

Our Lady of Fatima – OnVolunteer Portal Quick Guide

The OnVolunteer portal link: <https://cloud.onvolunteers.com/login?s=OLFC>

1. Login

For the first time logging in:

- please use your email address that you provide in the registration form as the Username and temporary password that you are given from the email. Then, click Login button
- If you use the same email address for both parents, for the second user, then use the email address with number 2 at the end (for example: email@address.com2). When you submit the form, if you select the mother as the main user, then the 2nd user will be the father, and vice versa. If you select both father and mother in the form, then the 1st user will be the father's email address and 2nd user will be the mother's email address.
- Change the temporary password by following the steps Change password & check profile below
- You can keep using the email address as the username or create your own username by following the steps Change password & check profile below

The login page is split into two main sections. The left section has a dark blue background with a white fleur-de-lis logo containing a yellow cross. Below the logo, the text "Our Lady of Fatima Parent Participation" is written in white. The right section is white and titled "Sign in". It contains two input fields: "Username or email" with the placeholder "Enter email or username" and "Password" with the placeholder "Enter password". Below these fields is a blue "Login" button. Under the button, there is a link "Administrators Click Here" and another link "Forgot Password?". At the bottom right, it says "Powered by OnVolunteers.com" with the OnVolunteers logo.

After logging in the first time:

- Username can be your email address or username that you created.
- Password is the password you created
- If you forgot the password you created, then click on Forgot password and follow the instructions

2. Change password & check profile

Change your password to use your own password. DO NOT keep using the temporary password. Click on your name (bottom left panel) as shown as the screenshot below

Then, in the Profile page, click on Reset Password to change the password (red circle).

Our Lady of Fatima Parent Participation

If you want to change the username, type the new username in the Username box (blue circle).

After finish changing the password, please check the rest of the detail including your name, spouse name, both email, phone, children name, grade. This is important to make sure:

- Your family information is correct so you will receive all the communication accordingly
- You can get email for selected task that only apply to specific Grade

After you finish all the changes, please save by clicking the Save button at the bottom of the screen.

3. Registering or signing up volunteer task

In the Task box (People Needed), when the volunteer tasks are still available to register, you can select one of the task by click on the task. If the task is no longer available, it will not shown in the Task list anymore.

Our Lady of Fatima Parent Participation

People Needed

Task	Date	Hours	Signup by
Task 1	Sep 8, 2026	0.75	
Task 2	Sep 9, 2026	1.0	

My Tasks

Upcoming Finished

Task	Date	Hours
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Summary

Family Target Hours: 40
Family Completed Hours: 0.0 hours
Required Hours \$ Value: \$1,600 (remaining for family)

0%

0.0 / 40.0 hours

0.0 UPCOMING 0.0 PENDING 0.0 COMPLETED 0.0 REJECTED

View Details

Check in/out PIN: 7077

After you select the task you want to sign up for by clicking the task, it will show the next page that has more detail and also the date/time, how many more people needed and the PPH hours. Click on the date/time you want to sign up as shown in screenshot below ← 1). Then, click on the register button (screenshot below <- 2).

- $\frac{1}{2}$ = 0.5
- $\frac{1}{4}$ = 0.25
- $\frac{1}{8}$ = 0.125

Test Activity normal
Coordinator: No Coordinator

Task Hours	48.0	Signed Up / Shifts	0 / 64
Bonus Hours	0	Max Registrations Allowed	Unlimited

Start Time	End Time	Option	Signed up / Needed	Hours	
2026-09-08				Credit On 2026-09-08	
8:10 AM	8:55 AM		0 / 2	0.75	☐
2026-09-08				Credit On 2026-09-08	
8:10 AM	8:55 AM		0 / 3	0.75	☐
2026-09-08				Credit On 2026-09-08	
10:00 AM	10:45 AM		0 / 2	0.75	☐
2026-09-08				Credit On 2026-09-08	
8:10 AM	8:55 AM		0 / 3	0.75	☐
2026-09-29				Credit On 2026-09-29	
2:15 PM	3:00 PM		0 / 2	0.75	☐
2026-09-29				Credit On 2026-09-29	
2:15 PM	3:00 PM		0 / 3	0.75	☐

Register ← 2

Please Confirm Your Task Registration

Selected schedules

Sep 08, 2026 08:10 AM - 8:55 AM

Total Hours

0.75

1st Person

Select a user

Select a user

active user

non active user

Comments

Confirm

Cancel

The registered task will show in the My Task box (Main page) of the user you selected for the task.

