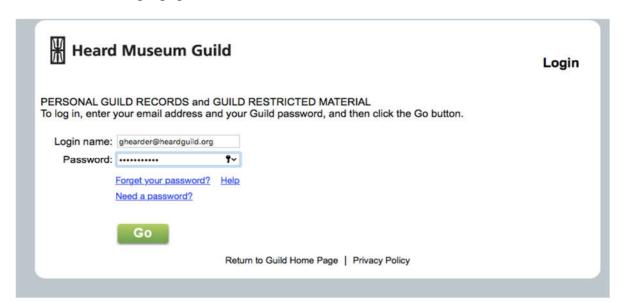
How to Review your Guild Volunteer Service History

Go to http://www.heardguild.org and click on My Records at the very top of the website in the tan bar. Next a drop down menu will appear, click on Record Volunteer Hours.

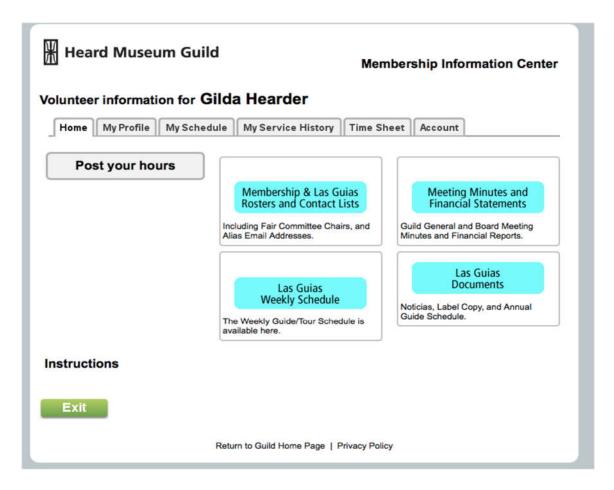


Continue to the Login page.



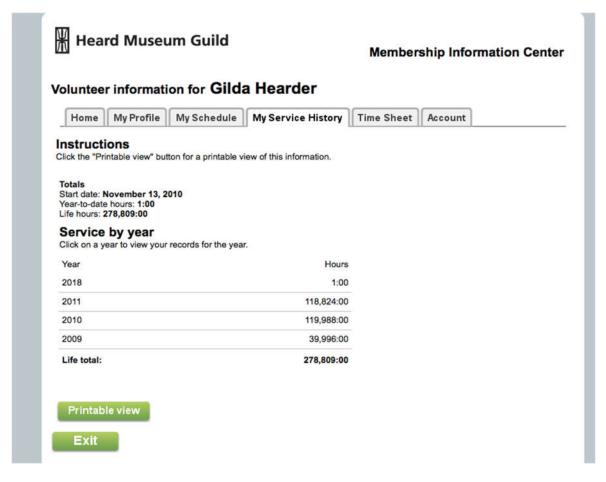
Enter your email address and password and click on "Go."

Continue to the Volunteer Information Center page.



On this page, the words "My Service History" is in a tab. Click on that tab.

Continue to the My Service History page.



Here you will see your volunteer history listed by service years. You can print a record of this history or exit the system.

Here is an example of the printable view. If there are issues with your hours contact Service Records at servicerecords@heardguild.org.

Heard Museum Guild Volunteer information for Gilda Hearder

Totals

Start date: November 13, 2010 Year-to-date hours: 1:00 Life hours: 278,809:00

My Service Records

Life total:	278,809:00	
2009	39,996:00	
2010	119,988:00	
2011	118,824:00	
2018	1:00	
Year	Hours	