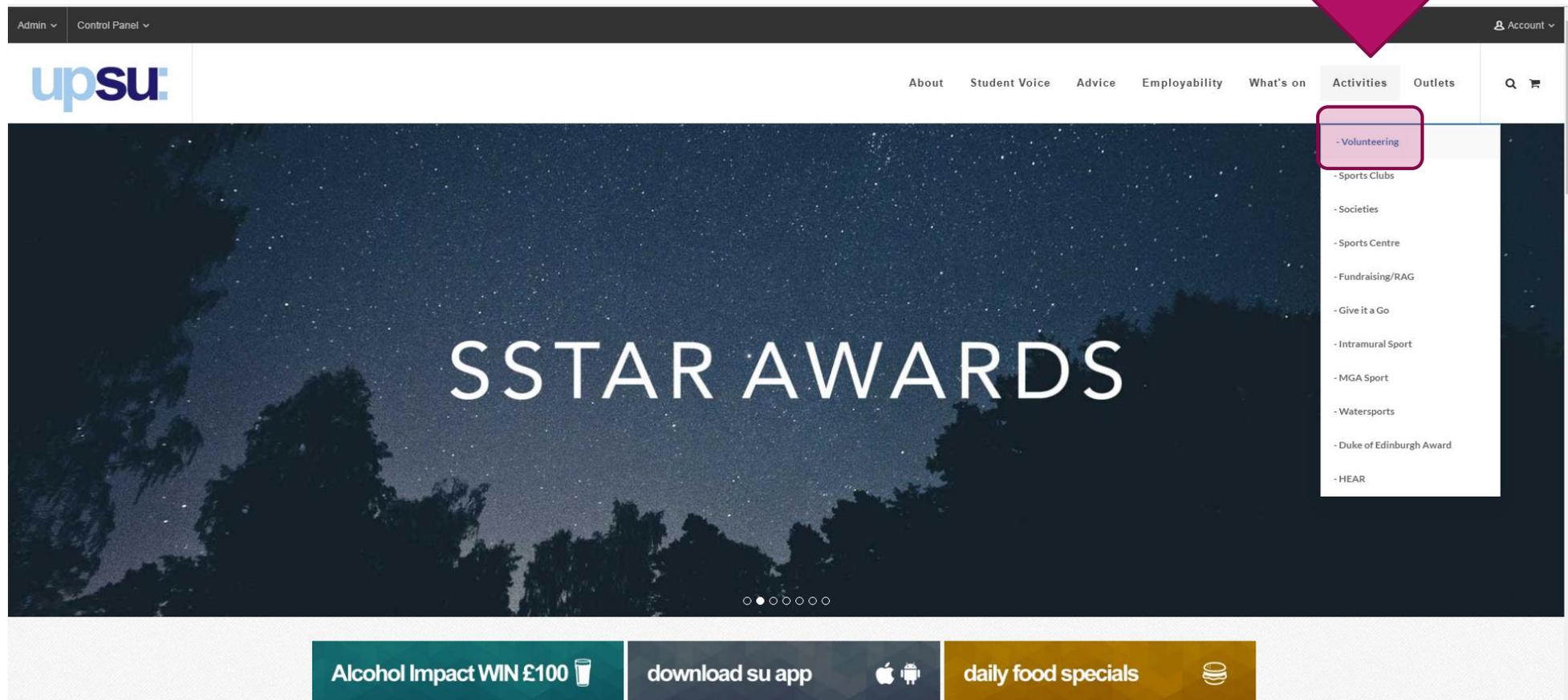


How to log your hours in
10 easy steps!

