How to Submit Co-Op Hours

1. Go to the “Submit Co-Op Hours” page on the website.
   Go to https://www.childrenshouse-de.org/ and go to the tab “CH Families” and then click on the drop down “Submits Co-Op Hours”

2. Register or Login
   See login/register section on the right side of the page. This must be done FIRST, prior to entering hours.
3. **Return to “Co-Ops Submissions Hours” page.**
   Once registered and logged in, you will be taken to an internal screen (see below). You will need to return to the site, return to the “Co-Op Hours Submission” page and fill out the form.

![Internal Screen Screenshot]

4. **Fill out hours submission form and press “Submit”**
   Please be sure to fill out all fields of the form accurately and completely. Once completed, you will receive an email to confirm your submission.
5. **Review & Track your Entries.**

Once you have submitted your hours, the request will be sent to the school admin for approval. Once approved, your entries will show on the “**View My Entries**” page. You will need to be logged in to view your entries.

![View My Entries button](image)

Username or Email Address

Password

Remember Me

Log In  Register  Lost your password?

Once logged in, you will see your entries submissions (see below).

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**Hours Report**

Searching for a specific user will show a running total for that user only.

Search Entries:

![Search icon](image)

The running total of hours listed is: 1

**Co-op Volunteer Name**: [Your Name]

**Email**

**Entry Date**: September 10, 2019

**Job Description (please give a brief description)**

**Your description goes here**

**Date Co-op Job Was Completed**: 09/10/2019

**Number of Hours Claimed For Job**: 1

**Amount per Hour**: $15.00

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