Service Saints

How to Start: A Guide for Catholic Schools

Track student and family service hours, organize volunteer opportunities, and celebrate a culture of service — free for Catholic schools, with optional donations.

servicesaints.org

1. Sign your school up

- Go to **servicesaints.org** and scroll to **Bring Service Saints to your school**.
- Fill in the contact form with your name, email, school name and a short note. We will reply to set up your school.
- We create your school, add your first school administrator, and (if you like) connect your school email domain so staff and families are assigned automatically.
- There is no cost. Donations are always optional.

2. First steps for the school administrator

- Sign in at servicesaints.org with Google or email.
- Open **School Administration** from the menu — every management tool for your school is there.
- In **Settings** and **Templates & Rules**, set the school year and required service hours for students and families.
- Use **Roster Import** to add students and parents, or invite people one at a time from **People & Roles**.
- Assign roles: teachers, staff, coordinators and additional school administrators.

3. Invite families

- Send families to servicesaints.org to create an account. When signing up they choose your school.
- Parents can link to their students and manage their household under **Manage Family**.
- If someone signs up without a school, find them by full email address on the People page and add them to your school.

4. Using the system day to day

Post volunteer opportunities

- Create events with shifts, volunteer roles, items to bring and waitlists.
- Assign volunteers, email everyone signed up, and use QR check-in on the day.

Log and approve hours

- Students and parents use **Log Hours** and can attach proof (photo or document).
- Staff review entries in the **Approval Queue** — approve, reject, add comments, or bulk-approve.

Track progress

- Families see their running totals on their dashboard.
- **Reports** and **End-of-Year Compliance** show who is on track; export to CSV anytime.
- Calendar sync and reminders keep everyone up to date.

Keep records safe

- Audit logs record important changes.
- Backup & Restore saves your school's setup. Each school only sees its own information.

5. Quick-start checklist

[ ] Submit the school inquiry form

[ ] Sign in as school administrator

[ ] Set school year and hour requirements

[ ] Import or invite students and parents

[ ] Post your first volunteer opportunity

[ ] Announce Service Saints to families

Questions? Use the contact form at servicesaints.org.