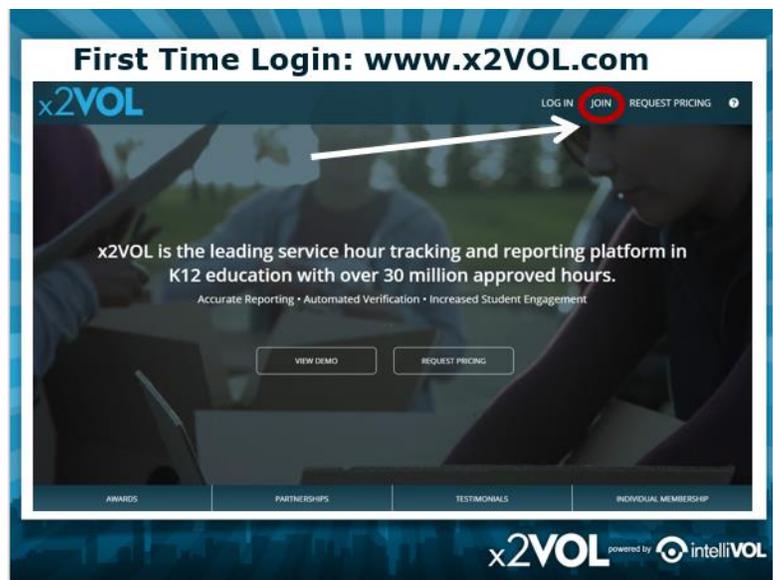
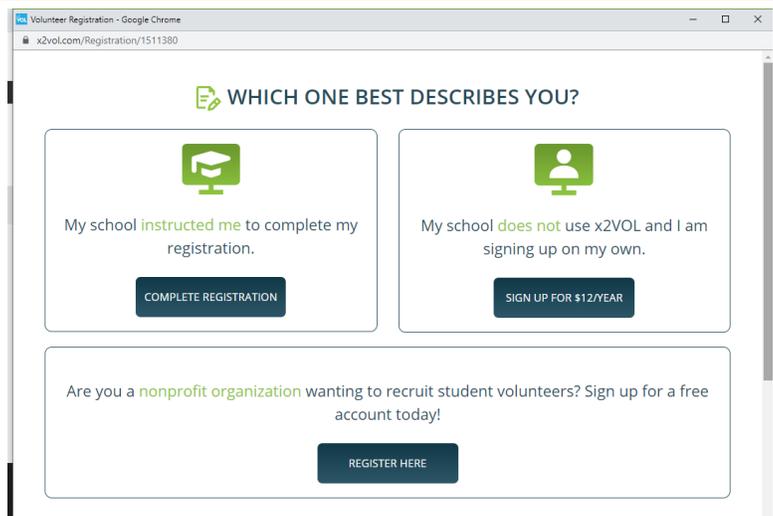


SETTING UP YOUR x2VOL ACCOUNT

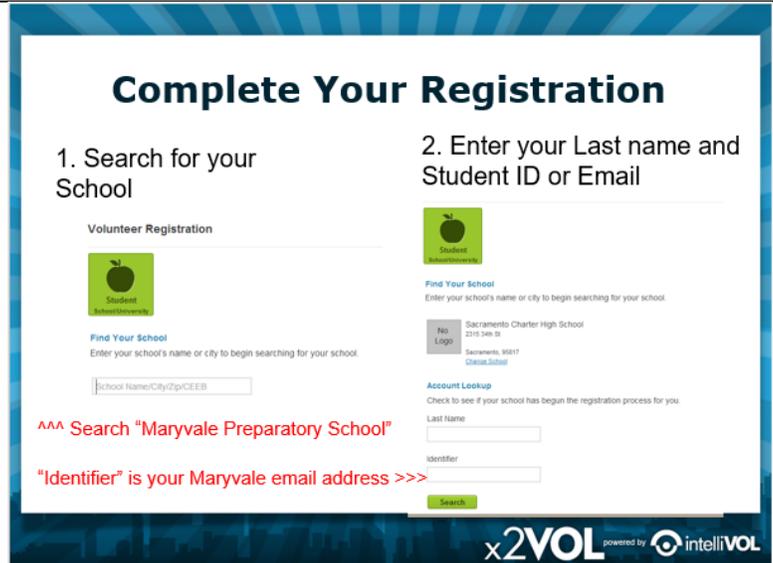
- (1) Access www.x2VOL.com
- (2) Click "JOIN" in the top right corner of the screen



- (3) Click "Complete Registration" in the top LEFT box "My school instructed me to complete my registration."



