


## How to Log Volunteer Hours

1. Login to Beehively so it shows dashboard screen. <https://stcos.beehively.com/>



### St. Catherine of Siena School

HOME | CLASSROOM/GROUPS | FILES | DIRECTORY | CALENDARS | ADMINISTRATION | MY INFO

Welcome, Beehively Support

office@stcos.org | 650-344-7176

Welcome to St. Catherine of Siena School

This private website is used to share news, activities, and events of our community. If you have any questions or comments, please [Contact Us](#).

All Files ▾

Enter keyword...

Add New ▾

PINNED

✎ Walk-a-thon Sponsor Sheet

✎ Fall Festival Volunteer Sign-Up

✎ Fall Festival - Sponsorship Form


✎ 2018-2019 Yearly Calendar

✎ October Calendar


✎ Fall Festival - Pre-sale Tickets

✎ September Calendar

RECENTLY



**NO After School Care**  
Dec 18, 2018  
For School / By St. Catherine Office



Principal  
Sr. Antonella  
[office@stcatherineofsiena.net](mailto:office@stcatherineofsiena.net)

Weekly Message

September 26, 2018

*On August 2, 1975, the first Sacro Costato Missionary Sisters arrived at St. Catherine.*

Settings

Add New


View All

A Night In Italy


September 24, 2018

[Night In Italy Volunteer Sign Up](#)

2. Click on MY INFO TAB



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 [Walk-a-thon Sponsor Sheet](#)

 [Fall Festival Volunteer Sign-Up](#)

 [Fall Festival - Sponsorship Form](#)

 [2018-2019 Yearly Calendar](#)

 [October Calendar](#)

 [Fall Festival - Pre-sale Tickets](#)

 [September Calendar](#)

RECENTLY

 [NO After School Care](#)



Principal  
Sr. Antonella  
[office@stcatherineofsiena.net](mailto:office@stcatherineofsiena.net)

Weekly Message

September 26, 2018

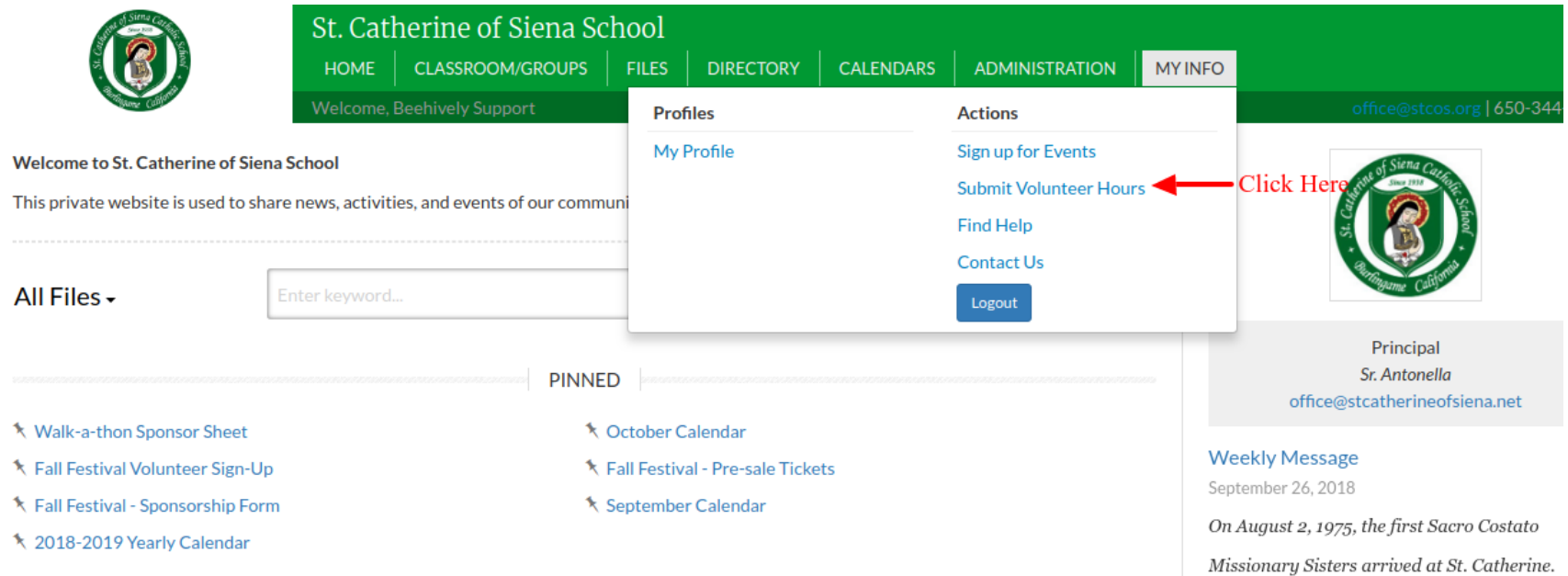
*On August 2, 1975, the first Sacro Costato Missionary Sisters arrived at St. Catherine.*

