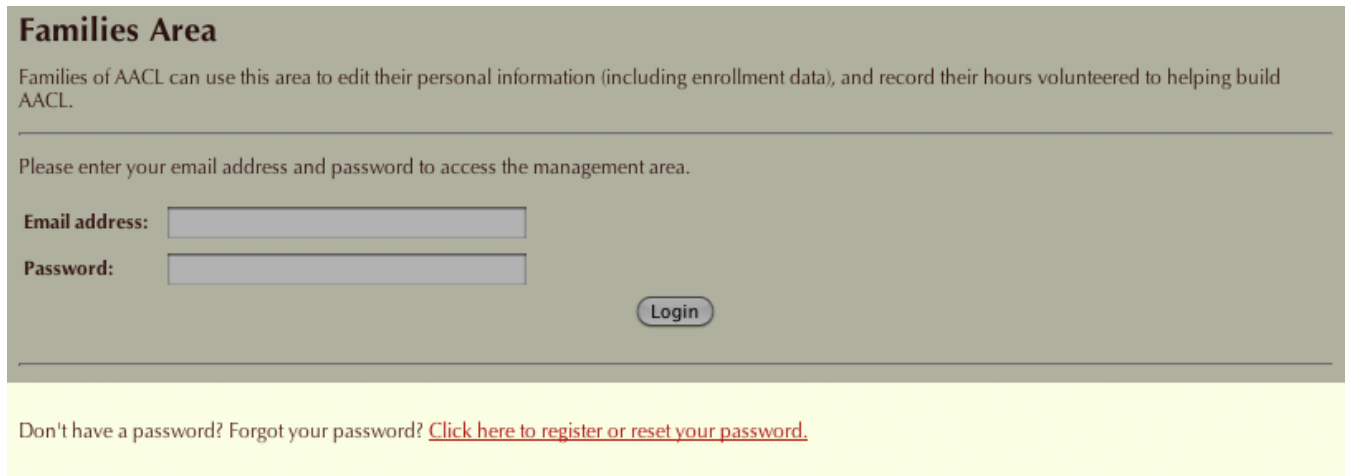


How to enter your contributions online.

Go to the “Families Area” of school’s website at <http://www.academyacl.org/ff/>. If this is the first time you’ve accessed this area, you will need to first reset your password. Do that by clicking on the underneath the login form:



Families Area

Families of AACL can use this area to edit their personal information (including enrollment data), and record their hours volunteered to helping build AACL.

Please enter your email address and password to access the management area.

Email address:

Password:

Don't have a password? Forgot your password? [Click here to register or reset your password.](#)

Then follow the instruction on that page. You will be sent an email with a link to let you setup your password.

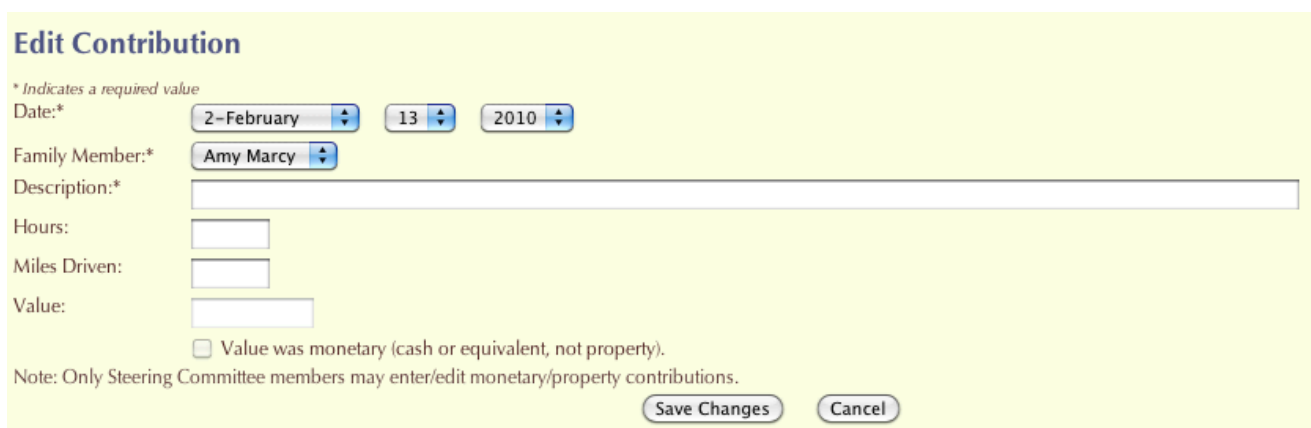
Once you have set your password, go back to the “Families Area” and enter your email address and password to access your family’s data.

You enter your contributions by clicking the “Add” link on the far right of the “Contributions” section:



Contributions						Add
Date	Contributed By	Description	Hours	Miles	Value	Value Kind

This will take you to a page where you can enter one contribution:



Edit Contribution

* Indicates a required value

Date:*

Family Member:*

Description:*

Hours:

Miles Driven:

Value:

Value was monetary (cash or equivalent, not property).

Note: Only Steering Committee members may enter/edit monetary/property contributions.

Select the date of your contribution and which family member who made the contribution. (You can add additional family members by clicking on the “Add” link at the far right of the “Family Member Data” section of your family’s main page.) When multiple family members perform the same contribution (such as helping at a meeting), it counts for all attending members, so be sure to enter the event for each individual.

Then enter a brief description of your contribution, such as “Helped at Community Meeting” or “Distributed flyers” or whatever. It doesn’t have to be extremely detailed. Next, enter the number of hours you spent doing this activity. You can enter tenths of hours, so if you spent half an hour, enter “0.5” here.

The Miles Driven field is for your own use—miles driven **DO NOT** count towards your Founding Family status. This can be useful for tax purposes, in case you wish to deduct your mileage.

Finally, the “Value” field is one that only Steering Committee and Board members can enter. If you donate money or property to the school and would like it to be recorded here, please send an email to contributions@academyacl.org with a description and amount and we’ll get it entered for you. As with mileage, donations of cash and/or property **DO NOT** count towards Founding Family status—this is just for your own tracking purposes.

After you have entered all of the required information, click on the “Save Changes” button and you’ll be taken back to your family’s main page.

If you make a mistake, or need to delete a contribution, you can click on the “Edit” link at the right side of the appropriate contribution and you’ll be allowed to edit or delete from there.

Contributions							Add
Date	Contributed By	Description	Hours	Miles	Value	Value Kind	
2010-02-13	Scott Marcy	Policy meeting with Board	4.0	6.7	0.00		Edit

If you have any questions or experience any difficulties, please contact scottmarcy@academyacl.org.