

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.

A screenshot of the login page on the Heard Museum Guild website. The page has a white background with a grey border. At the top left is the Heard Museum Guild logo and the text "Heard Museum Guild". At the top right is the word "Login". Below this is the text "PERSONAL GUILD RECORDS and GUILD RESTRICTED MATERIAL" and "To log in, enter your email address and your Guild password, and then click the Go button." There are two input fields: "Login name:" with the value "ghearder@heardguild.org" and "Password:" with a masked password "*****" and a key icon. Below the password field are three links: "Forget your password?", "Help", and "Need a password?". At the bottom of the form is a green "Go" button. At the very bottom of the page are the links "Return to Guild Home Page" and "Privacy Policy".

Enter your email address and password and click on “Go.”

Continue to the Volunteer Information Center page.



Volunteer information for **Gilda Header**

- Home
- My Profile
- My Schedule
- My Service History
- Time Sheet
- Account

Post your hours

Membership & Las Guias Rosters and Contact Lists

Including Fair Committee Chairs, and Alias Email Addresses.

Meeting Minutes and Financial Statements

Guild General and Board Meeting Minutes and Financial Reports.

Las Guias Weekly Schedule

The Weekly Guide/Tour Schedule is available here.

Las Guias Documents

Noticias, Label Copy, and Annual Guide Schedule.

Instructions

Exit

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

Continue to the My Service History page.

Volunteer information for Gilda Hearder

[Home](#)
[My Profile](#)
[My Schedule](#)
[My Service History](#)
[Time Sheet](#)
[Account](#)

Instructions

Click the "Printable view" button for a printable view of this information.

Totals

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

Service by year

Click on a year to view your records for the year.

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

[Printable view](#)

[Exit](#)

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

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