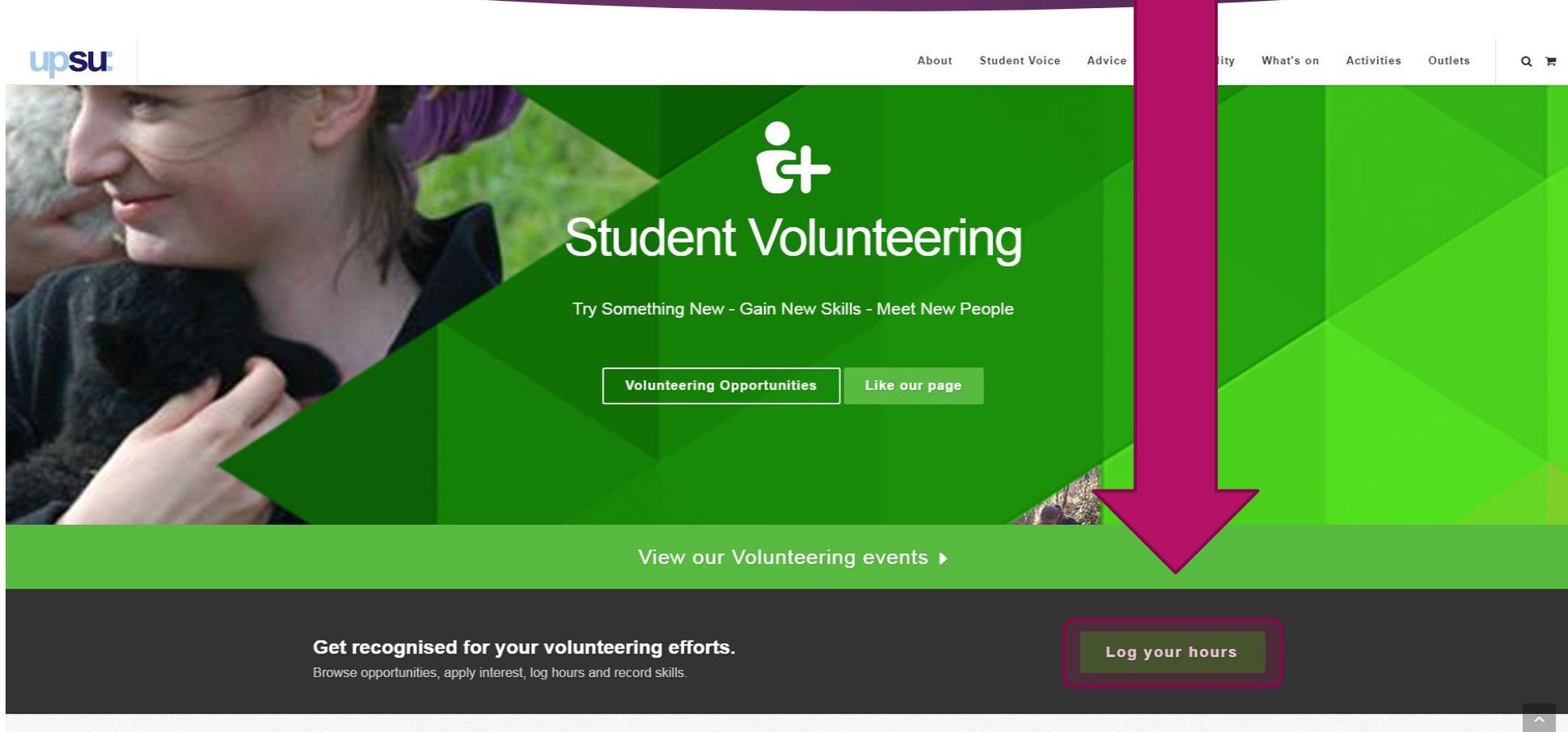
1. Make Sure you are logged into the
UPSU website

