

IMPORTANT INSTRUCTIONS for entering your Volunteer Hours ONLINE

All FFCA families are required to volunteer 20 hours through the course of the current school year.

Instructions

Go to: www.ffca-calgary.com

Go to: Parent tab and click on [Family Login](#)

Click on: [Login in as a Family](#)

Enter your: **Username** (usually your email address)
Password



On the right hand menu bar under **FAMILY ZONE**, click on **Family Volunteer Hours**

Input your volunteer hours by completing all the information that is requested.

By recording your hours online, the online system will update your families total hours and show your volunteer history at each campus. For your convenience, we have a laptop set up for you outside the main office.

PLEASE NOTE: We encourage you to submit your hours online, but if you have submitted your hours on the paper form, please **DO NOT** enter the hours online as they will be entered into the system by the Volunteer Coordinator. If the hours do not appear or seem to be incorrect, please contact Shamira Lakhani at shamira.lakhani@shaw.ca

If you have any trouble accessing the online registration,
please contact Susan Oseen at 403-520-5456 x128