

How To Record Guild Volunteer Hours in the Guild's Volunteer System

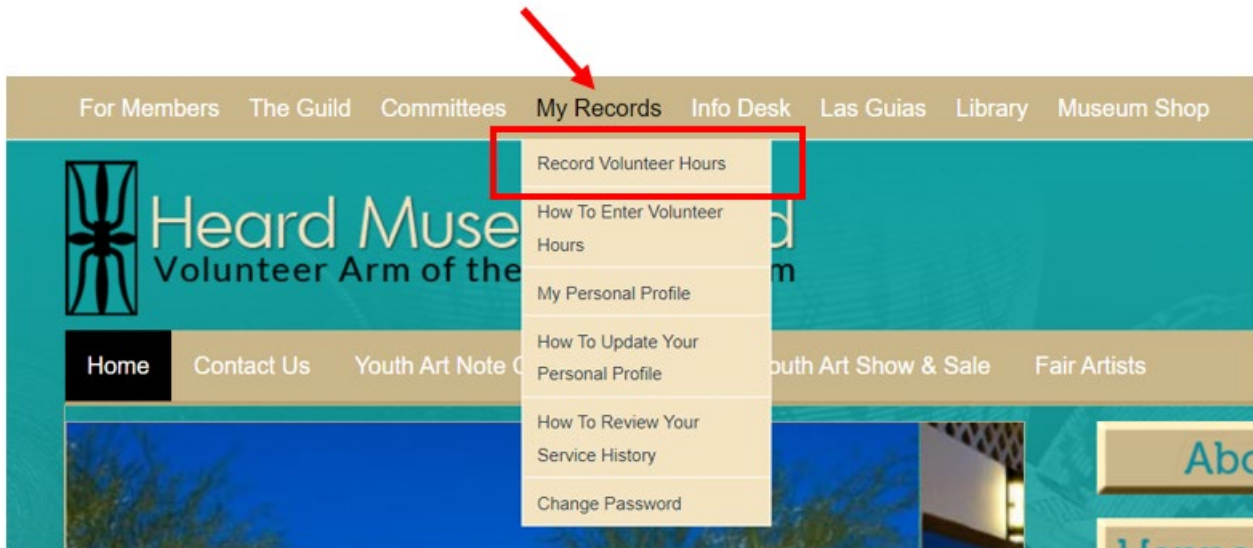
(Updated for new interface, September 2023)

What You Do That Qualifies for Guild Volunteer Hours:

- Attend monthly Guild meetings
- Volunteering for Las Guias, Museum Shop, Info Desk, Library, Bookstore, The Indian Fair & Market, Student Art (including travel time)
- Attend Board or any Committee meetings
- Assist at Museum events (enter as all other at Heard Central)
- Training time required for maintaining or improving proficiency in any service area, including workshops, continuing education, and new exhibit walk-throughs.

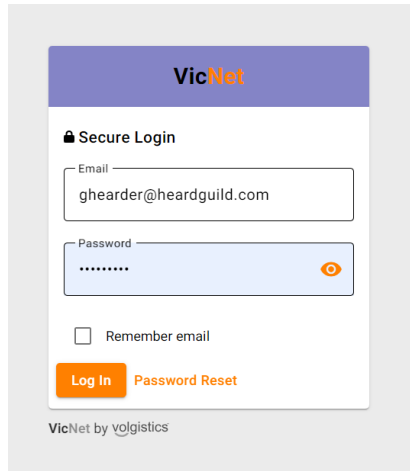
How To Record Your Guild Volunteer Hours

Go to www.heardguild.org and click on “My Records” at the very top of the home page in the tan bar. Next a drop-down menu will appear, click on Record Volunteer Hours.



Continue to the Login page (see next page).

