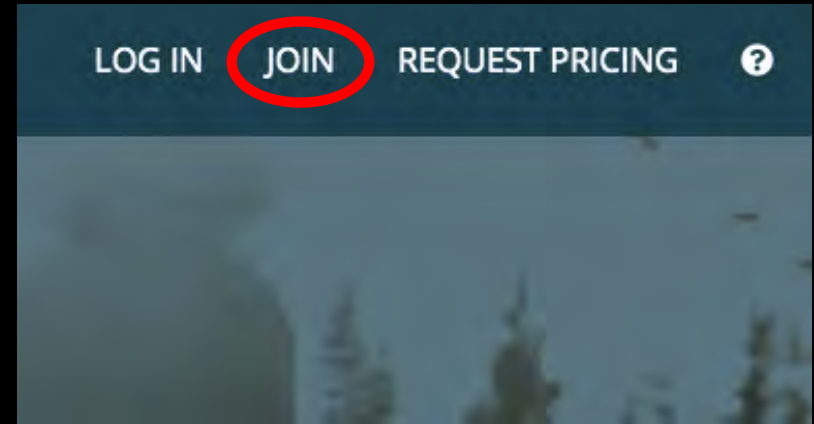
General Information Parents/Guardians Security

Personal	Contact
<b>Nickname</b> -	<b>Home Phone</b> 9999999999
<b>Counselor</b> Tara McNeal	<b>Mobile Phone</b> -
<b>Year of Graduation</b> 2019	<b>Address</b> 6255 Cahaba Valley Road -
<b>ID #</b> [REDACTED]	

Write it down!

# Joining x2VOL


- Go to: [www.x2vol.com](http://www.x2vol.com)
- Click “JOIN” in upper right hand corner
- Choose “My school instructed me to complete my registration”
  - Select “Complete Registration”



# Joining x2VOL

- Enter the school zip code: 35242
- Click the green “Search” button
- Select “Briarwood Christian School” from the drop-down menu

Volunteer Registration



**Find Your School**

Enter your school's name or city to begin searching for your school  
Cannot find your school ? Contact [support@intellivol.com](mailto:support@intellivol.com)

35242

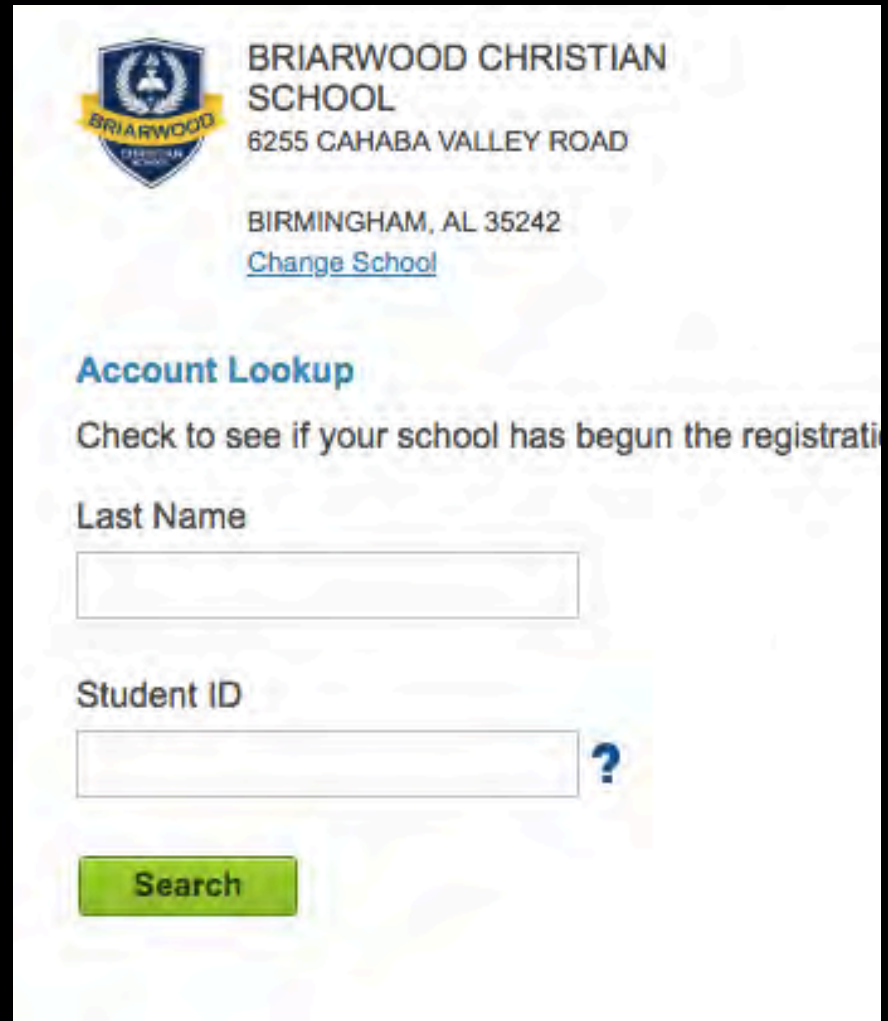
- OAK MOUNTAIN HIGH SCHOOL - BIRMINGHAM
- WESTMINSTER SCHOOL AT OAK MT - BIRMINGHAM
- BRIARWOOD CHRISTIAN SCHOOL - BIRMINGHAM**
- SPAIN PARK HIGH SCHOOL - BIRMINGHAM, AL

