

## Student Quick Start Guide

**IMPORTANT NOTE:** Students & Parents share the same dashboard. Login anywhere and anytime to view all the community service details. Parents/guardians can also approve a service opportunity here.

### Step I – Sign Up at Profferfish.com

- Select **LOG IN** in the upper right-hand corner (or three bars if using phone)
- Select “**Don’t Have an Account? Sign Up**”
  - IMPORTANT NOTE:** When entering your name, it must be identical to your EDSBY profile.

### Step II – Start Fishing!

- Pre - Approved Nonprofits & Organizations**  
Click here to find a list of Nonprofits/Organizations and their service opportunities pre-approved by your counselor.
- Pre - Approved Service Opportunities**  
Look at this list for quick and easy information if you prefer to search by pre-approved service opportunities.
- Submit a New Service Opportunity to My Counselor for Approval**  
If you find a service opportunity that is not pre-approved, no problem! Just visit this page to submit your request to a counselor for approval.
  - **IMPORTANT NOTE:** To save time, make sure you search the **Pre - Approved Nonprofits & Organizations and Pre-Approved Service Opportunities before you submit a new request.**
  - Select your nonprofit or organization from the drop-down menu and fill out the required fields for your service opportunity. If your nonprofit or organization is not on the list, simply select “Not Listed” at the top of the drop-down menu and fill out the required information.

### Step III – 3 Easy Steps to Submit Hours to My Counselor for Approval

- My Florida Bright Futures Plan**  
Complete this first! This short plan must be completed before you can submit hours to your counselor for approval.
- Submit Signatures & Reflections to My Counselor for Approval**  
After completing a service activity, use this page to enter:
  - ✓ date, time, and number of hours you volunteered
  - ✓ agency representative contact info: name, email, phone number and signature
  - ✓ your reflections on the activity (required by Florida Bright Futures)
  - ✓ your signature
- Submit a Parent or Guardian Signature**  
You’re almost done... your parent or guardian just needs to click on the thumbs up icon and sign the page.  
Congratulations!