Settings

Add New

View All

3. Now click on Submit volunteer hours



The screenshot displays the St. Catherine of Siena School website. The header is green with the school's name and navigation links: HOME, CLASSROOM/GROUPS, FILES, DIRECTORY, CALENDARS, ADMINISTRATION, and MY INFO. Below the header, a green bar contains the text "Welcome, Beehively Support" and contact information: "office@stcos.org | 650-344-". The main content area features a welcome message, a search bar, and a "Pinned" section with links to various documents. A dropdown menu is open under "MY INFO", showing options like "My Profile", "Sign up for Events", "Submit Volunteer Hours" (highlighted with a red arrow and the text "Click Here"), "Find Help", "Contact Us", and "Logout". The right sidebar includes the school's logo, the principal's name and contact info, and a "Weekly Message" section.

**St. Catherine of Siena School**

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All Files ▾

Enter keyword...

**PINNED**

- Walk-a-thon Sponsor Sheet
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**MY INFO**

- My Profile
- Sign up for Events
- Submit Volunteer Hours
- Find Help
- Contact Us
- Logout

**Principal**  
Sr. Antonella  
office@stcatherineofsiena.net

**Weekly Message**  
September 26, 2018  
On August 2, 1975, the first Sacro Costato Missionary Sisters arrived at St. Catherine.

4. Now at Screen click on the appropriate subject



**Beehively Support - St. Catherine of Siena School**

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[My Profile](#)

[Sign up for Events](#)

**Submit Volunteer Hours** ▶

## St. Catherine of Siena School

HOME | CLASSROOM/GROUPS | FILES | DIRECTORY | CALENDARS | ADMINISTRATION | MY INFO

Welcome, Beehively Supportoffice@stcos.org | 650-344-7176

Submit Volunteer Hours

Click on an event below to enter the hours you worked

| SUBJECT  | EXPIRATION   | CONTACT EMAIL  | TOTAL HOURS |
|--|--------------|--|-------------|
| <a href="#">Day Care Snacks</a> ← Click on appropriate Subject | Jun 06, 2019 | <a href="mailto:office@stcos.org">office@stcos.org</a> | -----       |

5. Enter details of volunteer details i.e. hours, date, comments and click on "Add Hours" button to add hours.



Beehively Support - St.  
Catherine of Siena School

[My Profile](#)

[Sign up for Events](#)

[Submit Volunteer Hours](#)

[« Back to Event](#) | Day Care Snacks for Beehively Support

Last updated by: St. Catherine Office

The following form can be filled out until June 06, 2019.

| DATE                                    | TASK                                       | HOURS<br>WORKED      | COMMENTS             | ACTION                           |
|---|--|----------------------|----------------------|----------------------------------|
| <input type="text" value="09/27/2018"/> | <input type="text" value="\$10 = 1 hour"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="X"/> |

← Volunteer Hours Details

[Add More](#)

Click to add hours

If you do not see an event or task that fits the hours you have done, please contact [office@stcos.org](mailto:office@stcos.org).