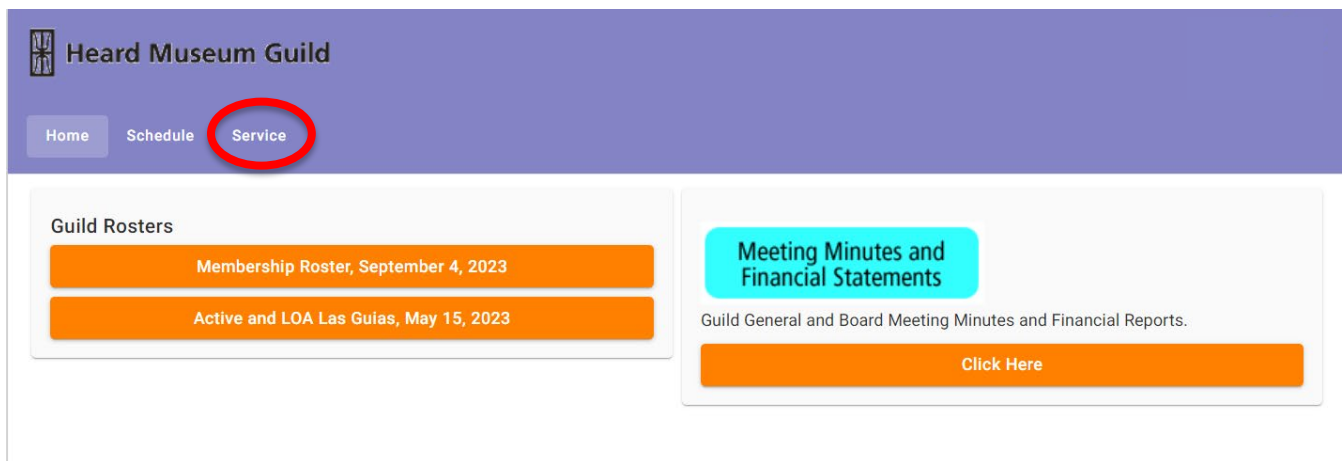
On the login page, enter your email address and password and click on “Log In.”



The image shows a login form titled "VicNet" with a "Secure Login" section. It includes an "Email" field with the address "gheader@heardguild.com", a "Password" field with masked characters and a visibility icon, and a "Remember email" checkbox. There are "Log In" and "Password Reset" buttons. The footer text reads "VicNet by volgistics".

The main page opens. (This is also the page where you can see the Membership roster.)

Click on “Service” at the bottom of the main banner.



The image shows the main page of the Heard Museum Guild. The header features the logo and name "Heard Museum Guild" and a navigation menu with "Home", "Schedule", and "Service" (the latter is circled in red). The main content area is divided into two sections: "Guild Rosters" with links for "Membership Roster, September 4, 2023" and "Active and LOA Las Guías, May 15, 2023"; and "Meeting Minutes and Financial Statements" with a "Click Here" button. The footer text reads "Guild General and Board Meeting Minutes and Financial Reports."

The “Post Service” page opens (this takes the place of the Time Sheet page).

Heard Museum Guild

Home Schedule Service

Post Service

Start of Service - End of Service*
9/4/2023 - 9/4/2023

Hours

Assignment*
Assignment is required

Post

Totals

Start Date: Nov 30, 2017
YTD Hours (starting Mar '23): 20:30
Total Hours: 124:40

Service by Year

Print Export Expand All

2023	38:20 hours served
2022	86:20 hours served

Here you enter the day(s) and hours you volunteered and how you spent your volunteer hours:

Post Service

Start of Service - End of Service*
9/4/2023 - 9/4/2023

Hours

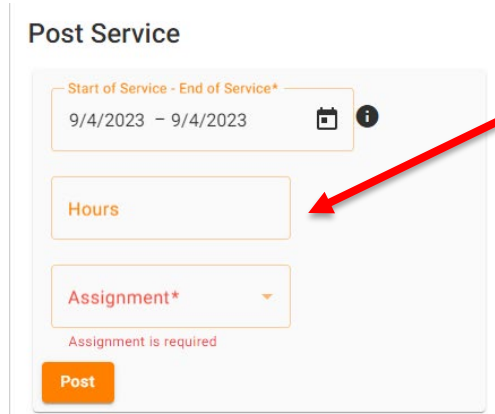
Assignment*
Assignment is required

Post

Click on the calendar icon to the right of the dates and click on the beginning date of your service hours you are recording. Then click on the ending date of service. If you are recording for one day only, click that day as the beginning date and the ending date.

