

# HOW TO LOG YOUR HOURS & SKILLS

Follow the steps below to log your volunteering hours and skills on the Volunteering Hub.

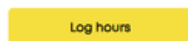
## 1. Log in to your volunteering profile via the SU website

- This can be found by selecting the 'Community' tab, then 'Volunteering Hub'.
- Now select 'My Volunteering Profile', where you will be asked to login.



## 2. Select the 'Log hours' button

- On your profile, select the button that says 'Log hours'.
- You will be taken to your 'Hours Log'



This is where you can log your volunteering hours and skills.

Click on either 'Add Community Project' or 'Add Committee Role' to start logging your hours now.

For more information on how to log your hours and skills, please visit our [How to Log Your Hours](#) page.

For more information on what counts as volunteering, please visit our [Log Your Hours & Skills](#) page.

Add Community Project

Add Committee Role

## 3. Click 'Add Community Project' or 'Add Committee Role'

- Which button you select will depend on what kind of volunteering you have done.
- 'Add Committee Role' for any time spent volunteering as part of a committee for a Student Group/Sports club.
- 'Add Community Project' for any other kind of volunteering.

Add Community Project

Add Committee Role

## 4. Input the information

- Fill in the boxes
- Select the date(s)
- Click 'Add'

A screenshot of a web form for logging hours. It has a white background and a thin grey border. At the top right is a small 'x' icon. The form contains three main sections: 1. 'Role \*' with a text input field. 2. 'Project \*' with a text input field. 3. 'Dates \*' with two date input fields in the format 'dd/MM/yy', a right-pointing arrow between them, and the text 'End date is optional'. At the bottom are two buttons: 'Add' (blue) and 'Cancel' (grey).

## 5. Click the project/role you have created

- Once you clicked 'Add' on the previous page, this will appear on screen.
- Click on the project/role you have created.
- Then click 'Log Hours'

### Community Projects

+ General Helper / The help project / 09 Sep 2024 - ongoing

Edit Delete

Log hours

## 6. Complete the fields as required

- You can log hours for one day at a time.
- Continue to log hours for each day that you volunteered for that specific project/role.

### Log hours

Date \*

10/09/2024

Activity description \*

Hours \*

0 hrs 00 mins

Add

## 7. Log your skills

- Select your project/role
- Select 'Add Skill'
- Complete the fields as required

Add skill

### Add skill

Category \*

(Select category)

Skill \*

(Select skill)

Your example \*

Add

## 8. Your hours and skills will start appearing

- Any hours or skills logged for that specific role will appear underneath it.

### Community Projects

- General Helper / The help project / 09 Sep 2024 - ongoing

Edit Delete

Add skill		Log hours	
Skill category	Skill	Example	
Teamwork	Teamwork	I worked within a small group to help plan and run a litter pick. We...	
Date	Description	Hours	Cumulative
10 Sep 2024	Litter Picking	2:00	2:00

Any questions? Please get in touch at [unionvolunteering@leicester.ac.uk](mailto:unionvolunteering@leicester.ac.uk)