Our Lady of Fatima Parent Participation

People Needed

Task	Date	Hours	Signup by
Task 1	Sep 8, 2026	0.75	

My Tasks

Upcoming Finished

Task	Date	Hours
Task 2	Sep 9, 2026	1.0

Summary

Family Target Hours: 40

Family Completed Hours: 0.0 hours

Required Hours \$ Value: \$1,600 (remaining for family)

0%

0.0 / 40.0 hours

1.8 UPCOMING

0.0 PENDING

0.0 COMPLETED

0.0 REJECTED

View Details

Check in/out PIN: 7077

4. Unregistered (Cancel) Tasks

Most volunteer tasks can be only unregistered or cancel before 2 days of the task day. If you have an emergency and need to cancel after the 2 days passed, you can try to find replacement by (There is no guarantee you can find replacement):

- contact other parents to take over the shift
- contact the Classroom parent coordinator or post in your class group chat

To unregistered:

- In the main page, click on the Tasks you want to cancel or unregistered under My Tasks box.
- The following screen will show and click on the Unregister on the task you want to cancel

The screenshot shows the 'Task Registration' interface. At the top, there's a header 'Task Registration' with a menu icon. Below it, a box contains 'Test Activity' with a 'normal' status and 'Coordinator: No Coordinator'. The main section is titled 'Task 2' and displays details: 'Task Hours' (1.0), 'Signed Up / Shifts' (1 / 1), 'Bonus Hours' (0), and 'Max Registrations Allowed' (Unlimited). A 'Description' field is present but empty. Below this is a 'Registration' table with columns: 'Start Time', 'End Time', 'Option', 'Signed up / Needed', 'Hours', and a checkbox. The table has one row for '2026-09-09' with values: 'None', 'None', 'testing only', '1 / 1', '1.0', and a checked checkbox. To the right of the table, it says 'Credit On 2026-09-09'. Below the table, there's a red circle around the 'Unregister' button. At the bottom left, there's a 'Register' button.

Start Time	End Time	Option	Signed up / Needed	Hours	☒
2026-09-09					
None	None	testing only	1 / 1	1.0	☒

- There is a confirmation dialog will be shown and click OK if you want to unregistered or Cancel button, if you want to abort unregistering/canceling the task
- After you click OK, you can go to the main page by clicking on Home button and it will remove the task from the My Tasks box.

FAQ - OnVolunteer Portal

1. What is the OnVolunteer portal link?

<https://cloud.onvolunteers.com/login?s=OLFC>

2. Why I cannot see the Tasks in the People Needed box?

If you are able to see other tasks or able to see the tasks before, that means the tasks are all filled (full). Please check periodically, parents cancel from time to time and make the task available again.

3. Can I change my username or email address?

Yes, you can change it by going to your account profile and update the information you want to update (change username, email address, etc). This is your area and you can update or correct any information error. I don't like my username, can I change it? You can use the OnVolunteer Portal Quick Guide 2026 book that will show you how to navigate to the account profile

4. Can I add or change the 2nd user?

Yes, you can. It is up to you how you want to organize the 1st or 2nd user in the profile.

5. Can I cancel the task I signed up for?

You can cancel the task you signed up for as long as before the last day of cancellation. Most tasks cannot be canceled 2 days before the event. If the task cannot be cancelled (within 2 days of even day), if you have an emergency and cannot make it, you can check with other parents to take over your shift and contact the Event Coordinator or PPH Coordinator. How to cancel, please check the **OnVolunteer Portal Quick Guide 2026**.

6. I forgot my password, what should I do?

You can go to the login area in the Onvolunteer portal and click on **Forgot Password?** to reset your password. Follow the instructions.

7. I signed up for a task for my spouse, why can I see it in the Upcoming Task schedule?

If you sign up for any task for your spouse as the other user, it will show up in your spouse account Upcoming Task schedule. You can login using your spouse account and check. The hours will be accumulated under the same account for both users.