**Registering, Completing Pre-Approval Forms
and Recording Christian Service Hours on the x2VOL Site**

Archbishop Hoban High School uses the online system x2VOL to track Christian service hours. Through x2VOL, students electronically submit their hours. The hours are then verified via email by the site volunteer contact. Mr. Chris Fahey, Hoban's Christian Service Coordinator, reviews the hours and reflection component of each submission. This system allows students to easily access information about their Christian service hours over the course of their time at Hoban.

Every student is required to log their hours in this system. Returning students will use their existing x2VOL account to log their Christian service hours. Incoming freshmen and transfer students will need to register on the site before entering hours. Students should use their Hoban email address to log into the x2VOL site.

Visit hoban.org/Christian-service for instructional videos on how to navigate and log hours on x2VOL.

x2VOL Site Registration

1. If you are an incoming freshman or a transfer student, you will need to register yourself in x2VOL before you can log your Christian service hours. You will only need to complete the registration once.
2. To begin, go to www.x2VOL.com and click **Join,** found in the top right-hand corner of the page.
3. Click **Complete Registration** under 'My school instructed me to complete my registration.'
4. Find Archbishop Hoban High School by typing in the school's zip code: 44306 and clicking **Search.**
5. Under **Account Lookup,** type in your last name and enter your *Hoban email address*. Hit Search.
6. This will take you to the **Student Registration** page. Fill out the following sections:
7. Add your **First Name.** Verify your **Last Name** and **Hoban Email.** Add your **Date of Birth.** If you know your Hoban **Student ID**, you can add it. If you don't, simply add a four digit number of your choice. Click **Proceed**.
8. On the next **Student Registration** screen you should verify your **Hoban Email**, and then create a **Password**. Next, select a **Mandatory Group** (you will select your graduation year). You may skip the **Event Registration Notification** section.
9. Finally, check the following three boxes at the bottom of the **Student Registration** page:
    a. I understand my school may have access to my community service progress.
    b. I understand and accept the site policies regarding privacy and security.
    c. I am 13 years old or older.
10. Click **Complete Registration.**

Completing a Pre-Approval Form
1. Go to www.x2VOL.com and log in to your account using your Hoban email and the password you created.
2. On the **Dashboard,** under **Common Tasks,** click **Add Hours.** When you click Add Hours, you will be directed to the **My Activity Log** page.
3. Once you are on the **My Activity Log** page, click on **Create New.** This will direct you to the **Create a Personal Project** page.
4. Fill out the information on the **Complete a Personal Project** page.
   a. **Agency or Organization Name**: Include the name of the organization you are volunteering with.
   b. **Project Description**: Describe the volunteer work that you completed and any important information about the service site.
   c. **Make this a Recurring Project**: Click this if you want to link all of your service entries together. It will save you steps when you go to add your actual service hours.
   d. **Activity Contac**t: Add Mr. Chris Fahey as your activity contact. Use his email: faheyc@hoban.org because he is the one who will approve your service location.
   e. **Claim Hours**: Enter the date you are completing your pre-approval form. Mark 15 minutes, which is the smallest amount of time that you can enter so that the website will accept your entry. (This *does not* reduce your hours requirement by 15 minutes.)
   f. **Reflection**: Please add a phrase or sentence about what you think it will be like at your site. You can then compare this entry to your actual reflections once your hours have been completed.
   g. **Apply Hours to Goal**: Apply hours to (Grade Level) Year Pre-Approval Form (eg: Freshman Year Pre-Approval Form).
   h. **Submission Honesty**: Click the box that says you will be actually completing your service at this location.
   i. **Submit**: Click this to submit this pre-approval form.

Recording Christian Service Hours in x2VOL
1. Go to www.x2VOL.com and log in to your account using your Hoban email and the password you created.
2. On the **Dashboard,** under **Common Tasks,** click **Add Hours.** When you click Add Hours, you will be directed to the **My Activity Log** page.
3. Once you are on the **My Activity Log** page, there are two options. If you chose Recurring Project when you created your Pre-Approval Form, you should be able to add your hours to that. If you did not choose Recurring Project, then click on **Create New.** This will direct you to the **Create a Personal Project** page.
4. Fill out the information on the **Complete a Personal Project** page.
   a. **Agency or Organization Name**: Include the name of the organization you are volunteering with.
   b. **Project Description**: Describe the volunteer work that you completed and any important information about the service site.
   c. **Make this a Recurring Project**: Clicking this will make it easier to log your hours as it will save the basic information for your service site and will allow you to easily add hours each time you volunteer with your chosen

organization. If you clicked this when you created your Pre-Approval Form, you can add hours from that log.

d. **Activity Contac**t: Include the full name and email address of the service site volunteer coordinator. Be sure you enter the email address correctly. This is how hours are verified. If you chose Recurring Project while creating your Pre-Approval Form, be sure to change the activity contact information from Mr. Fahey to a person at the organization at which you are volunteering who can verify that you were there at the date and time that you entered.

e. **Claim Hours**: Enter the date you volunteered and the total number of hours volunteered on that date.

f. **Reflection**: Complete the reflection. Prompts can be found *under* the reflection box. Be sure to write a minimum of 2 sentences. Make sure you reflect. Do not just describe what you did. The description of your activity was in the box above.

g. **Apply Hours to Goal**: Apply hours to Christian Service (Grade Level) Year (eg: Christian Service Junior Year).

h. **Submission Honesty**: Click the box that says all of the hours you are claiming are honest and accurate.

i. **Submit**: Click this to submit these Christian service hours.

5. Students should create a new entry for each visit made to the service site.

Adding Additional Christian Service Hours in x2VOL

1. To add hours to an existing service site entry:
   a. Log in to www.x2VOL.com.
   b. On the **Dashboard,** under **Common Tasks,** click **Add Hours.** When you click Add Hours, you will be directed to the **My Activity Log** page.
   c. A previously created activity log will show up under **Active Projects.**
   d. Click **Add Hours.**
   e. Complete the **Claim Hours, Reflection, Apply Hours to Goal,** and **Submission Honesty** sections for this new service date.
   f. **Submit** the hours for verification and approval.

2. Students creating one entry for multiple visits to a site will be required to submit a longer reflection.

All hours will be reviewed by Mr. Chris Fahey for approval. Mr. Fahey will not approve hours until they have been verified by the volunteer coordinator at your service site.

Please email Hoban's Christian Service Coordinator, Mr. Chris Fahey (faheyc@hoban.org), with any questions.

Peace,

Mr. Chris Fahey, Christian Service Coordinator
Mrs. Kelsey Sees, Campus Minister
Archbishop Hoban High School