How to Review your Guild Volunteer Service History

Go to [http://www.heardguild.org](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.