

Admin Settings Overview

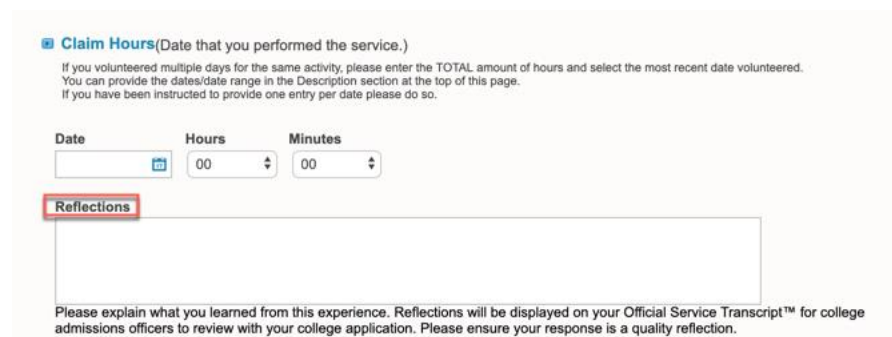
Reflection Settings

User Role Requirements: Administrator


Location of Settings: Manager > Organization Settings

Note Label:

This controls the Label name at the Claim/Activity level as seen in both Student and Admin views. Most often this is labeled as the “Reflection”.



Claim Hours(Date that you performed the service.)
If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered.
You can provide the dates/date range in the Description section at the top of this page.
If you have been instructed to provide one entry per date please do so.

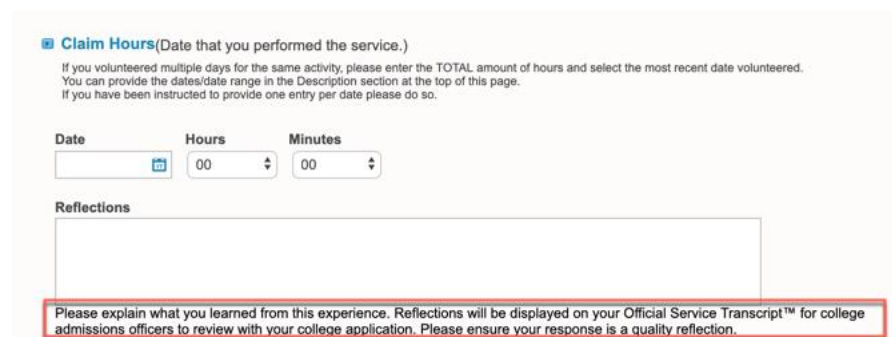
Date:  Hours: Minutes:

Reflections


Please explain what you learned from this experience. Reflections will be displayed on your Official Service Transcript™ for college admissions officers to review with your college application. Please ensure your response is a quality reflection.

Note Instructions:

These instructions display beneath the Note text box just beneath the note label (i.e. Reflection) and are used to explain to your users how to use the text box.



Claim Hours(Date that you performed the service.)
If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered.
You can provide the dates/date range in the Description section at the top of this page.
If you have been instructed to provide one entry per date please do so.

Date:  Hours: Minutes:

Reflections

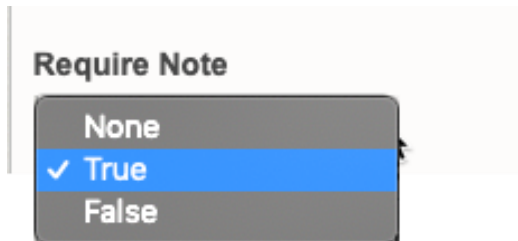
Please explain what you learned from this experience. Reflections will be displayed on your Official Service Transcript™ for college admissions officers to review with your college application. Please ensure your response is a quality reflection.

Require Note:

As an x2VOL Administrator, you have the ability to require users to populate the Note text box by selecting either True/False.

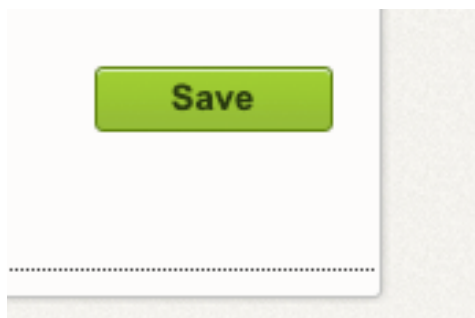
By selecting **True**, the user will be required to type text into the Note text box before they are able to submit hours. If, the user fails to populate the Note text box, they will receive an error message indicating they are required to do so prior to submitting.

By selecting **False**, the user will be able to proceed with submitting their hours without having to enter text into the Note text box.



Save:

After making your selections in order to persist your changes you must click the save button located at the bottom right of the page. You can do this after each change you make (i.e. one by one) or after making multiple setting changes.



Student View:

☐ Transportation, Distributio ...

☒ **Activity Contact**

Verification

The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

☒ **Claim Hours**(Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page.
If you have been instructed to provide one entry per date please do so.

Date	Hours	Minutes
<div><div>Note Label</div><input type="text" value=""/></div>	<input type="text" value="00"/>	<input type="text" value="00"/>

Reflections

Note Text Box

Note Instructions

Please explain what you learned from this experience. Reflections will be displayed on your Official Service Transcript™ for college admissions officers to review with your college application. Please ensure your response is a quality reflection.

☒ **Apply Hours to Goal(s)**

☒ **Organization Goals**

Select where the hours being claimed will be credited to. Either choose an [Exclusive Goal](#) or choose the option "[Apply to all Non-Exclusive Goals](#)".

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