



NOLAN CATHOLIC HIGH SCHOOL

Education in Faith | Formation in Hope | Perseverance in Charity

HOW TO LOG HOURS ON x2vol.com

Visit [youtube.com](https://www.youtube.com) and search for “Logging your hours in x2vol” to watch a video on how to log your hours. Or, follow the following steps:

1. Go to <https://www.myx2vol.com/index.html> & log in
2. Click on the “Opportunities and Projects” tab at the top of the page
3. Click on “Create New” button next to *Personal Projects*
4. Enter the “Activity Name”, including where the service took place
5. Provide a detailed description of what you did in “Project Description”
6. If you will be doing this activity on a regular basis, click on the “Make this a recurring project”. If this is something you will only do occasionally, do not click on this tab.
7. Click on the “Interest” you feel this service best applies
“Career Clusters” are optional and therefore can be skipped over
8. Enter the activity contact. This must be a non-family adult who supervised you during this project. Provide an email address AND a phone number for this person.
9. Select the date the service was completed
10. Select the number of hours (and minutes, if applicable) that you served
11. Answer the questions provided under the “Reflection” box
12. Choose the goal you would like to apply your hours to
13. Click “Submit”

NOTE: If your project took place over consecutive dates (e.g. Vacation Bible School), you can clump those hours into one entry. Or, if you served in the same capacity on a regular basis within the same month (e.g. being an acolyte), you can clump the service for each month into one entry). For the date, choose the first date of service. In the “Project Description”, include all the dates you served and the number of hours you served per date.

TIPS:

- Do not type in all lower case letters
- Make sure you correctly spell your contact’s email & provide the correct phone number
- Make sure you have provided an adequate REFLECTION

If you need any assistance, feel free to stop by and visit me in the Campus Ministry Office.