The image shows a screenshot of a volunteer registration form. A red circle highlights the zip code '35242' in the search input field. A red arrow points to the green 'Search' button. The search results list several schools, with 'BRIARWOOD CHRISTIAN SCHOOL - BIRMINGHAM' highlighted in yellow.



# Joining x2VOL

- Enter your last name and your student ID
- Click the green “Search” button



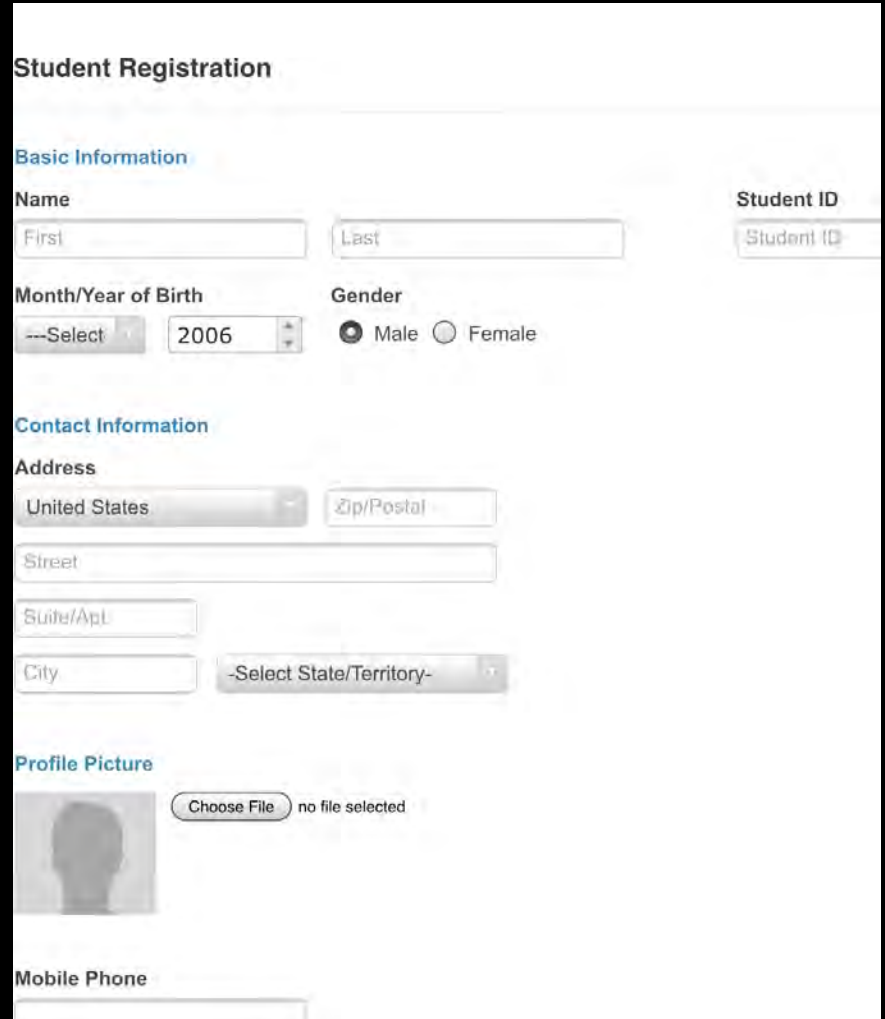
The screenshot shows the registration page for Briarwood Christian School. At the top left is the school's logo, a shield with a cross and the text "BRIARWOOD CHRISTIAN SCHOOL". To the right of the logo, the school's name "BRIARWOOD CHRISTIAN SCHOOL" is displayed in bold, followed by the address "6255 CAHABA VALLEY ROAD" and "BIRMINGHAM, AL 35242". Below the address is a blue link that says "Change School".

