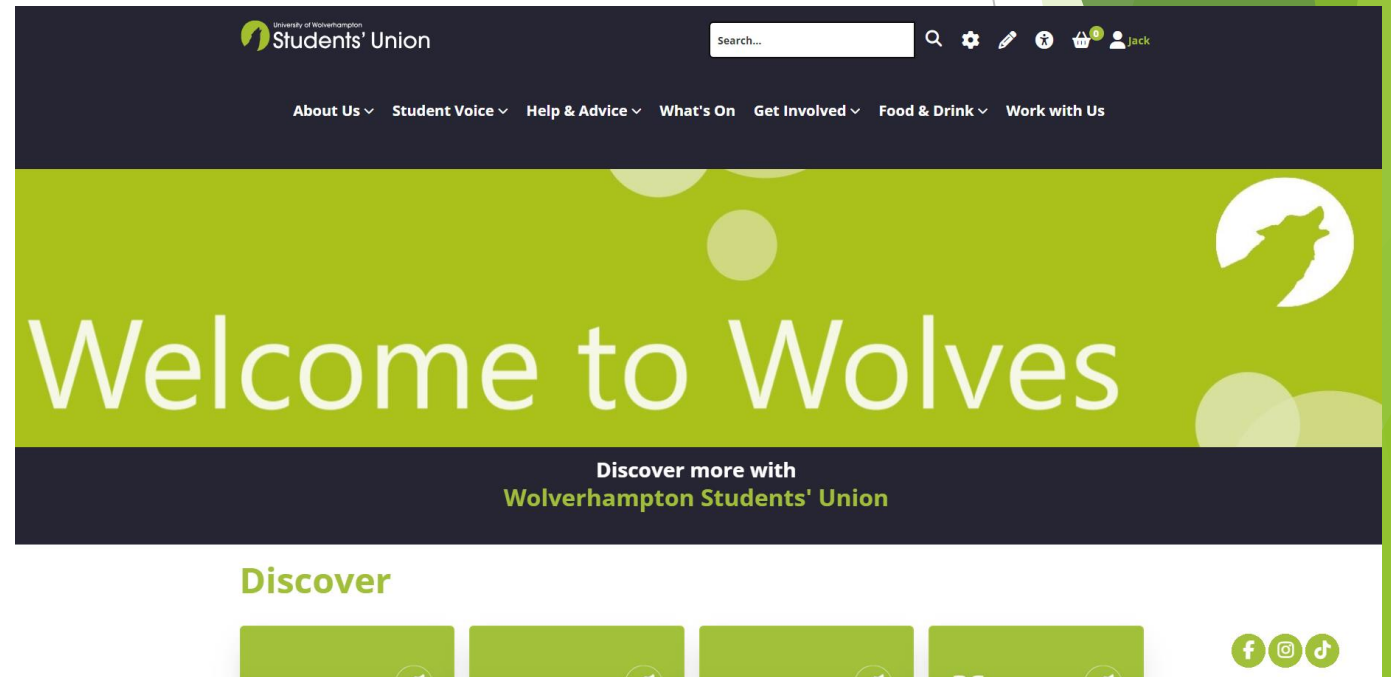


How to Log Volunteering Hours

Step By Step Guide

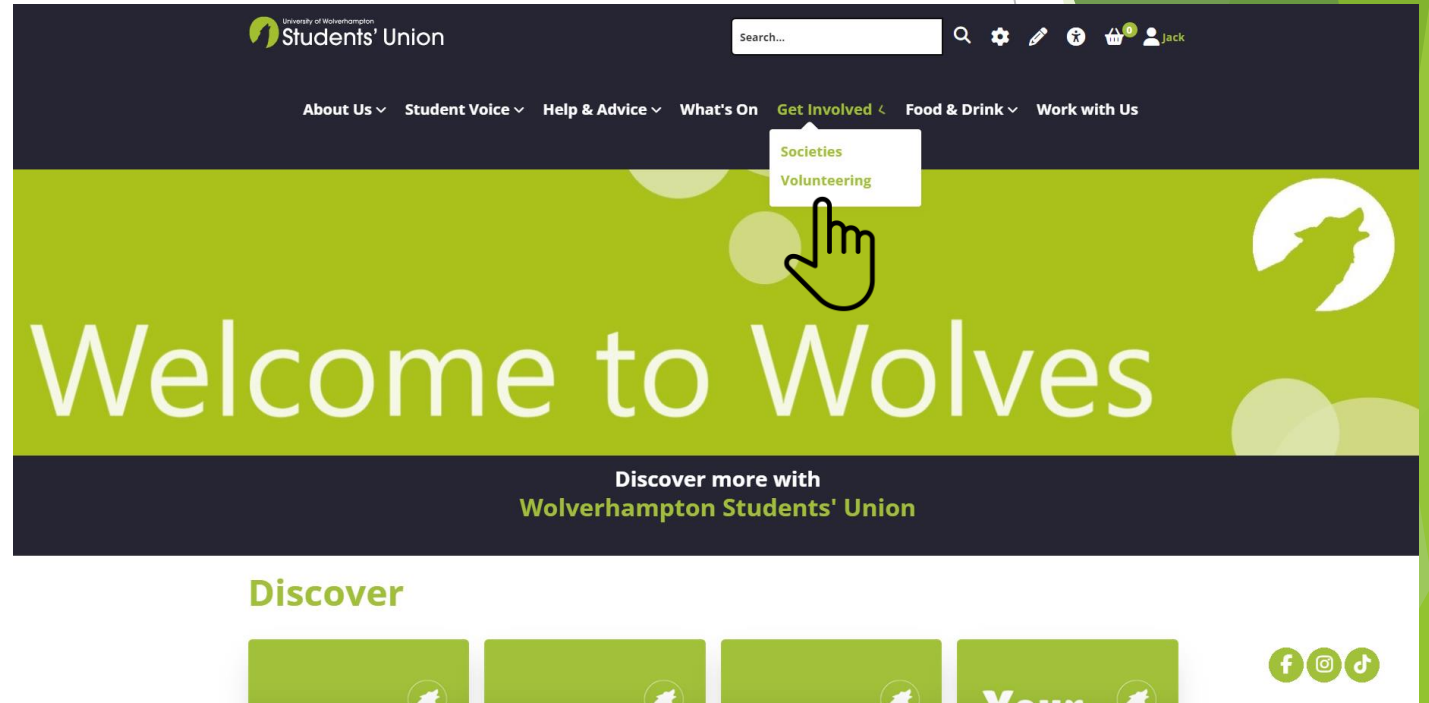
1. Head to wolvesunion.com and log in



How to Log Volunteering Hours

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2. Click the "Get Involved" tab and click "Volunteering"



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3. The following screen will then appear. Click Community, Other or SU & University Roles depending on what role you did

The screenshot shows a web page titled "Log Your Hours" for the University of Wolverhampton Students' Union. The page has a dark blue header with the title in green. Below the header is a white sidebar with a menu. The main content area is white and contains a form with four green buttons for selecting a role category. A small Facebook icon is visible in the bottom right corner of the page.

University of Wolverhampton Students' Union / Volunteering / Log Your Hours

Log Your Hours

In this section

- Volunteer >
- My Volunteering Profile - >
- Browse Opportunities >
- Log Your Hours >
- Community Roles
- Other Roles
- Students' Union Roles
- University Roles
- Provider Hub >

Log hours for any of the following:

- COMMUNITY ROLES
- OTHER ROLES
- STUDENTS' UNION ROLES
- UNIVERSITY ROLES

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How to Log Volunteering Hours

