How to Review Your Guild Volunteer Service History
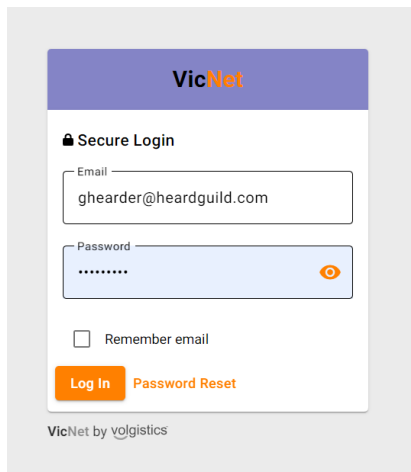
(Updated for new interface, September 2023)

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".
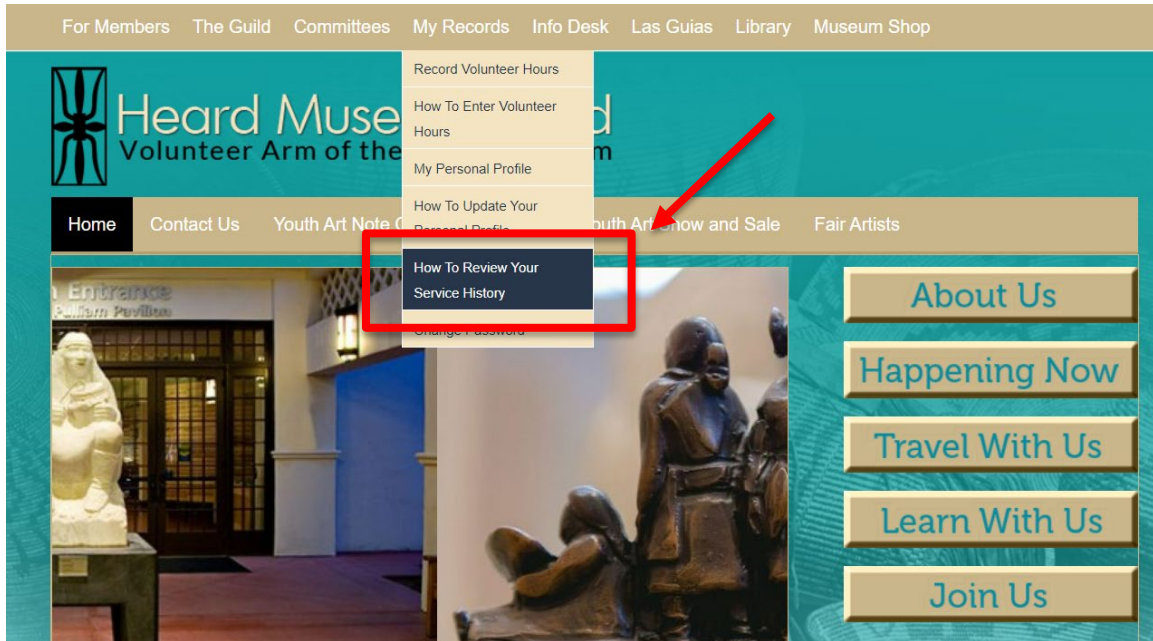
Continue to the Login page.

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

The main page opens.

Click on "Service" in the main banner.

This brings up the **Service** page. Go to the bottom of the page and look for "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. If there are issues with your hours contact Service Records at membership@heardguild.org