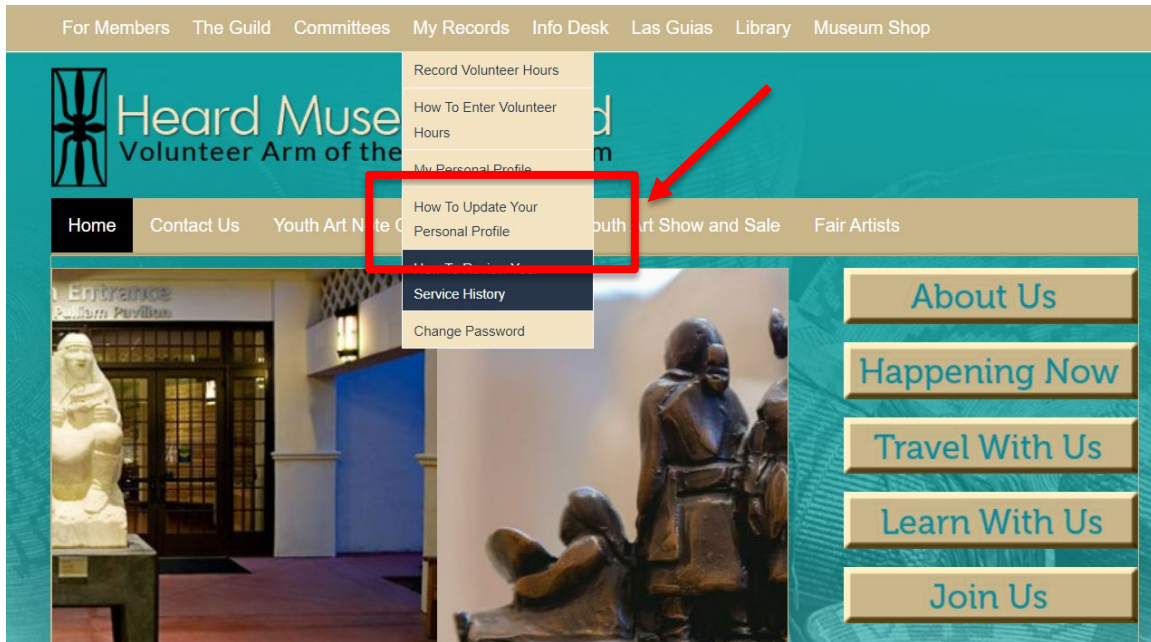


# How to Review/Update Your Personal Profile in the Guild's Volunteer System

*(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 “How to Update Your Personal Profile”.



Continue to the Login page.

A screenshot of the VicNet Secure Login page. The page has a purple header with the "VicNet" logo. Below the header, it says "Secure Login" with a lock icon. There are two input fields: "Email" with the value "ghearder@heardguild.com" and "Password" with a masked password "....." and an eye icon to toggle visibility. Below the password field is a checkbox labeled "Remember email" which is unchecked. At the bottom of the form are two buttons: "Log In" (orange) and "Password Reset" (orange). At the very bottom of the page, it says "VicNet by volgistics".

Enter your email address and password and click on Log In.

This brings up the main Service page.

Heard Museum Guild

Home Schedule Service

Gilda Volunteer

### Post Service

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

Hours

Assignment\*

Post

### Totals

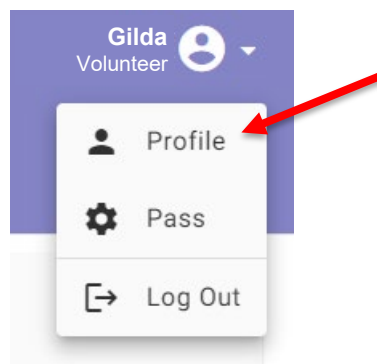
Start Date: Nov 30, 2017  
YTD Hours (starting Mar '23): 25:30  
Total Hours: 129:40

### Service by Year

Print Export Expand All


2023	43:20 hours served	▼
2022	86:20 hours served	▼


In the top right corner, click on the small white arrow that's to the right of your name, and click on "Profile" in the drop-down menu.



Continue to the "Profile" page.

## Profile

Contact Information 




No photo


First name \*

Last name \*

Middle name

Nickname

Title 

Type 

Street 1

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. When you have updated your information, click on the **Save** button and your record will be updated immediately.

**Important 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 the Profile page to see the categories of information you can update:

- Interests
- Skills and Knowledge

- Education
- Guild Activities
- Residence
- Emergency Contact

(If you filled out these sections in the previous interface of the volunteer maintenance system, your selections were saved and moved to this new interface.)



The screenshot shows a vertical list of seven categories, each with a dropdown arrow on the right side. Below the list is an orange 'Save' button. The categories are:

Interests	▼
Skills and Knowledge	▼
Education	▼
Guild Activities	▼
Residence	▼
Emergency Contact	▼

Save

Open each category and update the information as needed. Click on **Save** after making changes.