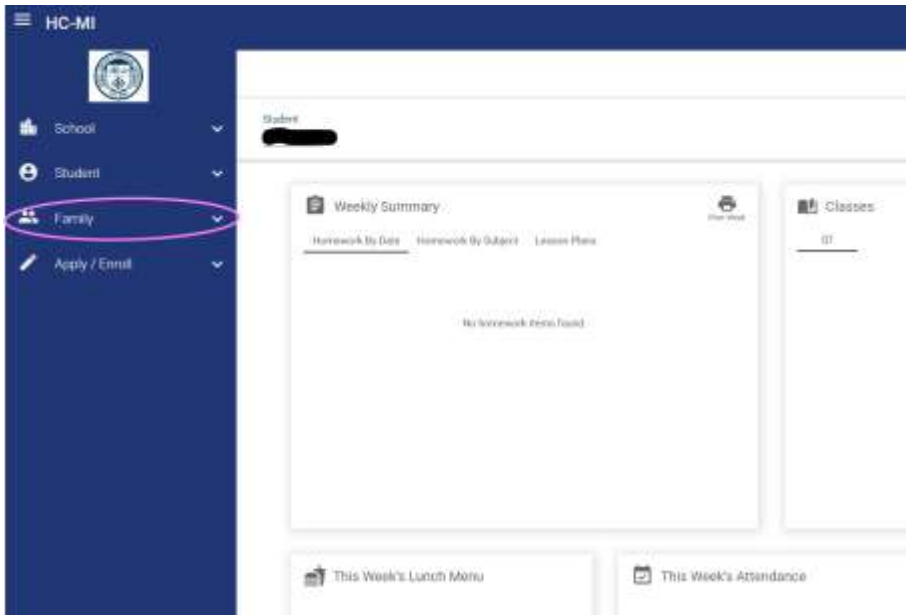


FACTS Family Portal – Service Credit tracking.

1. Go down to Family on the left hand side menu
2. From the drop down select Family Home. To the right side locate the Service Hours box and select “Add+”.



3. Fill out your service hour information. For description select “type a custom value” and from there type in the event (ex: bingo, lunch supervision, Harvest Dinner, Fish Fry, etc.). If you have any comments add them in the notes field (ex: grandma Smith worked for the Thimmes family or please donate these hours to the Johnson family). Verified by is if there was an organizer for the event (ex: Bingo – Judy B.) **Hit Save.**

Service Hours - Add

Name: [REDACTED]

* Date: 6/24/2026





* Hours: [REDACTED]

* Description: [REDACTED]

Note: [type a custom value]

Verified By: [REDACTED]

[Save](#)

Service Hours			Add +
Date	Description	Hours	
6/19/2026	lunch duty	1.0	
6/19/2026	lunch	2.0	
6/19/2026	lunch	1.5	
6/24/2026	bingo	5.0	
Total:		9.50	

- Back on the Family Home screen you can now view your service credit hours and total.