

How To Review/Update Your Personal Profile in the Guild's Volunteer System

Go to www.Heardguild.org and click on My Records at the very top of the website in the tan bar. A drop-down menu will appear; click on Record Volunteer Hours.



Continue to Login page.....

A screenshot of the login page for the Heard Museum Guild. 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 visibility icon. Below the password field are three links: "Forget your password?", "Help", and "Need a password?". At the bottom left is a green "Go" button. At the bottom right are the links "Return to Guild Home Page" and "Privacy Policy".

Enter your email address and password and click on GO.

Continue to the Membership Information Center page.



Volunteer information for **Gilda Hearder**

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 Profile” is in a tab. Click on that tab.

Continue to the My Profile page.

Volunteer information for Gilda Hearder[Home](#)[My Profile](#)[My Schedule](#)[My Service History](#)[Time Sheet](#)[Account](#)**Instructions**

The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

Contact Information

First name:	<input type="text" value="Gilda"/>	*
Last name:	<input type="text" value="Hearder"/>	*
Middle name:	<input type="text"/>	
Title:	<input type="text" value="Choose"/>	
Nickname:	<input type="text"/>	
Type:	Individual	
Street 1:	<input type="text" value="2301 N Central Ave"/>	
Street 2:	<input type="text"/>	
Street 3:	<input type="text"/>	
City:	<input type="text" value="Phoenix"/>	
State:	<input type="text" value="AZ"/>	Zip: <input type="text" value="85001"/>
Home phone:	<input type="text"/>	<input type="checkbox"/> OK to call me here
Cell phone:	<input type="text"/>	<input type="checkbox"/> OK to call me here
Fax phone:	<input type="text"/>	<input type="checkbox"/> OK to call me here
Other phone:	<input type="text"/>	<input type="checkbox"/> OK to call me here
Email address:	<input type="text" value="ghearder@heardguild.org"/>	
Marital status:	<input type="text" value="Choose"/>	
Spouse's name:	<input type="text"/>	

Here you will see all the personal information the Guild has for you. You can review or update this information. To update, simply type in the correct information for each area (e.g., Address, email, phone(s)) When you have updated your information, select the "Save" button and your record will be updated immediately.

Note: If you make changes to your contact information here, it only updates your record in the Guild's volunteer management system. If you support the Info Desk, Shop, or are in Las Guias, you will also need to notify your committee chairs. The Heard Museum's member system is not linked to the Guild's so you will also need to contact Heard Membership about the changes.

Scroll down this page and you can update your Interests, Skills and Knowledge, Education, Guild Activities, Residence, and Emergency Contact. Click on Save after making changes.

Interests

Please indicate your interests, as many as you wish.

- Native American Interests:
- | | | |
|---|---|--|
| <input type="checkbox"/> Art: Baskets | <input type="checkbox"/> Art: Dance | <input type="checkbox"/> Art: Jewelry |
| <input type="checkbox"/> Art: Music | <input type="checkbox"/> Art: Other | <input type="checkbox"/> Art: Painting |
| <input type="checkbox"/> Art: Pottery | <input type="checkbox"/> Art: Sculpture | <input type="checkbox"/> Art: Weaving |
| <input type="checkbox"/> History, traditions, and culture | | |
- Other interests:
- | | | |
|--|--|---|
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Finance/Accounting | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Graphic Arts | <input type="checkbox"/> Organizational Development |
| <input type="checkbox"/> Photography/Video | <input type="checkbox"/> Project Management | <input type="checkbox"/> Public Relations/Marketing |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Teaching Adults |
| <input type="checkbox"/> Teaching Children | <input type="checkbox"/> Technology: Multi-Media | <input type="checkbox"/> Technology: Programming |
| <input type="checkbox"/> Technology: Social Networks | <input type="checkbox"/> Technology: Website Development | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Writing/Editing | | |

Save

Skills and Knowledge

We would like to know if you are an expert in any fields, if you have some experience in any field, and also if you are fluent in any language other than English. Check all that apply.

- Highly Skilled:
- | | | |
|---|--|--|
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Finance/Accounting |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Organizational Development | <input type="checkbox"/> Photography/Video | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Public Relations/Marketing | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Retail Sales |
| <input type="checkbox"/> Teaching Adults | <input type="checkbox"/> Teaching Children | <input type="checkbox"/> Technology: Multi-Media |
| <input type="checkbox"/> Technology: Programming | <input type="checkbox"/> Technology: Social Networks | <input type="checkbox"/> Technology: Website Development |
| <input type="checkbox"/> Volunteer Management | <input type="checkbox"/> Writing/Editing | |
- Some Skill:
- | | | |
|---|--|--|
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Event Planning | <input type="checkbox"/> Finance/Accounting |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Organizational Development | <input type="checkbox"/> Photography/Video | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Public Relations/Marketing | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Retail Sales |
| <input type="checkbox"/> Teaching Adults | <input type="checkbox"/> Teaching Children | <input type="checkbox"/> Technology: Multi-Media |
| <input type="checkbox"/> Technology: Programming | <input type="checkbox"/> Technology: Social Networks | <input type="checkbox"/> Technology: Website Development |
| <input type="checkbox"/> Volunteer Management | <input type="checkbox"/> Writing/Editing | |
- Languages:
- | | | |
|--|------------------------------------|----------------------------------|
| <input type="checkbox"/> Any Native American | <input type="checkbox"/> Cantonese | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> French | <input type="checkbox"/> German | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Russian | <input type="checkbox"/> Spanish | |
- Volunteer or Work Experience:
- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Arts Organizations | <input type="checkbox"/> Child/Family Welfare | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Political Groups | <input type="checkbox"/> Religious Organizations | |

Save

Guild Activities

Please check any of the following activities that you have been or would like to be involved in.

Guild Hospitality Events: Holiday Gathering Katsina Market Spanish Market
 Spring Luncheon Staff Appreciation Luncheon Weavers Market

Major Guild Events: Indian Fair & Market Library Book Sale & Treasure Market Student Art Show & Sale

Regular Service Opportunities: Information Desk Las Guias (Museum Guide) Library
 Shop (Central) Shop (North)

Other Guild Committees: Artifacts (Newsletter) Education Programs Membership
 Notecards Speakers Bureau Student Art Symposium
 Technology Tourism Outreach

Save

Residence

Please tell us whether you are a "Snow Bird."

Residence: In Arizona most of the year Summers away from Arizona

Save

Emergency Contact

In the event of an emergency whom should we notify?

First name:
Last name:
Title:
Street 1:
Street 2:
Street 3:
City:
State:
Zip:
Home phone: OK to call here
Work phone: OK to call here
Cell phone: OK to call here
Relationship:

Save