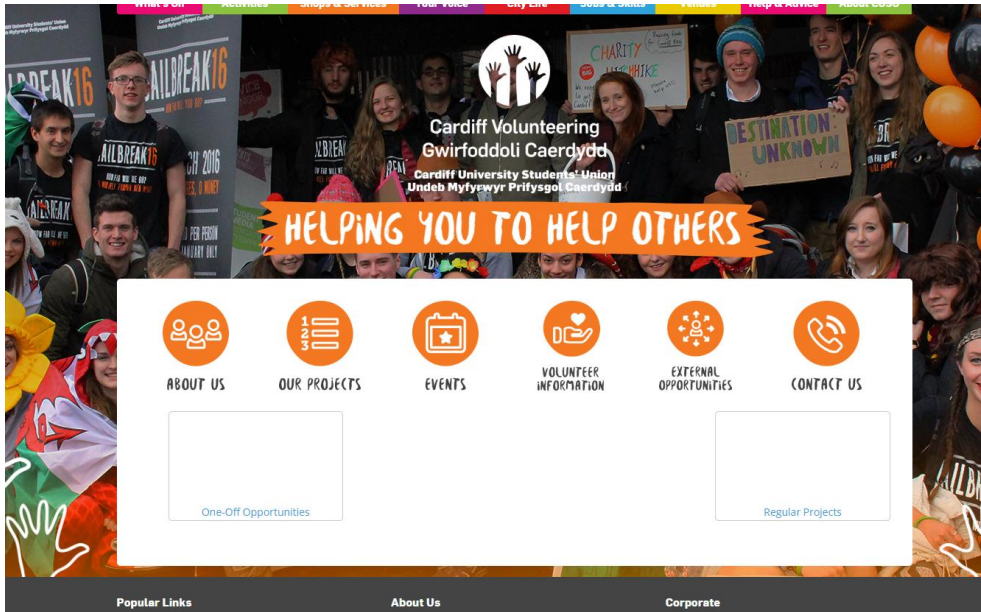


Logging Hours Guide

- 1) To log your hours first follow this link <https://www.cardiffstudents.com/jobs-skills/volunteering/volunteers/> and then click the log hours button.
- 2) That will bring you to the page below where you can select which section to add your hours to. It is important that you pick the appropriate section as it will help us when assigning your awards and giving references.
 - For volunteering with Cardiff Volunteering please click Cardiff Volunteering. This includes helping with CV events such as Jailbreak.
 - For volunteering with an external provider found on the external providers page click external provider.
 - For volunteering with a society committee, AU committee, welcome crew, student reps, student media, an executive committee or a Student Led Service such as night line click Cardiff Students Union
 - For any volunteering with the University click Cardiff University.

The screenshot shows a website navigation menu for Cardiff Volunteering. At the top, there is a banner with the text "HELPING YOU TO HELP OTHERS" in white on an orange background. Below the banner are six navigation options, each with an icon and a label: "ABOUT US" (people icon), "OUR PROJECTS" (list icon), "EVENTS" (calendar icon), "VOLUNTEER INFORMATION" (hand holding heart icon), "EXTERNAL OPPORTUNITIES" (network icon), and "CONTACT US" (phone icon). Below these are four placeholder boxes with labels: "Cardiff University", "Cardiff University Students' Union", "Cardiff Volunteering", and "External Providers". A note below the boxes reads: "If you are volunteering in a society/ AU club, for example on a committee or helping with events, administration etc then please use the Cardiff Students Union link. If you are volunteering on a Cardiff Volunteering event or project then select the Cardiff Volunteering link." At the bottom, there are three columns of links: "Popular Links" (Societies, Upcoming Events, Current Elections, Give it a Go, Sports Clubs), "About Us" (Live Music & Tickets, Welsh Varsity, Skills Development, Jobshop, Volunteering), and "Corporate" (Advertising, Sponsorship, Venue Hire, Roombooking). Contact information at the bottom includes: "Open 24 hours a day", "+44 (0) 29 2078 1400", and "studentsunion@cardiff.ac.uk".

If you click Cardiff Students Union or Cardiff Volunteering, you will be presented with more options. If you click Cardiff Volunteering, you will be presented with regular projects and one of events, for any of the projects on our project page click regular projects. For anything else, click one of opportunities. If you click Cardiff Students Union, you will need to pick from the options presented, if you can't find anything that fits your volunteering email volunteering@cardiff.ac.uk



- 3) Once you have found your relevant logging hours section you will be asked to make a profile if you haven't already made one. Just enter all of your details and then click okay at the bottom.

The image shows a 'Profile' creation form. At the top, there is a yellow banner that says 'Please set up your profile.' Below this, there is a section 'I am a' with a dropdown menu set to 'Student'. The next section is 'I'm interested in Volunteering', with a dropdown menu set to 'All' and 'None' as an option. There are two radio buttons: 'One-off Opportunity' (which is selected) and 'Regular Volunteering'. The final section is 'Contact information', which includes a text input field for 'Email address' containing 'lenton-johnsonm@cardiff.ac.uk' and an empty text input field for 'Phone number'.

- 4) You will then be taken to your profile page. To log your hours simply click the “you have not logged any hours and then click through to your relevant area again.

The screenshot shows a user profile page with an orange border. At the top, the heading "Hours" is followed by a message: "You have not logged any volunteering hours." Below this is the "Cardiff Volunteering Award Progress" section, which states "You have not started the First Award." and "You have logged 0/50 hours." The "Active opportunities" section is empty. The "Skills" section shows "You have not recorded any examples for the Key Employability Skills." with two progress bars: "Communication" and "Leadership", both at 0. The "Training attended" section is also empty.

- 5) You will then be asked to add your volunteering activity; this could be the project you volunteered on or the AU club you were a part of.

The screenshot shows a navigation menu with six orange circular icons and their corresponding labels: "ABOUT US" (people icon), "OUR PROJECTS" (list icon), "EVENTS" (calendar icon), "VOLUNTEER INFORMATION" (hand holding heart icon), "EXTERNAL OPPORTUNITIES" (network icon), and "CONTACT US" (phone icon). Below the menu is a blue button labeled "Add Regular Project".

6) You then need to fill out the following information.

The screenshot shows a form with the following sections:

- Role ***: A text input field.
- Project ***: A text input field.
- Dates ***: Two date input fields with calendar icons. The first field has a right-pointing arrow. Below the fields, it says "End date is optional."
- Buttons**: An orange "Add" button and a white "Cancel" button with an orange border.

7) After this, you will be presented with the blue box as shown in the picture below. Click this box and then click log hours.

The screenshot shows a website interface with the following elements:

- Navigation Menu**: Six orange circular icons with labels: ABOUT US, OUR PROJECTS, EVENTS, VOLUNTEER INFORMATION, EXTERNAL OPPORTUNITIES, and CONTACT US.
- Action Buttons**: A blue "Add Regular Project" button.
- Confirmation**: A green bar with a checkmark and the text "Changes saved."
- Project List**: A section titled "Regular Projects" containing a blue box with the text "+ Test / Test / 22 Nov 2018 - 24 Mar 2019" and two buttons: "Edit" and "Delete".

8) Then fill out the logging hours section as shown below and you will be finished. It should then look like the final picture.

If you have any problems, please email volunteering@cardiff.ac.uk or come into the office on the second floor of the students union in the skills hub and ask for volunteering.