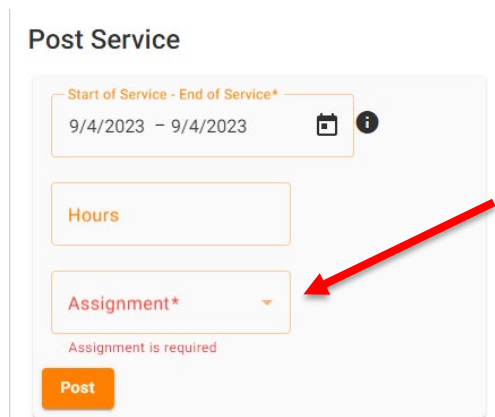
You can enter a range of dates for any sequence of days, month(s), year (even previous years if you have neglected to record the hours until now). All hours will be accepted and applied to your accumulated hours.

Next, enter how many hours you served in this volunteer activity (for minutes, round up or down to 15 minutes).



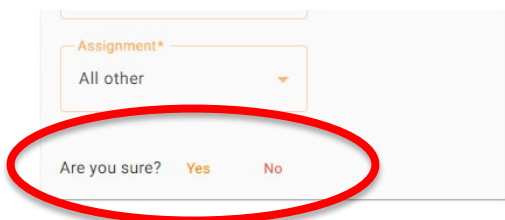
The screenshot shows a form titled "Post Service". At the top, there is a date range field labeled "Start of Service - End of Service*" with the value "9/4/2023 - 9/4/2023" and a calendar icon. Below this is a text input field labeled "Hours" with a red arrow pointing to it. Underneath is a dropdown menu labeled "Assignment*" with a downward arrow and the text "Assignment is required" below it. At the bottom left is an orange "Post" button.

Last, select the volunteer assignment you participated in from the “Assignment” drop down menu. If you do not see a category listed for your volunteer activity, select “All other”.



This screenshot is identical to the previous one, but the red arrow now points to the "Assignment*" dropdown menu.

Click on the “Post” button to record your information. As soon as you click “Post”, you’ll see the question: “Are you sure?” Click “Yes” if all the information is correct, or “No” to go back and make corrections or changes.



This is a close-up of the confirmation dialog. It shows the text "Are you sure?" followed by two buttons: "Yes" and "No". The entire dialog box is circled in red.

You're DONE!! and you have helped the Museum obtain grants based on volunteer hours. Congrats!

Additional features of the Post Service page:


TOTALS:

Below the area where you post your volunteer hours, you can see your **Year to Date Hours** and your **Total Hours**:

The screenshot shows the 'Post Service' page for the Heard Museum Guild. At the top, there is a navigation bar with 'Home', 'Schedule', and 'Service' tabs. Below this is the 'Post Service' form, which includes a date range selector (9/7/2023 - 9/7/2023), an 'Hours' input field, an 'Assignment*' dropdown menu, and a 'Post' button. Below the form is a 'Totals' section, which is circled in red. This section displays the following information: Start Date: Nov 30, 2017; YTD Hours (starting Mar '23): 25:30; Total Hours: 129:40. At the bottom, there is a 'Service by Year' section with options for 'Print', 'Export', and 'Expand All'. The table below shows the following data:

Year	Hours Served
2023	43:20 hours served
2022	86:20 hours served



SERVICE BY YEAR:

You can also view your service by year. Click on the  icon at the right side of the page and the year will open to show you a chart with the **Date** of service, the **Assignment**, and the **Hours**.


You can print this chart or you can export it as an Excel file.

 **Heard Museum Guild** Barry
Volunteer 
[Home](#) [Schedule](#) [Service](#)

Post Service

Start of Service - End of Service*
9/7/2023 - 9/7/2023  

Hours


Assignment* 

Post

Totals

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