

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Registering and recording your hours with Millennium Volunteers.

1. Go to www.gwirvol.org.



2. Click the 'My Gwirvol' link in the top right hand corner.



3. If you're not already registered with Gwirvol, click 'Register Here'. Otherwise, log in with your username and password.



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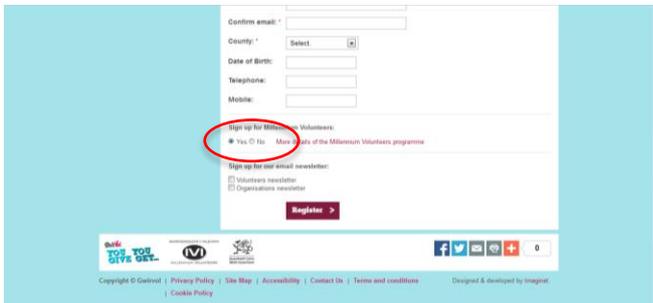


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4. When registering your details, make sure you select 'Yes' to signing up to Millennium Volunteers.



5. Once you've clicked 'Register', you'll get an email from Gwirvol with an automatically generated password. If you don't receive this email within 15 minutes, check your SPAM folder. Once you've had this email, return to the Gwirvol website and log in using your credentials. You can change your password once you're logged in.



6. Once you've logged in, you'll see your 'My Gwirvol' page. This acts like your Cardiff Portal and allows you to manage all of your volunteering. To add your work as a committee member, click 'Add a Placement' in the menu bar on the left.



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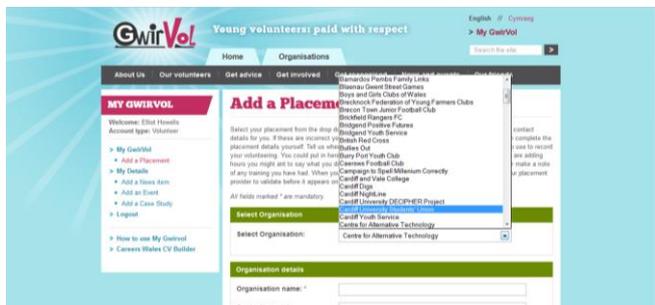


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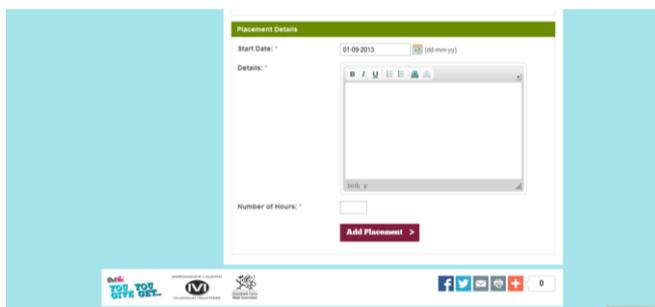


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7. Select 'Cardiff University Students' Union' from the Organisation drop down.



8. Fill the rest of the form in with details of your volunteering. Each 'project' should be added as a new placement. For example, each committee position you hold should be added separately. The 'Start Date' is when you began your time in this position, the 'Details' section is for you to give us any additional information about your involvement and the 'Number of Hours' section allows you to tell us how many hours you've completed so far.



9. This then adds that to your 'My Gwirvol' page and you can return to it at any point to add additional hours and positions by clicking 'Amend'.



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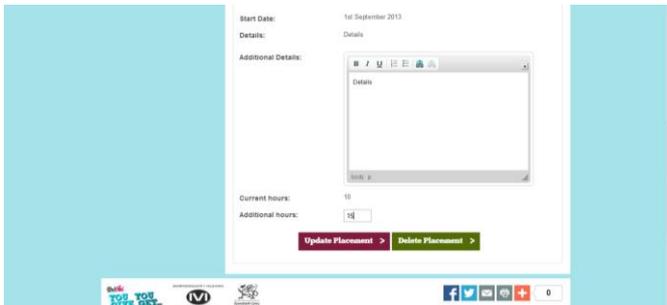


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10. Use this to add any additional information and add any new hours you've completed. This will add to your running total of hours.



11. If you need any more information about using the Gwirvol website, click 'How to use My Gwirvol' in the menu on the left.



Claiming your certificates.

Once you reach a milestone in your volunteering (50, 100 or 200 hours), an email will be sent to our Activities Manager to certify your hours. Once this is done, a button will appear in your 'My Gwirvol' site allowing you to claim your certificate. Your certificate will then be sent to us and we will distribute it to you.

If you have any questions about Millennium Volunteering, please contact Kelly Oakley on OakleyK1@Cardiff.ac.uk or your relevant Vice President.

January 2014



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