- 1. Log onto your FACTS family portal.
- 2. Choose the "Family" tab at the far left (see below).



3. Click on the "Add +" on the Service Hours box.

=	VR-PA		Venango Region Catholic School
	8		
■		😤 Family Members	Daniel Shoenfelt (Fe+)
Θ		Contact Info	Service Hours
*	Family	Name:	No community service hours found.
	Family Home	Address:	
1	Apply / Enroll	Home: Gell: Work:	
盦		Email Address.	
		Online Filing Cabinet Web Forms Family Demographic Form	Family Billing has Moved! The Family Billing section has moved to the FACTS section of the website. GO TO FACTS

4. Complete the form and press save.

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