

Student Quick Start Guide

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!

- View Approved Nonprofits:** A list of Nonprofits and their service opportunities pre-approved by your counselor.
 - Search Before You Submit!**
 - View the list of approved nonprofits and service opportunities before you submit.
 - View Approved Service Opportunities:** A quick and easy way to view all pre-approved service opportunities.
 - Search Before You Submit!**
 - View the list of approved service opportunities before you submit.
 - Submit a Service Opportunity for Approval:** Quick and easy way for you to submit a service opportunity to a counselor for approval.
 - Search Approved Nonprofits & Service Opportunities Before You Submit!**
 - ★ Submit a new Service Opportunity with an existing Nonprofit
 - Select nonprofit from drop down menu (info will pre-populate) and then fill out the required fields for the service opportunity.
 - For Florida Bright Futures credit, check box at bottom and answer questions.
- OR**
- ★ Submit a Service Opportunity for a Nonprofit that is Not Listed
 - Select “Not Listed” from drop-down menu and fill out required information for the nonprofit organization and then the service opportunity.
 - For Florida Bright Futures credit, check box at bottom and answer questions.
 - View Submissions:** Status of everything you have submitted in one place.
 - View Service History:** An itemized list of each service hour you complete through Profferfish and a printable transcript.

Step III – 3 Easy Steps for Florida Bright Futures Service Hours

- 1 **Create My Florida Bright Futures Plan:**
 - Must be completed before you can submit hours to your counselor for approval.
 - The first time you fill this out it should be quick and easy... You can add all kinds of information as you discover new interests and ways to serve.
- 2 **Submit Service Hours & My Reflections**
 - After completing a service activity, enter the date/time, number of hours, name of agency representative, phone number, his or her signature, your reflections, and your signature.
- 3 **Parent or Guardian Approval**
 - A quick thumbs up, signature, and you are done!