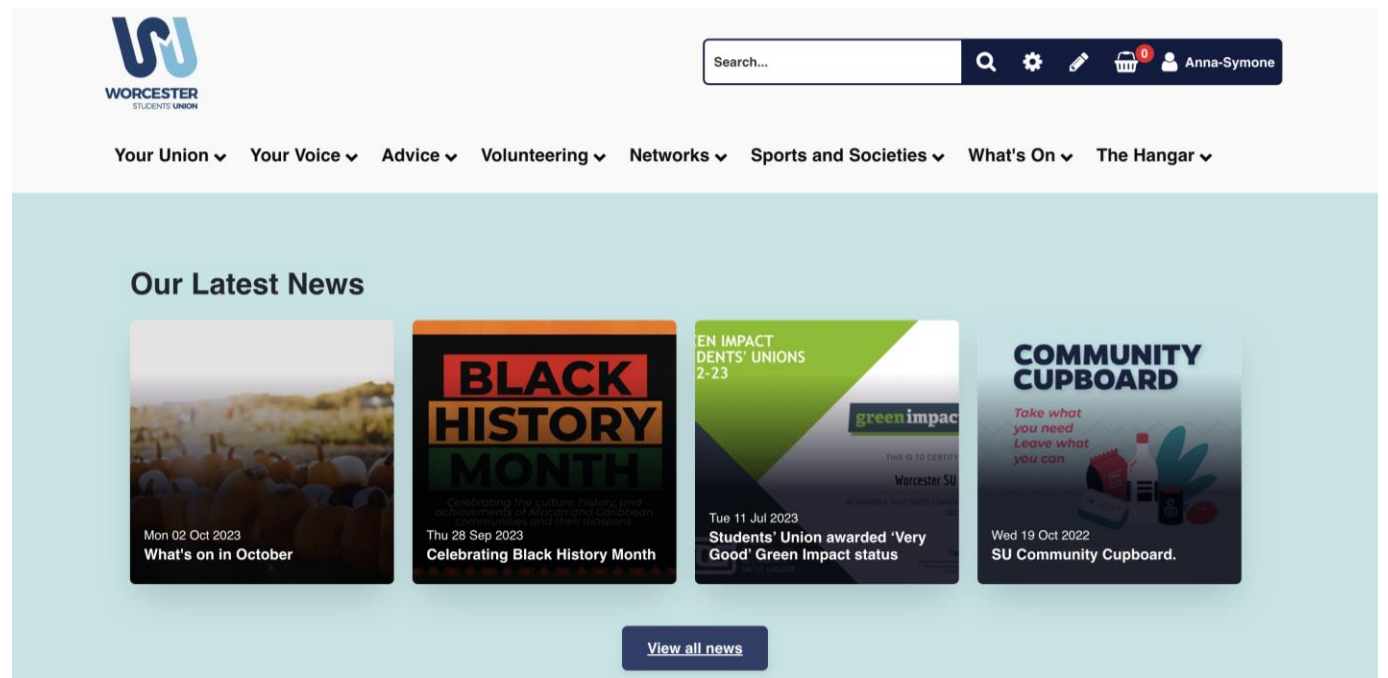


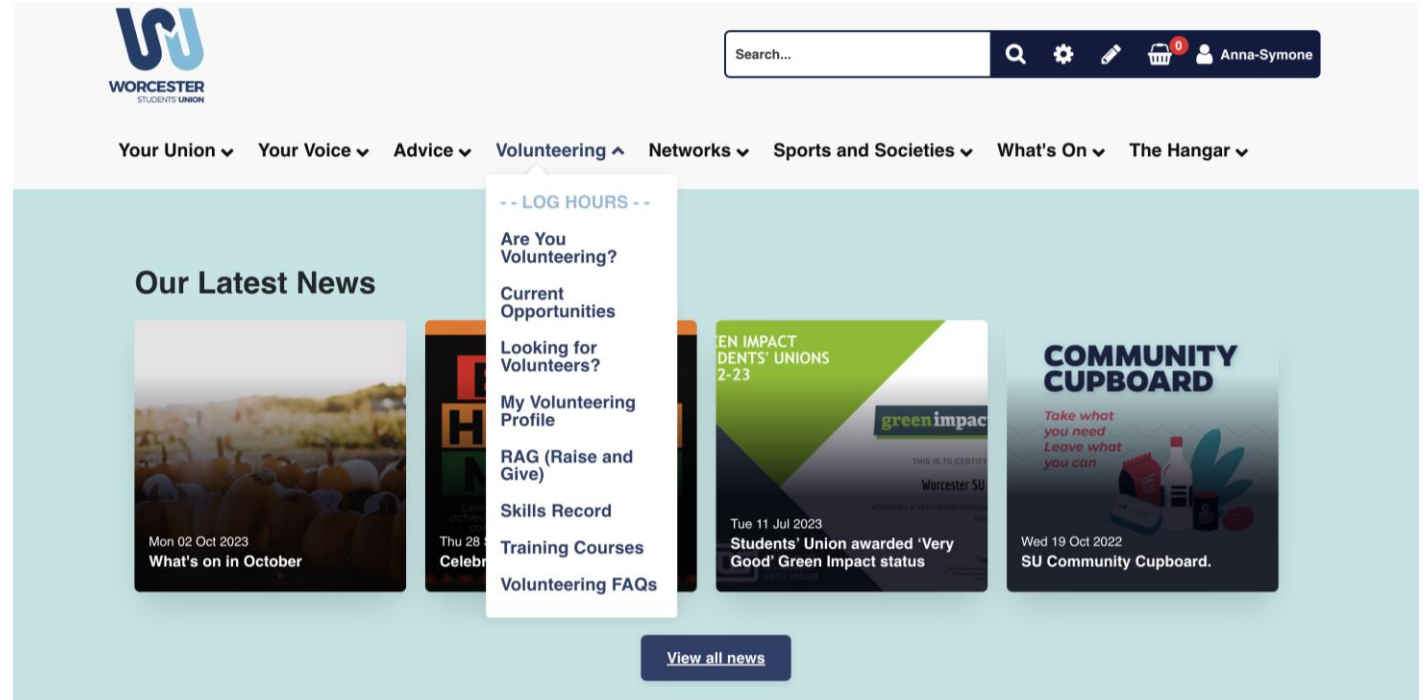
# Step By Step Guide

## How to Log volunteering hours

1. Head to [worcsu.com](http://worcsu.com) and log in



2. Click the  
"Volunteering" tab  
and click  
"-- Log Hours --"



3. The following screen will then appear. Click Community, Elected, SU Crew or TeamWorc Action Days depending on what role you did

The screenshot shows the 'How to log your hours' page. On the left is a navigation menu with the following items: -- LOG HOURS --, Log Hours (Community), Log Hours (Elected), Log Hours (SU Crew), Log Hours (TeamWorc Action Day), Are You Volunteering?, Current Opportunities, Looking for Volunteers?, My Volunteering Profile, RAG (Raise and Give), Skills Record, and Training Courses. The main content area is titled 'How to log your hours' and includes instructions to log in to a Students' Union Account. It features a clock icon and three sections: 'Community' (for external volunteering), 'Elected' (for roles like Society of Club Committee), and 'SU Crew' (for internal volunteering). A 'TeamWorc Action Days' section is also present for one-off events like canal cleans.



4. For this example we have clicked Community. Once here, click "add community Project"

Your Union ▾ Your Voice ▾ Advice ▾ **Volunteering ▾** Networks ▾ Sports and Societies ▾ What's On ▾ The Hangar ▾

Home / Volunteering / -- LOG HOURS -- / Log Hours (Community)

