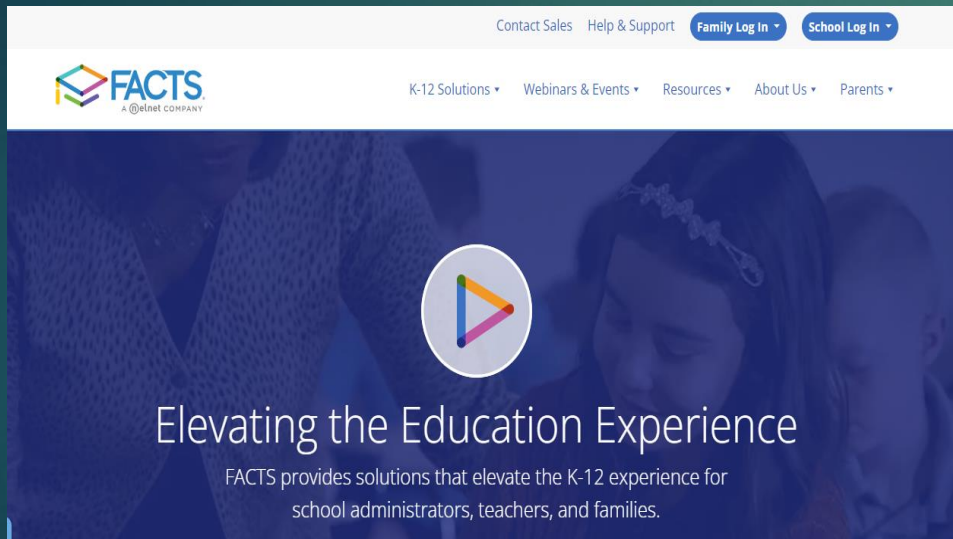




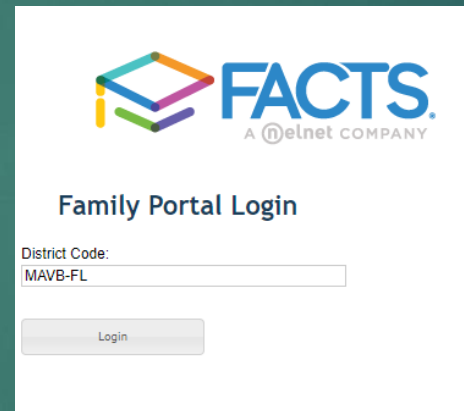
# Recording Volunteer Time in FACTS

TWENTY (20) HOURS OF VOLUNTEER SERVICE PER SCHOOL YEAR IS REQUESTED OF EACH FAMILY TO WAIVE THE \$400 ADVANCEMENT FEE. LOG YOUR HOURS IN YOUR FACTS FAMILY PORTAL AS YOU COMPLETE YOUR SERVICE. ALL HOURS MUST BE ENTERED BY MAY 1ST. EMAIL **NANCY COOK** IF YOU HAVE ANY QUESTIONS.

## 1. Log In to your FACTS account Family Log In



## 2. FACTS FamilyPortal District Code: MAVB-FL



## 3. Enter Username & Password



MASTER'S ACADEMY

VERO BEACH, FL

School

Student

Family

1

Family Home

Apply / Enroll

Financial

Family Members

2

Contact Info

Name: [REDACTED]

ID Number: [REDACTED]

Address: [REDACTED]

Home: [REDACTED]

Cell: [REDACTED]

Work: [REDACTED]

Email Address: [REDACTED]

Service Hours

Add +

3

Date	Description	Hours
8/9/2021	Volunteer on Master's Academy Campus	[REDACTED]
Total:		[REDACTED]

Preferences

Auto Email Gradebook Progress Report	NEVER
Directory Block: Name	No
Directory Block: Address	No
Directory Block: Home Phone	No
Directory Block: Cell Phone	No
Directory Block: Email	No
Donor Synch. Block	No
Parent Alert Home Phone	No
Parent Alert Cell Phone	Yes

1. Select The Family Tab.


2. Choose the ADULT family member's name from drop down menu.

3. Click on Add + to record volunteer time.

Enter date of service.  
Enter number of hours.  
Select the description of the service from the drop-down menu.  
Add a brief description of the service in the note box.  
Click on Save!

MAVB-FL

MAVB-FL  
2023-2024

MASTERS ACADEMY  
VERO BEACH, FL

School

Student

Family

Family Home

Apply / Enroll

Financial

Service Hours - Add

Name:

\* Date:

10/11/2023

\* Hours:

\* Description:

Note:

Verified By:

Save