- (4) Search "Maryvale Preparatory School" AND click the green button to search, you cannot just click Enter on your keyboard
- (5) Search your last name and Maryvale email address to access your account



(6) Complete your profile – you can use Maryvale’s contact information (below), you do not need to provide your own

- Update your date of birth
- Use Maryvale’s address:
*11300 Falls Road
Lutherville, MD 21093*
- Use the Campus Ministry phone number (it must include the dashes or will not be recognized as a valid phone number):
410-308-8519

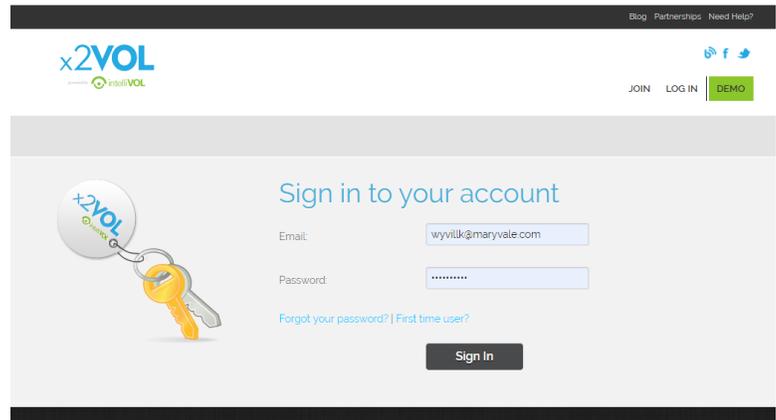
(7) On the next page, you will be prompted to gauge your interest in various areas of service and careers (like Naviance). You can scroll to the bottom of the page and skip this page entirely and go on to the next.

(8) Make your password and make sure you are in your correct grade level.

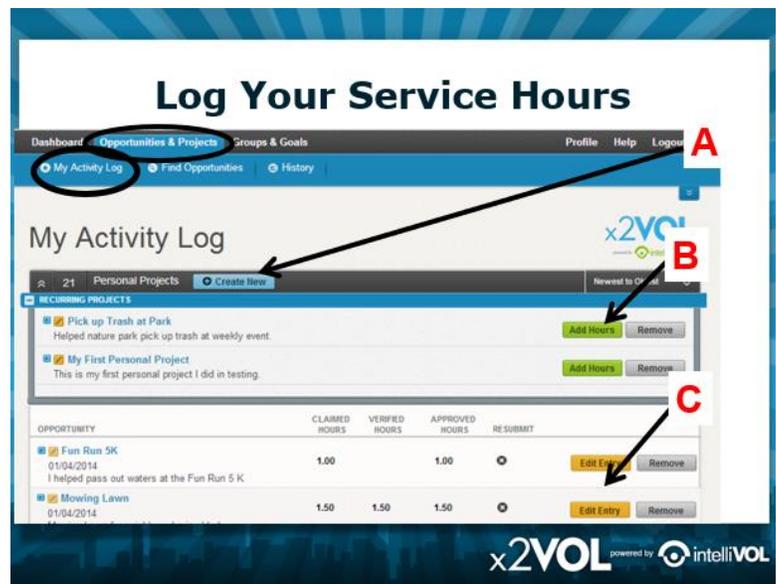
(9) Once you complete this page, you will be prompted to sign in on the original homepage (www.x2VOL.com)

HOW TO: Log New Hours, Edit Previous Entries, and Update Hours

- (1) Access www.x2VOL.com
- (2) Fill in your account information and Sign In. If you have not yet created an account, follow the directions on pages 1 & 2



- (3) Once you access your Dashboard by logging in, click on the “Opportunities & Projects” tab along the top
 - A. **LOG NEW HOURS** // To log a new time served, click the blue “Create New” button
 - B. **ADD HOURS TO RECURRING PROJECT** // If you are adding more hours to something you already did (ie you went to Our Daily Bread in September and then you went again in January), click the green “Add Hours” button
 - C. **EDIT PREVIOUSLY POSTED HOURS** // If you need to edit hours you have already logged, click the orange “Edit Entry” button



