



# Archbishop Carney Regional Secondary School - Parent Participation Program

## Quick reference guide for participating families

### Key information

- Fulfill a minimum of 40 hours of participation activities for the school year (July 1<sup>st</sup> to June 30<sup>th</sup>)
- \$25/hour penalty for any missed shifts will be billed monthly.  
*In certain circumstances a missed shift exemption can be considered. Parents will need to send an email to their category manager and REC parent participation subcommittee to explain their case. Requests will be assessed on a case-by-case basis.*
- \$25/hour penalty at the end of the school year for hours not completed to meet the 40-hour requirement.
- Extenuating circumstances may qualify a family for a partial or full exemption from the PP program. Applications for exemption must be made in writing to the principal (Idejulius@acrss.org)

### Participating families' responsibilities

- At the time of registration, indicate which categories they are interested in.  
*Category managers will reach out in August/September to confirm their assignment.*
- Complete the pre-authorized debit form upon registration. This will be used to charge for any missed shifts and hours not completed by end of the year.
- Review their schedule as indicated in the parent participation portal.
- Fulfill their program obligation, sign in and out of all shifts, & communicate to category managers if there are any changes.
- **Keep track of worked hours throughout the school year using the parent participation portal.**
- **Communicate any discrepancy on worked hours to their category managers for correction.**

### Available categories:

- Traffic, Custodial, Cafeteria, Repair & Maintenance, Catering, REC, PSG, Used Uniform, Garage Sale, Craft Fair, Walkathon, Limited Categories; Golf Tournament

### Parent Participation Portal (Initial Login)

You will need to do these steps to know your username & password for the parent participation portal Better Impact.

1. Visit <https://app.betterimpact.com/Login/Login>
2. Click on "Forgot your username or password?"
3. Choose option: 'I forgot my username', then enter the email address that you used to sign up for parent participation. Click "Send email."
4. Go to your email and click on email from MyImpactPage.com and click on the password reset link.
5. On my password reset site, click on 'Reset My Password'. Account details will be emailed to you.
6. Find the email from MyImpactPage.com in your inbox. A generated username and password will be provided.
7. Visit <https://app.betterimpact.com/Login/Login> and enter the generated username and password, click on 'Login'.
8. You will be required to change to change your password immediately.

### Parent Participation Portal (Ongoing monitoring)

**For most categories, hours will automatically be logged in for you. Participating parents are responsible to check that your record matches what you see in the portal.**

1. **Report tab** – use this to view participation hours for the current school year.
  - Go to 'Hours & Feedback Report' section to select a date range (July 1 to June 30), then select view report.
2. **Schedule tab** – will have information on shifts you have been assigned to. This provides you the ability to see and download your schedule in calendar format.
3. **Hours tab** – this will show a list of activity entries with hours allocated that have been approved. This is also the area where you can enter hours worked for those that may need to log in their hours manually.
4. **Contact tab** – send any questions on the portal, this will go to [ppsupport@acrss.org](mailto:ppsupport@acrss.org)
5. **My Profile tab** – view / update your profile. NOTE: please do not change your email address as this is linked to your school record.

### Key resources & contacts

- Go to <https://www.acrss.org/pp> to access key PP resources:
- Send your questions about the portal, your hours or category activities / assignments to [ppsupport@acrss.org](mailto:ppsupport@acrss.org)
- Any other questions or concerns: [pp@acrss.org](mailto:pp@acrss.org)



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## Using the parent participation portal (Better Impact)

### 1. Initial Login

You will need to do these steps to know your username & password for the parent participation portal Better Impact.

**Note: There is typically ONE user login per participating family,**

1. Visit <https://app.betterimpact.com/Login/Login>
2. Click on "Forgot your username or password?"
3. Choose option: 'I forgot my username', then enter the email address that you used to sign up for parent participation. Click "Send email."
4. Go to your email and click on email from MyImpactPage.com and click on the password reset link.
5. On my password reset site, click on 'Reset My Password'. Account details will be emailed to you.
6. Find the email from MyImpactPage.com in your inbox. A generated username and password will be provided.
7. Visit <https://app.betterimpact.com/Login/Login> and enter the generated username and password, click on 'Login'.
8. You will be required to change your password immediately.

### 2. Updating student information

1. On 'My Profile' go to 'Additional Information'
2. Under 'Student Information' update the following fields:
  - Full Name of Youngest Student
  - Grade of Youngest Student
  - Are you a new family to the school?

### 3. Checking your schedule

1. Go to 'Schedule' tab
2. Under 'Activity', will list out assigned shifts / activity schedule
3. Under 'Monthly Calendar Schedule' allows you to view your schedule in calendar format.

\*check your date filters that it covers the period you are reviewing.

### 4. Entering hours

**For most categories, hours will automatically be logged in for you. Participating parents are responsible to check that your record matches what you see in the portal.**

**For categories with flexible schedules and times, participating parents are responsible to enter their hours directly in the portal. (ex. PSG, Catering, REC, Category Managers)**

1. Go to 'Hours' tab
2. Under 'Log Hours' in Show these activities' select 'Active button'.
3. Select the activity where you are looking to add hours to by selecting the drop-down arrow.
4. On 'date volunteered' enter the date when you did the work
5. On 'Hours' indicate the number of hours worked.
6. Select 'Save' to submit your hours.

### 5. Monitoring hours (web application on your PC)

1. Go to 'Reports' tab
2. You can select either 'Hours and Feedback Report' or Detailed Hours Report
3. Select a date range for the current school year July 1 to June 30
4. Click on view report, this should show you your total hours for the year and / or detailed activities for approved hours depending on the report type selected.

This is available when accessing Better Impact using your PC. The home page may show cumulative hours that is outside of the current school year.



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## Self Scheduling & Setting up notification

### 1. How volunteers can sign up for open shifts (applicable for custodial & traffic volunteers)

1. Log in at <https://www.myimpactpage.com>
2. Go to '**Opportunities**'
3. Choose '**Opportunity Lists**' to see shifts by date
4. Select a shift and sign up under 'Actions'.
5. Volunteer is assigned immediately. To check go to '**Schedule**' tab

### 2. How volunteers remove themselves from a shift (applicable for custodial & traffic volunteers)

*Note: This is only available for up to 7 days before a shift begins. Outside of the 7 days before a shift begins, you must reach out to the category manager to remove the shift assignment, otherwise this will be considered as a missed shift.*

1. Log in at <https://www.myimpactpage.com>
2. Open the 'Schedule' tab and find the shift you are looking for to withdraw from.
3. Under 'Actions' for the shift to be removed, select 'Remove'
4. Change is automatically reflected. To check go to '**Schedule**' tab

### 3. How to set-up reminder notifications for assigned upcoming shifts

1. Log in at <https://www.myimpactpage.com>
2. Click '**My Profile**'
3. Select '**Contact Information**'
4. In the '**Email**' section, click '**Subscribe to Weekly Schedule Reminders**'