



# How to Log Community Service Hours



Say goodbye to the old-fashioned paper and pencil. Transeo is a community service platform that allows you to track and celebrate your service events. Transeo will help you manage and track your *Bright Futures* service hours. This guide is a walkthrough of how you can use the software.

## Login to Transeo via one of several options:

**Canvas:** From Canvas navigate to the resources tab and click on the Transeo icon.

Go to <http://app.gotranseo.com/login/collier> or you can also go to Transeo's main site, <https://app.gotranseo.com> and search for "Collier".

1. Click the "Login with Clever" button.
2. You will be redirected to Clever to sign in with your Collier credentials.

## Create Service Proposal:

Service proposals are required to be completed before you submit any *Bright Futures* hours.

1. If you haven't already added your parent contact information to the platform, start by clicking on your name and going to "My Profile."
  - a. Once you have arrived at your profile, click the "Parents" tab and add at least one parent.
2. To add a service proposal, navigate to the "Proposals" tab on the left-hand sidebar.
3. Click the "Add" button in the upper right-hand corner. Fill out information about the event and what you plan to do.
4. After submitting, your parent(s) will be notified of your proposal and your counselor will have the opportunity to approve or reject your proposal.
5. You will receive an email notification when your proposal has been accepted or rejected. You can also view the status at any time from the proposals page.

## Log Service Events:

After a service proposal has been approved, you can log your activity at the event using the "Logs" functionality.

1. Start by navigating to the "Logs" tab and click the "Add Hours" button.
2. Enter information about the event you completed and choose which organization you completed it for (you may have to add your own organization).
3. **Very Important:** If this log was pre-approved for *Bright Futures*, select the "Bright Futures" tag inside of the "Add Tags" section.
  - a. If you do not select the *Bright Futures* tab these hours will not be counted towards your *Bright Futures* completion.
4. Advance to the next section by clicking the "Next" button and enter the sponsor contact information for this service event.
5. Advance to the next section by clicking the "Next" button.
6. Enter the information about what you did for each service day and the number of hours completed. You can also add more days to the service log if you contributed to the service event over multiple days.
7. Click "Submit" to send the log for verification.

## View Pending Logs:

You can also view service logs that haven't yet been verified.

1. Start by navigating to the "Logs" tab.

2. Any logs that are pending will be listed inside of the "Pending Logs" tab.

### **View Service Opportunities:**

You can also use Transeo to view upcoming service opportunities advertised by your school.

1. Start by navigating to the "Groups" tab.
2. Click on any of your groups via the name of the group.
3. Any upcoming events for that group will be advertised in the "Upcoming Opportunities" table.
4. Clicking into an upcoming opportunity allows you to view more information, register, and see messages from the sponsor.

### **Getting Help:**

If you need additional help, you can always find more help articles by clicking the icon in the bottom right-hand corner of your Transeo portal.