Below the school information is a section titled "Account Lookup" in blue. Underneath this title is the instruction "Check to see if your school has begun the registration process". There are two input fields: "Last Name" and "Student ID". The "Student ID" field has a blue question mark icon to its right. At the bottom of the form is a green button with the word "Search" in white text.



# Joining x2VOL

- Enter your personal information.
- You must enter a “home phone” - if you don’t have one, use a parent’s phone number.
- Use your school email.
- Once completed, click “Proceed” at bottom of page.



The image shows a screenshot of a web form titled "Student Registration". The form is divided into several sections:


- Basic Information:** Includes fields for "Name" (split into "First" and "Last"), "Month/Year of Birth" (with a dropdown for the month and a text box for the year, currently showing "2006"), and "Gender" (with radio buttons for "Male" and "Female"). There is also a "Student ID" field with a "Student ID" label.
- Contact Information:** Includes a dropdown for "Address" (currently set to "United States"), a "Zip/Postal" field, a "Street" field, a "Suite/Apt." field, a "City" field, and a dropdown for "-Select State/Territory-".
- Profile Picture:** Features a placeholder image and a "Choose File" button with the text "no file selected" next to it.
- Mobile Phone:** A field for entering a mobile phone number, partially visible at the bottom.

# Joining x2VOL

- For the time being, SKIP the following page.
- Click “Proceed” at bottom of page.

**Student Registration**

**Interest Gauge**



not interested    indifferent    very interested  
level selector

+25% interest level

**Interests**

Humanitarianism	Faith-based	Environmental
Government	Educational	

**Career Clusters**

Agricultural & Natural Re...	Education & Training	Public Safety, C...
Government & Public Admin...	Architecture & Constructi...	Hospitality & To...
Manufacturing	Science, Technology, Engi...	Arts, AVV Techn...
Human Services	Marketing, Sales & Servic...	Health Science
Business, Management & Ad...	Information Technology	Finance
Transportation, Distribut...		

**Other Interests**  
Check all topics that interest you from the following lists

# Joining x2VOL

- Your email will be your username.
- Use your school issued password.
- Choose your current grade: class of \_\_\_\_\_.
- Check the two boxes at the bottom that begin with “I understand..”
- Confirm that you are 13 or older
- Confirm your registration

**Student Registration**

[Sign-In Preference](#)


**Email Address (Username)** ([View Privacy Statement](#))

**Create Account Password**

**School Group**

Schools use groups to deliver messages as well as target students in different classes or organizations. Choose one of the mandatory groups.