▶ **<https://www.upsu.com/login/>**

2. Go to the volunteering page on the UPSU website

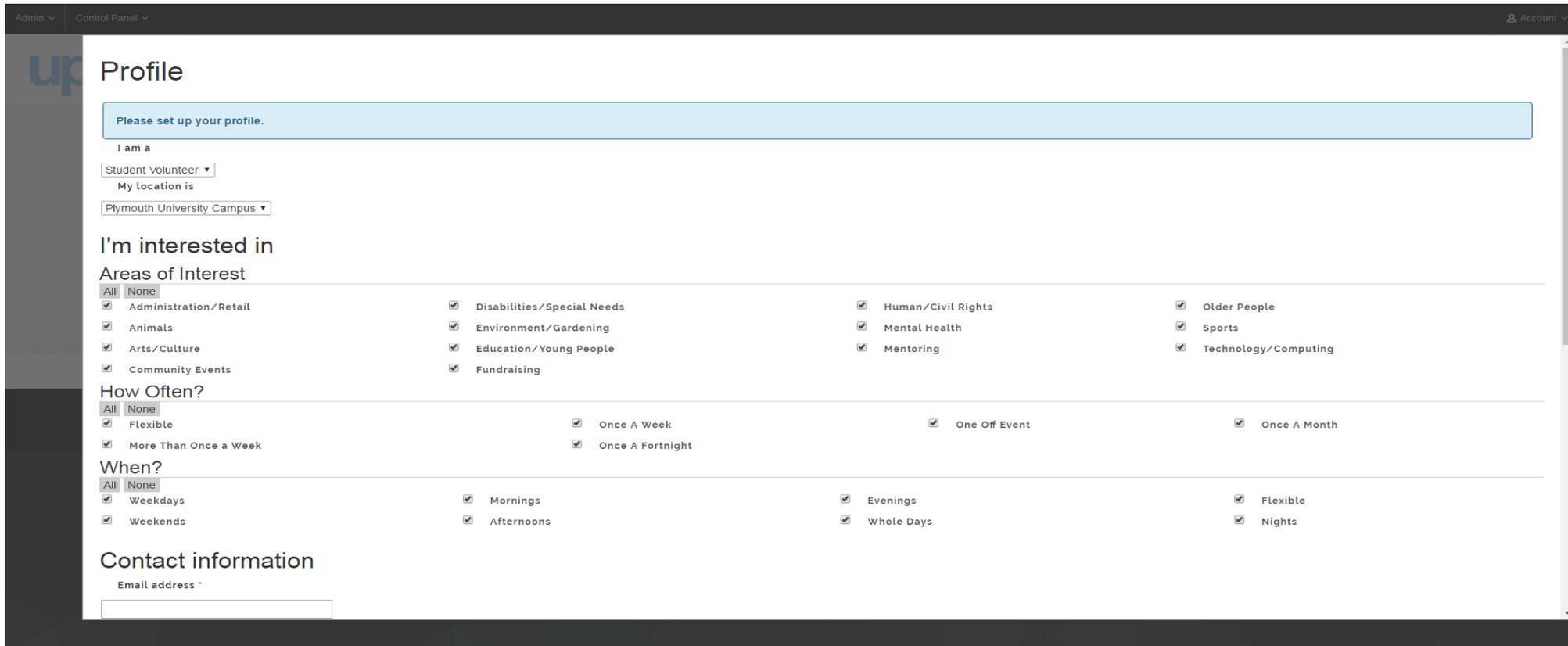


3. Click on the 'Log your hours' button on their homepage.



4. Create a profile.

this will automatically come up if you don't have a profile already. If you are interested in any other volunteering this will give you the opportunity to find out more about these too.



Admin Control Panel Account

Profile

Please set up your profile.

I am a
Student Volunteer

My location is
Plymouth University Campus

I'm interested in

Areas of Interest

All None

<input checked="" type="checkbox"/> Administration/Retail	<input checked="" type="checkbox"/> Disabilities/Special Needs	<input checked="" type="checkbox"/> Human/Civil Rights	<input checked="" type="checkbox"/> Older People
<input checked="" type="checkbox"/> Animals	<input checked="" type="checkbox"/> Environment/Gardening	<input checked="" type="checkbox"/> Mental Health	<input checked="" type="checkbox"/> