Update Job Webpage & View Past Reports
2017-18

FIND JOB WEBPAGE AND UPDATE

Find job webpage:
1. Start at www.missionprep.org
2. Click Quick Links (*Drop Down Menu at top of page)*
3. Click Parent Association Page
4. Click Job Reports Log in Link
   email: parents.mcp@gmail.com
   password: 682parents
5. Click Log In (*If page opens to "My PBworks", click on the link under My Workspaces, "mcpparents.pbworks.com" to get to Parents Assn. workspace.)*
6. Scroll down color-coded right side bar
7. Click on your position
   Welcome to your job webpage!

Update for the current school year:
1. Click Edit (top)
2. Scroll to Honorarium…
3. Check to be sure last year's PAL is in Honorarium. If not,
   Add by following *Directions to add info* below
4. Add your Year, Name, Email, Phone.
   Add by following *Directions to add info* below
   Directions to add info*: Add a row by moving curser into the box with the most recent date, at top of page click on "table", then "row", then "insert row before"*
5. Fill in your information at top, replacing predecessor: Year, Coordinator, Email, Phone
6. Click Save (bottom)

VIEW PAST REPORTS FOR YOUR POSITION
1. On your position page under Reports & Documents, click on the most recent report. Some will require you to click the Download tab (top of page)

LOCATE SLIDESHOWS AND PARENTS ASSN. DOCUMENTS
1. Scroll down color-coded sidebar
2. Locate Slideshows
3. Locate Parents Assn. Documents – Find "Volunteer List" link (this year's will be available after Back-to-School Night)