**School**

 **BRIARWOOD CHRISTIAN SCHOOL**  
6255 CAHABA VALLEY ROAD  
BIRMINGHAM, AL 35242

**Mandatory Group:(Select One)**

Class of 2019-Conrad

Class of 2019-Furuto

Class of 2020-Conrad

Class of 2020-Richey

Class of 2021-Furuto

Class of 2021-Stuart

Class of 2022-Furuto

Class of 2022-Worthington

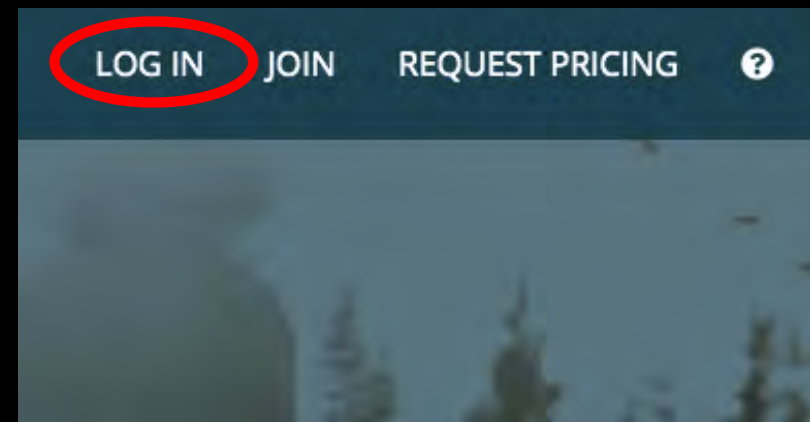
**Event Registration Notification**

Add an e-mail address to send auto updates of events you have signed up for.

[+ Additional Email Address](#)

# SUCCESS!!

- Go back to [www.x2vol.com](http://www.x2vol.com)
- This time click “Log In” in the top right hand corner
- Enter your log-in information
  - Username: School Email
  - Password: School Password