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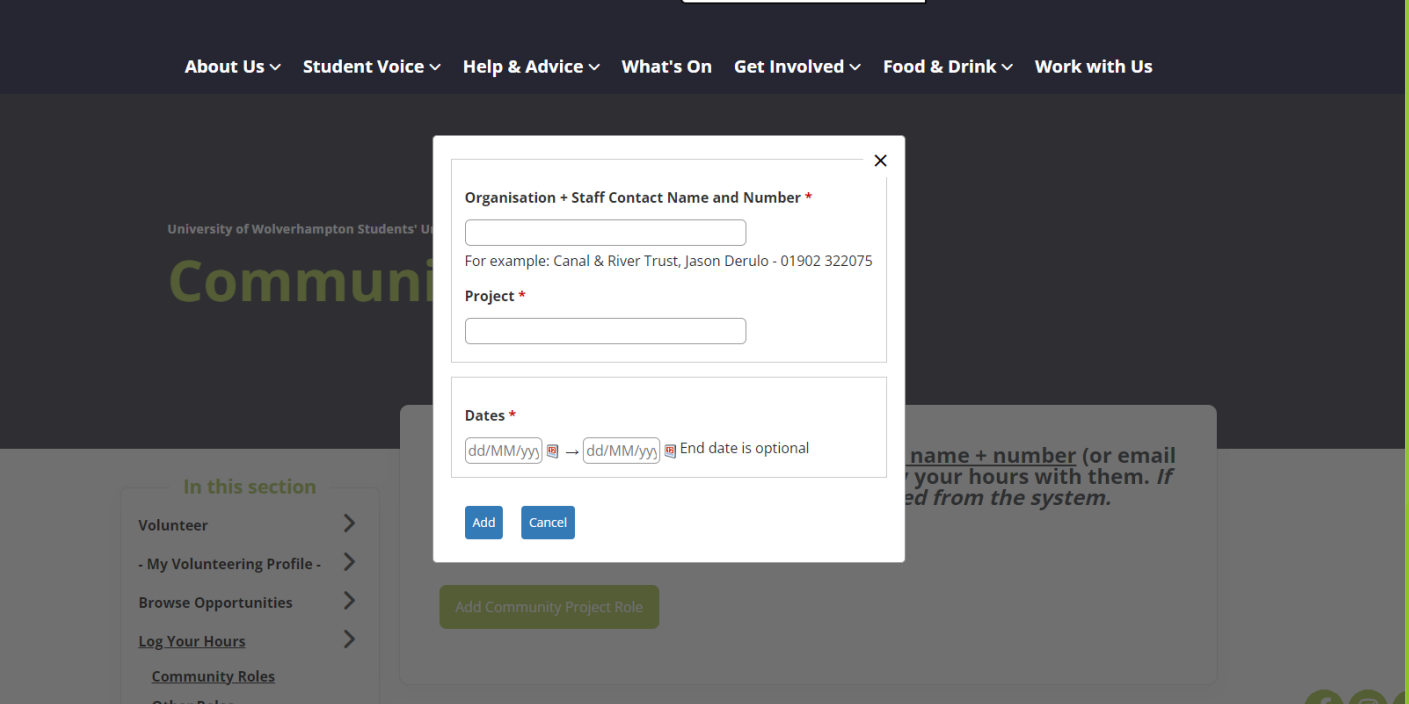
4. For this example we have clicked Community. Once here, click "Add Community Project"

The screenshot shows the website's navigation menu at the top: About Us, Student Voice, Help & Advice, What's On, Get Involved, Food & Drink, and Work with Us. Below the navigation is the breadcrumb trail: University of Wolverhampton Students' Union / Volunteering / Log Your Hours / Community Roles. The main heading is 'Community Roles'. On the left, there is a sidebar with the heading 'In this section' and four menu items: Volunteer, - My Volunteering Profile -, Browse Opportunities, and Log Your Hours. A callout box on the right contains the text: 'Remember! - You MUST leave a staff contact name + number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system.' Below this text is a green button labeled 'Add Community Project Role' with a hand cursor icon pointing to it.

