

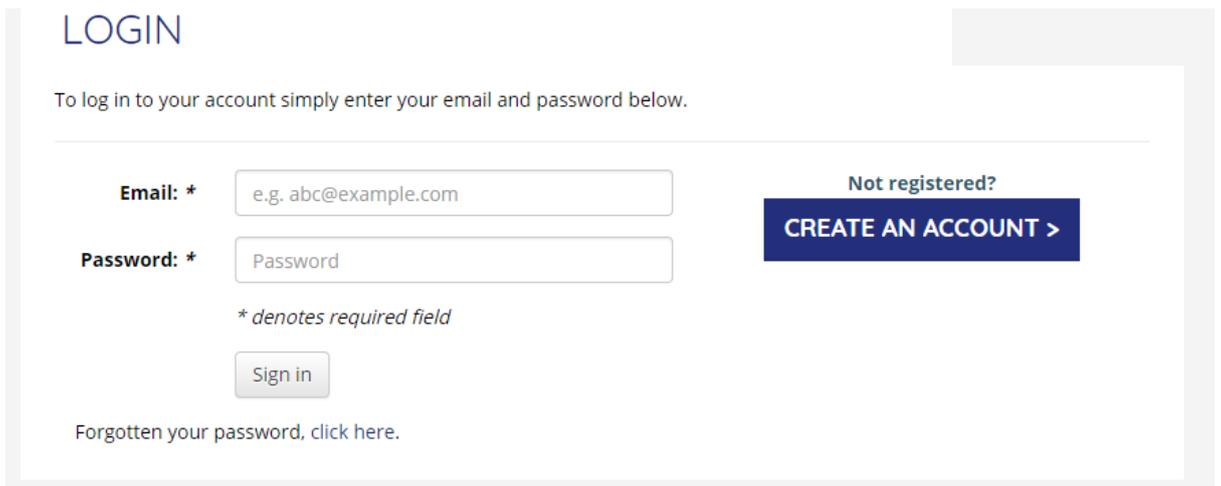
Recording volunteer hours

It is the volunteer's responsibility to log his or her time using their Volunteer Maker account and here's how to do it:

1. Log in to your account

<http://uolmuseums.volunteermakers.org/login/>

LOGIN



The screenshot shows a login form with the following elements:

- LOGIN** (Section Header)
- Instruction: "To log in to your account simply enter your email and password below."
- Email: *** (Label) with an input field containing "e.g. abc@example.com"
- Password: *** (Label) with an input field containing "Password"
- Asterisk note: "* denotes required field"
- Sign in** (Button)
- Not registered?** (Text) above a **CREATE AN ACCOUNT >** (Button)
- Link: "Forgotten your password, [click here.](#)"

2. Click on the purple tab called 'Accepted Challenges.' Here you will find a list of all the challenges you have already signed up to.

In this example Kim has signed up for the 'VG&M Photographer' challenge. Each time Kim takes a photograph in the VG&M she can log her time by selecting the blue 'Add time?' button:

MY ACCOUNT

MY ACCOUNT

EDIT DETAILS EDIT ADDRESS EDIT PREFERENCES SAVED CHALLENGES

ACCEPTED CHALLENGES CLOSE ACCOUNT LOGOUT

WELCOME BACK KIM

Recommended Challenges Saved Challenges Accepted Challenges Newsletter Subscription

ACCEPTED CHALLENGES

VG&M PHOTOGRAPHER
Have you taken photos of our building or at an event?

ADD TIME? X

3. This next screen is where you can see any previous time recorded (in this example Kim Volunteered for half an hour on Tuesday 23 October). You can then add a new entry by selecting the date that you volunteered and how much time you volunteered for (eg. Typing '0.5' for half an hour '1' for an hour etc).
4. Click 'submit' and that time is now logged on Volunteer Maker.

ACCEPTED CHALLENGES

EDIT DETAILS EDIT ADDRESS EDIT PREFERENCES SAVED CHALLENGES ACCEPTED CHALLENGES

CLOSE ACCOUNT LOGOUT

YOUR TIME SPENT ON 'VG&M PHOTOGRAPHER'

Volunteering date	Time recorded
Tuesday 23 rd October, 2018	30 minutes

ADD ANOTHER ENTRY

When:

--- Select day --- --- Select month --- --- Select year ---

How long:

0

(Time in hours i.e 1 hour = 1, 30 minutes = 0.5 hours)

Comment:

Submit Go Back

5. Contact vgm@liverpool.ac.uk if you'd like to know your total amount of time logged on Volunteer Makers.