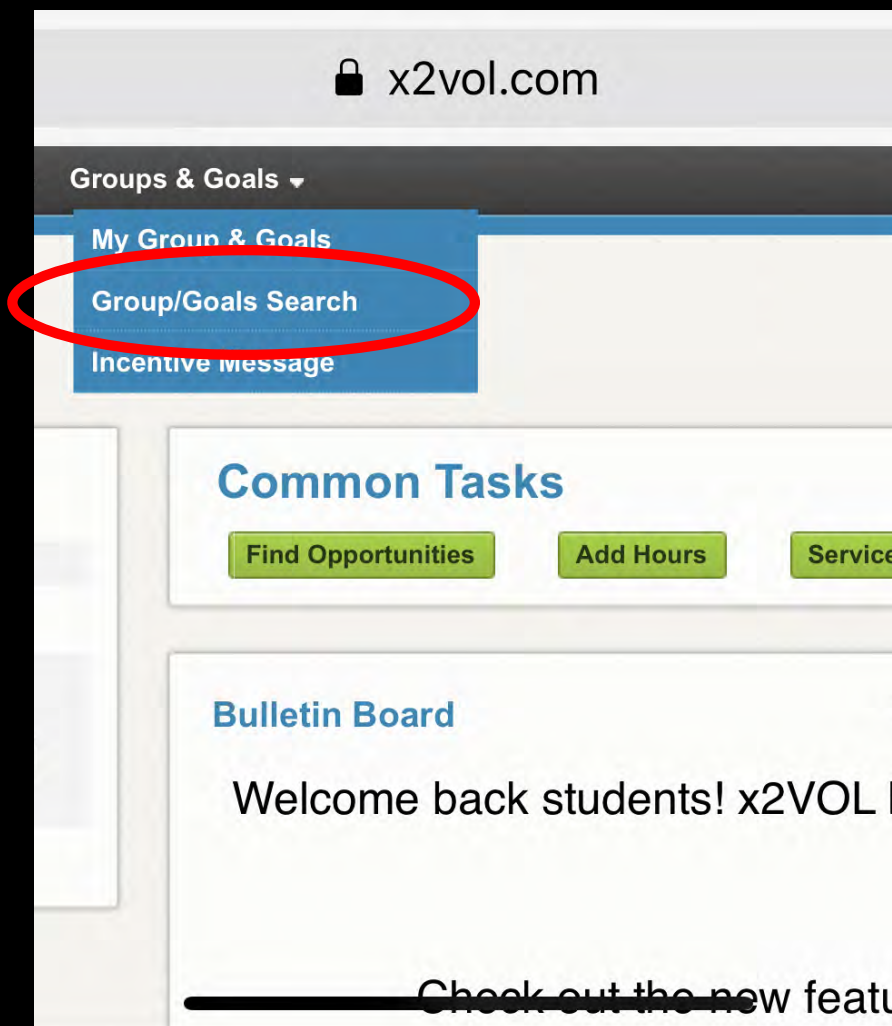


# x2VOL Dashboard

The screenshot shows the x2VOL Dashboard interface. At the top, there is a navigation bar with the following items: **Dashboard** (highlighted), **Opportunities & Projects** (with a dropdown arrow), and **Groups & Goals** (with a dropdown arrow). A dropdown menu is open under **Groups & Goals**, showing **My Group & Goals**, **Group/Goals Search**, and **Incentive Message**. The main content area is titled **Dashboard**. On the left, there is a **Groups & Goals Progress** section for the **Class of 2019-Furuto (Unverified)**. It shows a progress bar for **Senior Service Hours (08/01/2018 - 05/01/2019)** with a legend for **Hours Submitted** (black) and **Hours Approved** (green). On the right, there is a **Common Tasks** section with three buttons: **Find Opportunities**, **Add Hours**, and **Service Transcripts**. Below that is a **Bulletin Board** section with the text "Welcome back students! x2VOL has a ne" and "Updated: 00". At the bottom, there is a partially visible sentence: "Check out the new features to f".

# Adding Presidential & NHS

- From your dashboard, click “Groups & Goals” on the navigation tab.
- Select “Group/Goals Search” from the drop-down menu.





# Adding Presidential & NHS

Group/Goal Search x2VOL  
Powered by intelliVOL

Search Results

Group or Goal Name  Select Groups Only

**GOAL RESULTS (0)**

GOAL NAME	EXCLUSIVE	GOAL	START	END
-----------	-----------	------	-------	-----

**GROUP RESULTS (1)**

GROUP NAME	GROUP MANAGER	GOALS
<input checked="" type="checkbox"/> <b>Class of 2020</b> Community Service for the Class of 2020.	Bryan White	3 <input type="button" value="Remove"/>

