Dear Parents/Guardians,

Thank you for enrolling your child at Chesnut. In order to complete your registration we need you to login to K12 Ambit, Chesnut's communication and volunteer tracking tool. When you create an account on K12 Ambit you will be able to view the upcoming school events, log your volunteer credits, see new volunteer opportunities, receive email blast/messages, access the family directory and much, much more! (If you are an existing user, but have incomplete information, please see directions below)

Directions to create an account for a new user:

- Go to Chesnutcharter.com and click on the K12 Ambit link on the home page next to "sign up now"
- Fill in all the required information on the registration screen and click CREATE
- Enter log-in email address and password you created click SIGN IN
- The My Information page will automatically be uploaded.
- Fill in all 5 tabs completely.
- IMPORTANT: Click SAVE before clicking on the next tab

Directions for an existing user:

- Go to the website k12ambit.com
- Click on Existing Members and sign in
- Click on the My Information Link at the top of the home page
- o Enter information on all 5 tabs completely
- o IMPORTANT: Click SAVE after completing each tab

Once you have been approved, you can begin to receive email blasts every Monday with what is coming up and other important information for our school. You will also be able to find out what volunteer opportunities are available and log in those hours once you have completed your work.

To view the opportunities available:

- Click on "view opportunities" under the volunteering section of the home page.
- Choose a month, and then you will see all opportunities under that month that are coming up and need volunteers. You may also see donations needed for the school or for the classrooms.
- Click on the opportunity you wish to volunteer for
- Click "click to view sign up sheet" to sign up. Click "sign me up" if you wish to help out.
- Once you have volunteered, you will need to log in your hours. Each hour
 of work equals one volunteer credit. Most donations are entered as equal
 to one credit hour.

To log in your hours:

- Click on "volunteer activities" located under volunteering on the home page of k12ambit.com
- Click "report activity".
- Click in the "activity date" field and choose the date of the activity.
- Choose a predefined activity. If your activity is not listed, just use comments at the bottom of the page.
- Click "activity type" and choose either attend, donate, or work.
- Click volunteer credits based on the number of hours you worked or 1 hour for any school material donations.
- Add comments if necessary and click "save".
- That's it! You are on your way to earning all of you required Charter Credit hours! Congratulations.

Sincerely, K12 Ambit Administrator