## Log Hours (Community)

**Remember! - You MUST leave a staff contact name + number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system**

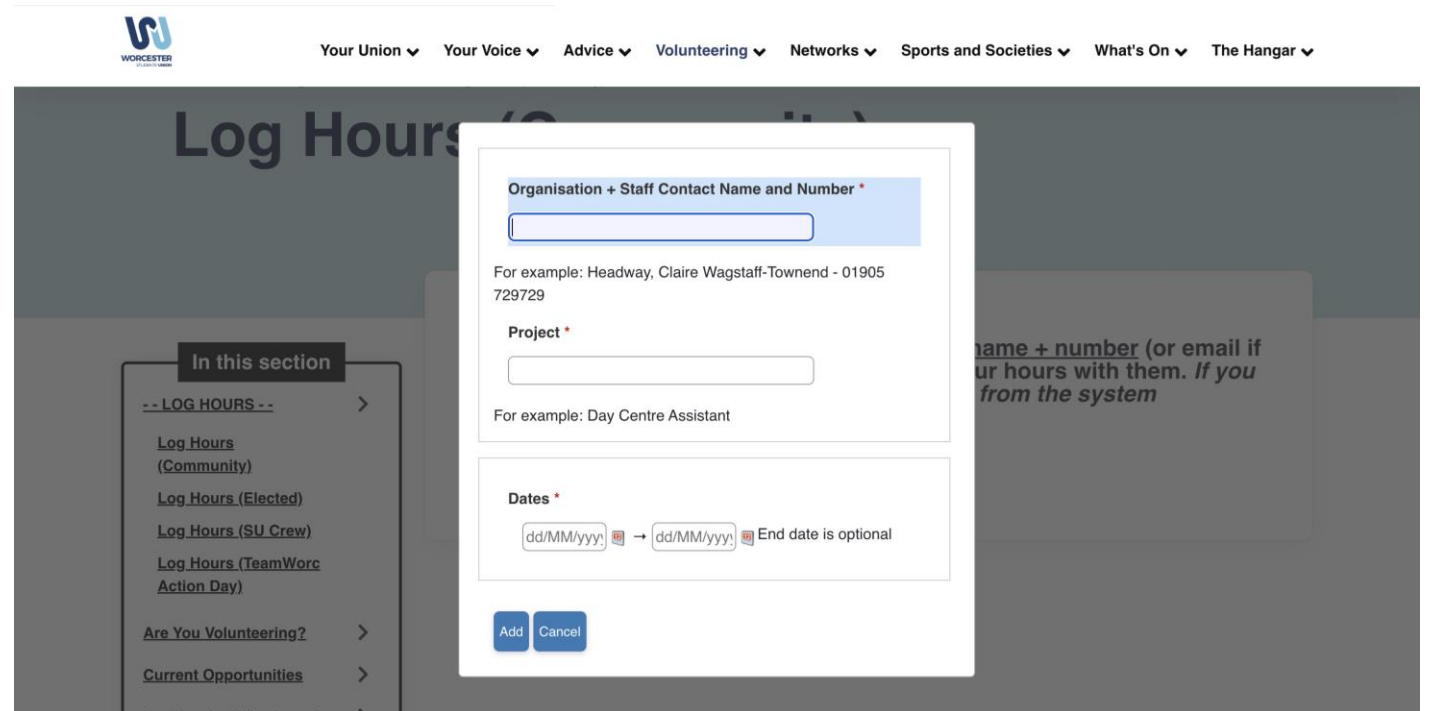
Add Community Project

**In this section**

- LOG HOURS -- >
- [Log Hours \(Community\)](#)
- [Log Hours \(Elected\)](#)



6. Follow the instructions on the screen and click "add" at the bottom of the screen



7. Once you have clicked "add", this screen will appear. Click the project/role you have created

The screenshot shows the TeamWorc website interface. At the top, there is a navigation menu with items: Your Union, Your Voice, Advice, Volunteering, Networks, Sports and Societies, What's On, and The Hangar. Below the navigation is a sidebar titled "In this section" with a list of links: -- LOG HOURS --, Log Hours (Community), Log Hours (Elected), Log Hours (SU Crew), Log Hours (TeamWorc Action Day), Are You Volunteering?, Current Opportunities, Looking for Volunteers?, My Volunteering Profile, RAG (Raise and Give), and Skills Record. The main content area features a blue button "Add Community Project" and a message "Changes saved." Below this is a section titled "Community Projects" with a blue bar containing the text "+ Headway, Claire Wagstaff-Townend - 01905 729729 / Day Centre Assistant / 01 Sep 2023 - ongoing" and "Edit Delete" buttons. A hand cursor icon is pointing at the project entry. A warning message at the top of the main content area reads: "Remember! - You MUST leave a staff contact name + number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system".



8. Then click  
"Log Hours"



The screenshot shows the website's navigation menu with options: Your Union, Your Voice, Advice, Volunteering, Networks, Sports and Societies, What's On, and The Hangar. A sidebar menu titled "In this section" lists various options, with "Log Hours (Community)" highlighted. The main content area features a warning: "Remember! - You MUST leave a staff contact name + number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system". Below this is a blue "Add Community Project" button, a "Changes saved." message, and a "Community Projects" section with "Add skill" and "Log hours" buttons. A small "Add a log entry for this activity" button is also visible.



9. Complete the fields as required and click "add" at the bottom

The screenshot displays the TeamWorc website interface. At the top, there is a navigation menu with items: Your Union, Your Voice, Advice, Volunteering, Networks, Sports and Societies, What's On, and The Hangar. The main content area is titled "In this section" and lists various options under the heading "-- LOG HOURS --": Log Hours (Community), Log Hours (Elected), Log Hours (SU Crew), Log Hours (TeamWorc Action Day), Are You Volunteering?, Current Opportunities, Looking for Volunteers?, My Volunteering Profile, RAG (Raise and Give), Skills Record, and Training Courses. A modal window titled "Log hours" is open, containing the following fields: "Date" (04/10/2023), "Activity description" (empty text box), and "Hours" (0 hrs, 00 mins). Below these fields are "Add" and "Cancel" buttons. In the background, a warning message reads: "Remember! - You MUST leave a staff contact name + number (or email if this is not available) so that we can verify your hours with them. If you om the system".





10. Your hours will start appearing here.

**In this section**

- LOG HOURS -- >
- [Log Hours \(Community\)](#)
- [Log Hours \(Elected\)](#)
- [Log Hours \(SU Crew\)](#)
- [Log Hours \(TeamWorc Action Day\)](#)
- [Are You Volunteering?](#) >
- [Current Opportunities](#) >
- [Looking for Volunteers?](#) >
- [My Volunteering Profile](#) >
- [RAG \(Raise and Give\)](#) >

**Remember! - You MUST leave a staff contact name + number (or email if this is not available), so that we can verify your hours with them. If you do not, your hours may be removed from the system**

[Add Community Project](#)

### Community Projects

- Headway, Claire Wagstaff-Townend - 01905 729729 / Day Centre Assistant / 01 Sep 2023 - ongoing [Edit](#) [Delete](#)

[Add skill](#) [Log hours](#)

Date	Description	Hours	Cumulative
04 Oct 2023	Group activity planning	1.00	1.00



To add more hours, repeat steps 7-10  
You can also add multiple roles, just repeat these 10 steps again

