

X2VOL Instructions

HOW TO CREATE YOUR X2VOL ACCOUNT:

1. Go to www.x2vol.com.
2. Click on "Join" in the top right of the screen.
3. Enter your school name (Weaver Academy if you are an arts students; your districted school if you are a CTE student) and click "Search".
4. Type in your last name and the email you used if you had a Noble Hour account. If you did NOT have a Noble Hour account in 2015-2016, then just enter the email you want to use. Click "Search".
5. Enter the requested demographic information and click "Proceed".
6. The next screen is optional. You can select the different service themes, or you can scroll to the bottom and select "Proceed".
7. Create your password, select your graduation year, and check the top 2 boxes under the line.
8. On the pop up screen, click "Close". The system will automatically log you out and you will have to log back in.
9. If you are a CTE student log back in and click on "Groups and Goals" at the top. Then select "Group/Goals Search" and join the group "Weaver Part-Time Students".

HOW TO ENTER HOURS FOR SERVICE THROUGH A WEAVER CLUB OR CLASS:

1. Go to www.x2vol.com.
2. Click on "Find Opportunities" under "Common Tasks".
3. Search for the school-sponsored service activity and click "Add to My Opportunities"
4. To add hours for a school service activity, go to "My Activity Log".
5. Click "Add Hours" beside the opportunity.
6. Scroll down. Under "Claim Hours" enter the date of your service and the hours/minutes. You must also enter a brief reflection of your service.
7. Under "Apply Hours to Goals", click the circle beside "Apply to all Non-Exclusive Goals".
8. Click the next box to indicate the hours you are entering are correct.
9. Scroll to the bottom and click "Submit".

HOW TO ENTER HOURS FOR SERVICE OUTSIDE OF WEAVER:

1. Go to www.x2vol.com
2. Click on "Add Hours" under "Common Tasks".
3. Beside "Personal Projects" click "Create New".
4. Enter the name of your service activity and a brief description.
5. Click the box "Make This a Recurring Project" if you plan to serve on multiple days.
6. Under "Activity Contact" enter the name, phone number and email address of the person supervising your service. This must be the same person who signed your Approval Form and cannot be a member of your immediate family.
7. Under "Claim Hours" enter the date of your service and the hours/minutes. You must also enter a brief reflection of your service.
8. Under "Apply Hours to Goals", click the circle beside "Apply to all Non-Exclusive Goals".
9. Click the net box to indicate the hours you are entering are correct.
10. Scroll to the bottom and click "Submit".