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

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

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).

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”.

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.
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:
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.