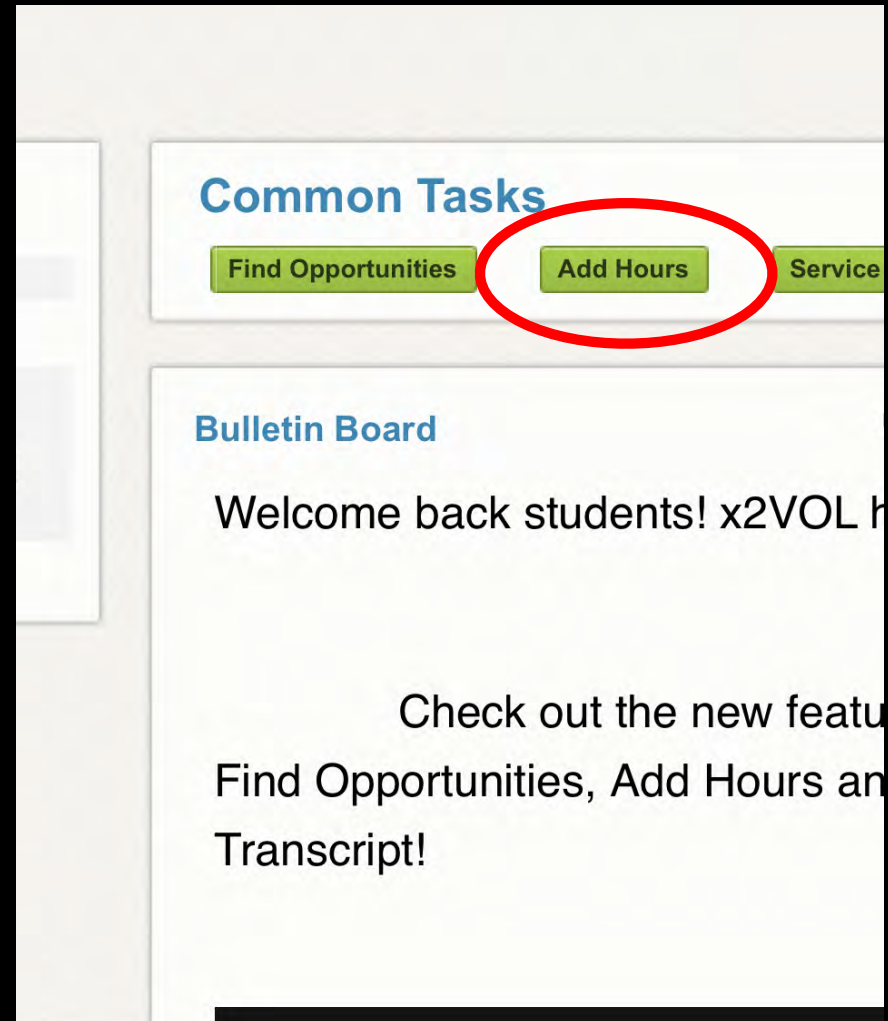
GOAL NAME	EXCLUSIVE	GOAL	START	END	
<b>National Honor Society</b> All NHS members are required to complete 16 service hours throughout the school year. Members cannot "double-dip" these hours with their required Bible service hours, but must instead complete 16 service hours separate from other requirements (However, these hours can be included in their Preside ...	<input checked="" type="checkbox"/>	16.00	06/01/2019	05/01/2020	<input type="button" value="Add"/>
<b>Presidential Service Award - Young Adult (16+)</b> Completing the minimum required hours for this goal will earn you the Presidential Service Award. There are levels within this award and they are awarded as follows:Bronze: 100-174 hoursSilver: 175-249 hoursGold: 250+ hours	<input checked="" type="checkbox"/>	100.00	03/01/2019	03/01/2020	<input type="button" value="Add"/>
<b>Senior Service Hours</b> Seniors are required to complete 20 service hours. Completion of 20 service hours will serve as their second semester Bible final examination.	<input checked="" type="checkbox"/>	20.00	06/01/2019	05/01/2020	<input type="button" value="Remove"/>

Choose the appropriate option and click "Add."