(4) Fill in all of the prompts

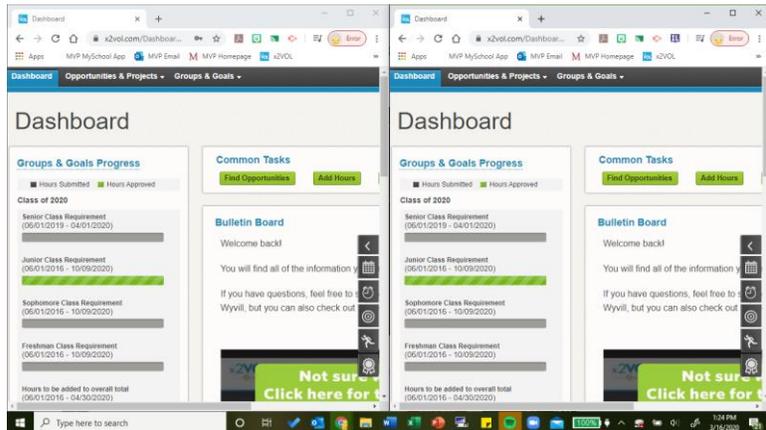
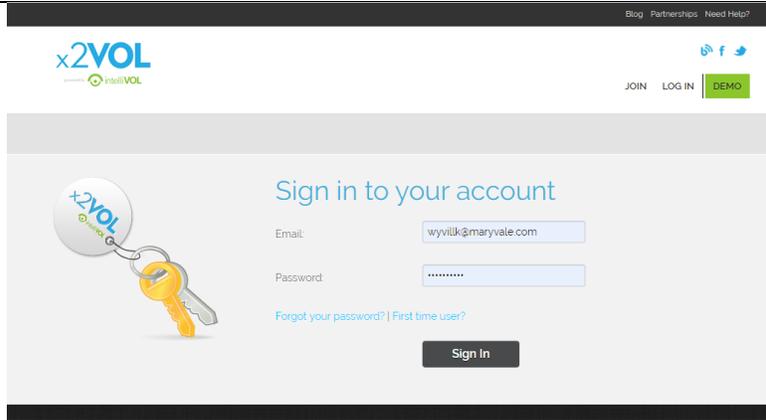
- You must complete a reflection. This is to help YOU. Write about something meaningful that happened, a person you met, something that challenged you, a way you grew, etc. This will help you in the future when you need to write essays, etc.
- Make sure you apply your hours to the correct goal
- You do not need to upload a picture (unless you are a Senior and you are uploading proof of cancellation as explained in email from Ms. Wyvill)
- Make sure you check the "Oath" box at the bottom of the page

Apply your Hours to a Goal

GOAL NAME	GOAL	START	END	GOAL	MET	REMARK
Apply to all Non-Exclusion Goals	Class of 2015	6/1/2013	6/1/2014	50.00	45.25	7.42
President Award Hours	Class of 2015	6/1/2013	5/31/2015	100.00	103.25	3

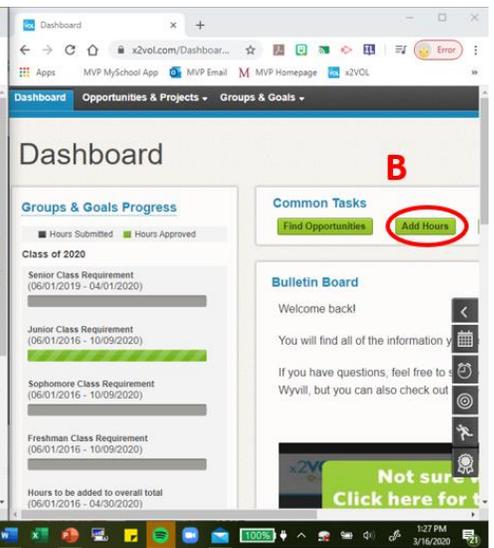
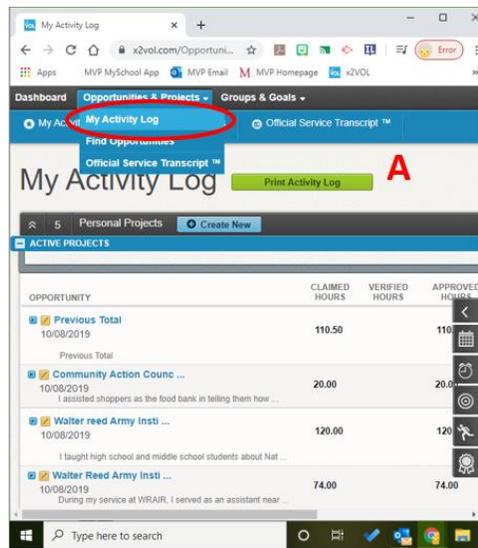
HOW TO: Fix Previously Logged Hours

- (1) Access www.x2VOL.com on two tabs in your web browser. Split the screen so you can see both tabs at the same time.
- (2) In both tabs, fill in your account information and Sign In. If you have not yet created an account, follow the directions on pages 1 & 2



- (3) In **Tab A** – click “My Activity Log” under “Opportunities & Projects”

In **Tab B** – click the green “Add Hours” button from your Dashboard



(4) In Tab A – Click the orange “Edit Entry” next to the entry that was applied to the wrong goal (ie applied to your Sophomore year goal but they should be towards your Junior year goal)

In Tab B – click the blue “Create New” button

(5) Copy the information from Tab A into Tab B, making sure you apply the new hours to the correct goal

(6) Once you have saved the new hours and have applied them to the correct goal, delete the original post that was open in Tab A.

(7) Repeat as many times as you need to.