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5. Follow the instructions on the screen and click "add" at the bottom of the screen



The screenshot shows a web interface for logging volunteering hours. At the top, there is a navigation menu with links: About Us, Student Voice, Help & Advice, What's On, Get Involved, Food & Drink, and Work with Us. The main content area is titled "Community Roles" and includes a sidebar with "In this section" containing links for Volunteer, My Volunteering Profile, Browse Opportunities, Log Your Hours, Community Roles, and Other Roles. A modal form is open, titled "Organisation + Staff Contact Name and Number *". It contains a text input field with a placeholder "For example: Canal & River Trust, Jason Derulo - 01902 322075". Below this is a "Project *" field with another text input. At the bottom of the modal is a "Dates *" section with two date pickers in "dd/MM/yyyy" format, with a note "End date is optional". There are "Add" and "Cancel" buttons at the bottom of the modal. A green button labeled "Add Community Project Role" is visible below the modal. A partial text box on the right side of the modal reads "name + number (or email of your hours with them. If ed from the system."

How to Log Volunteering Hours

Step By Step Guide

6. Once you have clicked "add", this screen will appear. Click the project/role you have created

Community Roles

In this section

- Volunteer >
- My Volunteering Profile - >
- Browse Opportunities >
- Log Your Hours >
- Community Roles**
- Other Roles
- Students' Union & University Roles
- Provider Hub >
- Review Skills >

Remember! - You MUST leave a staff contact name + number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system.

Add Community Project Role

Changes saved.

Community Projects Roles

+ Canal & River Trust, Jason Derulo - 01902 322075 / Canal Volunteer / 23 Sep 2024 - ongoing	Edit	Delete
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How to Log Volunteering Hours

Step By Step Guide

7. Then click
"Log Hours"

The screenshot shows a web interface for logging volunteering hours. On the left is a navigation menu with the following items: 'In this section' (highlighted), 'Volunteer', '- My Volunteering Profile -', 'Browse Opportunities', 'Log Your Hours' (underlined), 'Community Roles' (underlined), 'Other Roles', 'Students' Union & University Roles', 'Provider Hub', 'Review Skills', 'Skills Record', and 'Training Courses'. The main content area features a warning: 'Remember! - You MUST leave a staff contact name + number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system.' Below this is a green 'Add Community Project Role' button and a blue 'Changes saved.' message. The 'Community Projects Roles' section contains a table with one entry: '- Canal & River Trust, Jason Derulo - 01902 322075 / Canal Volunteer / 23 Sep 2024 - ongoing', with 'Edit' and 'Delete' buttons. At the bottom are two green buttons: 'Add skill' and 'Log hours', with a hand cursor pointing to the 'Log hours' button. The footer includes the University of Wolverhampton logo and social media icons for Facebook and Instagram.

How to Log Volunteering Hours

Step By Step Guide

8. Complete the fields as required and click "add" at the bottom

The screenshot displays a web interface for logging volunteering hours. A modal window titled "Log hours" is open, containing the following fields:

- Date ***: A date picker showing 30/10/2024.
- Activity description ***: A text input field.
- Hours ***: Two dropdown menus for "hrs" (set to 0) and "mins" (set to 00).
- Add**: A green button to submit the form.

The background shows a sidebar menu with the following items:

- In this section
- Volunteer >
- My Volunteering Profile - >
- Browse Opportunities >
- Log Your Hours >
- Community Roles
- Other Roles
- Students' Union & University Roles
- Provider Hub >
- Review Skills >
- Skills Record >
- Training Courses >

At the bottom of the page, there are buttons for "Add skill" and "Log hours", and social media icons for Facebook and Instagram.

How to Log Volunteering Hours

Step By Step Guide

9. Your hours will start appearing here.

In this section

- Volunteer >
- My Volunteering Profile - >
- Browse Opportunities >
- Log Your Hours >
- Community Roles
- Other Roles
- Students' Union & University Roles
- Provider Hub >
- Review Skills >
- Skills Record >
- Training Courses >

Remember, you must have a valid contact name & number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system.

Add Community Project Role

Community Projects Roles

- Canal & River Trust, Jason Derulo - 01902 322075 / Canal Volunteer / 23 Sep 2024 - ongoing

Edit Delete

Add skill

Log hours

Date	Description	Hours	Cumulative
30 Oct 2024	Canal Clean	2.00	2.00

To add more hours, repeat steps 7-10
You can also add multiple roles, just repeat these 10 steps again