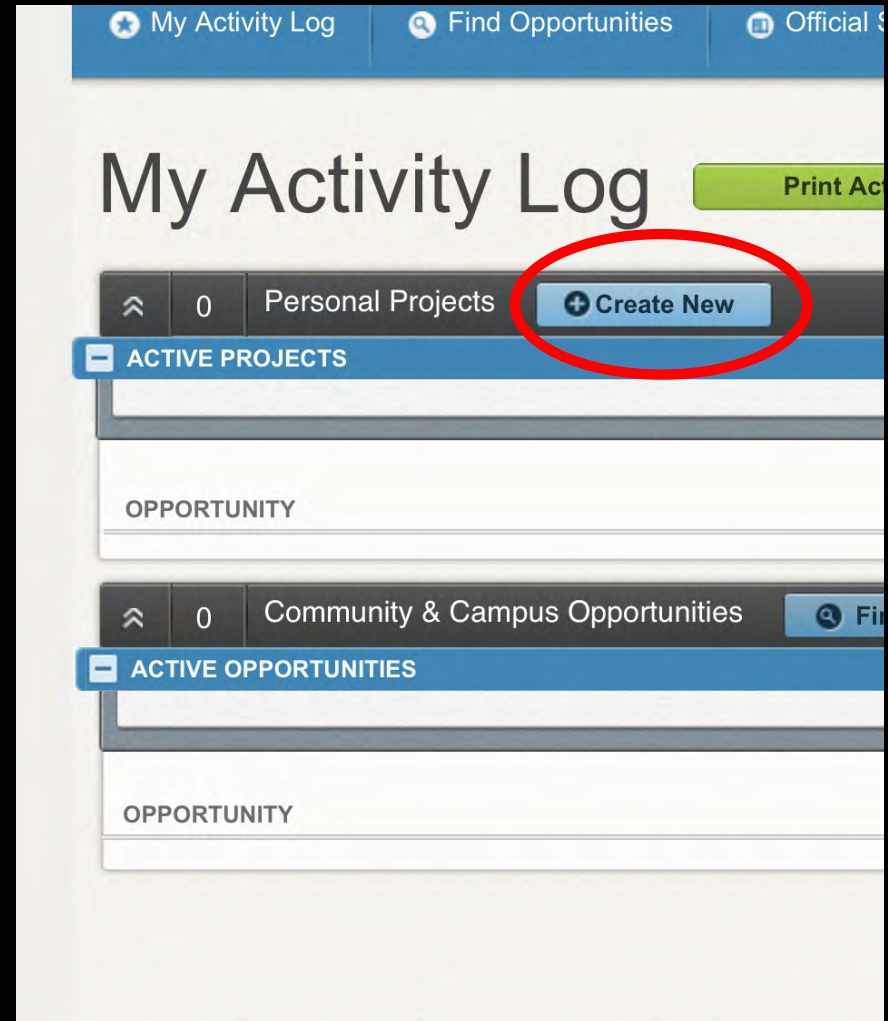
# How to Add Hours

- Go back to the dashboard.
- Under the heading “Common Tasks” select the green button labeled “Add Hours.”



# How to Add Hours

- This is your “Activity Log.”
- You have two options here:
  - Personal Projects
  - Community Campus Opportunities
- Under the “Personal Projects” tab click the blue “Create New” button.



