Hi Holy Spirit Families,

Our electronic volunteer scheduler, Volunteer Scheduler Pro, is now active and will be the sole volunteer scheduling and hour tracking system as of January 1, 2024.

By now, you should have received a welcome email from VSP with a username and temporary password. Please login over Christmas break to complete your profile.

If you did not receive an email from VSP, it’s likely we do not have an email address for you. Please visit this link to sign up:

<https://secure.rotundasoftware.com/30/enrollment/HolySpiritCatholicSchool>

Organization ID: HolySpiritCatholicSchool

**Welcome Email:**

* Ensure you have received the welcome email from VSP containing your username and temporary password.
* Use this information to log in to the system.

**Verification and Updating Information:**

* Log in over the Christmas break to verify the accuracy of your information.
* Complete any additional details, including your volunteer availability.
* Opt into notifications and reminders for your shifts if desired.

**User Guide and Tutorial:**

* Click on your name at the top right after logging in for access to a video tutorial and user guide.
* Familiarize yourself with the features and functionalities of VSP.

**Additional Links:**

* Explore additional links provided to get started with the system, such as the Quick Start Guide.

**Program Features:**

* Take advantage of the program's features, including auto-scheduling based on availability, real-time tracking of completed hours, a mobile app for messages, and the ability to sign up for slots and request substitutes.

**Lunch & Recess Volunteer Schedule:**

* Schedule for December is posted. January to be posted soon.
* Access the lunch & recess volunteer schedule on the program.
* Sign up for open slots directly through the website or portal.

**Hour Tracking:**

* Note that VSP will now track volunteer hours, eliminating the need to sign the log book in the front office.

**Family Volunteer Requirement:**

* Be aware of the family requirement to volunteer 4 hours per year.
* Understand that donating hours to other families is not an option with the new VSP program.

If you have any questions please message “Volunteer Schedule” via FastDirect.

Thank you,

Home & School Association

Holy Spirit Catholic School