# How to Add Hours

Create a Personal Project

x2VOL  
powered by IntelliVOL

**Activity**

[Max. 100 character]  
Agency or Organization Name

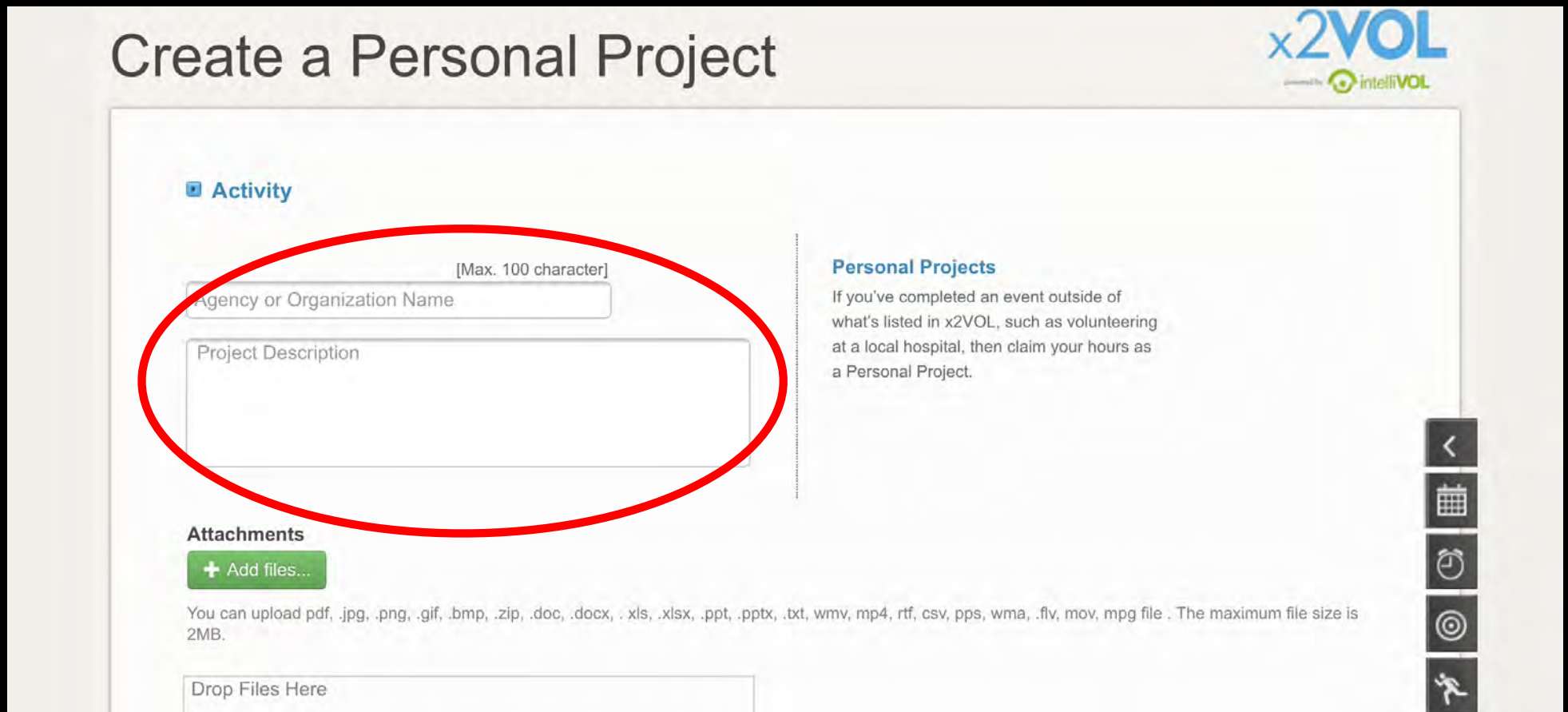
Project Description

**Attachments**  
+ Add files...

You can upload pdf, .jpg, .png, .gif, .bmp, .zip, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .txt, wmv, mp4, rtf, csv, pps, wma, .flv, mov, mpg file . The maximum file size is 2MB.

Drop Files Here

**Personal Projects**  
If you've completed an event outside of what's listed in x2VOL, such as volunteering at a local hospital, then claim your hours as a Personal Project.



**List the Organization and tell us what you did.**

# How to Add Hours

**Activity Contact**

Name

Phone

Email Address

**Verification**

The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

---

**Claim Hours**(Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page. If you have been instructed to provide one entry per date please do so.

Date

Hours

Minutes

Reflections

Navigation icons: back, calendar, alarm, target, person

**List Activity Contact (supervisor) and their contact information. You must put an email.**

# How to Add Hours

**Activity Contact**

Name

Phone

Email Address

**Verification**

The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

**Claim Hours**(Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page. If you have been instructed to provide one entry per date please do so.

Date Hours Minutes

00 00

Reflections

**List the date that you served, as well as the number of hours you served. If you served multiple times at the same location, simply claim it once, using the last date you served and list the rest of your dates in the reflection space.**

# How to Add Hours

**Apply Hours to Goal(s)**

**Organization Goals**  
Select where the hours being claimed will be credited to. Either choose an [Exclusive Goal](#) or choose the option "[Apply to all Non-Exclusive Goals](#)"


*NOTE: Below are all ACTIVE goals in your organization. If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.*

GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
<input checked="" type="radio"/> Apply to all Non-Exclusive Goals:						
Senior Service Hours	Class of 2019-Furuto	8/1/2018	5/1/2019	20.00	0.00	20.00

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy. If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.

**Comments**

DATE	USER	COMMENT
------	------	---------



Make sure all of these boxes / bubbles are  
“checked.”



# How to Add Hours

Apply to all Non-Exclusive Goals:

Senior Service Hours	Class of 2019-Furuto	8/1/2018	5/1/2019	20.00	0.00	20.00
----------------------	----------------------	----------	----------	-------	------	-------


The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy.  
**If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.**

**Comments**

DATE	USER	COMMENT
<div style="border: 1px solid #ccc; height: 40px;"></div>		

**Claim History**

DATE/TIME	EVENT	USER
<div style="border: 1px solid #ccc; height: 20px;"></div>		



**Make sure all of your information is correct, add any comments you want, and then click “Submit.”**



# Final Notes

- You must include your supervisor's email address.
- Your hours must be “verified” by your supervisor in order to be approved.
- Periodically check your “Activity Log” to make sure that your hours have been verified.
- You can't enter service hours that haven't happened yet.

# Regarding Mission Trips

- Even though they occur outside of some of the required dates, we allow you to count them towards your hours for the current years, so long as all mission trip documents and payments have been submitted.
- Students earn 100 total hours for BCS mission trips.
- Students earn 12 hours per day on all other mission trips.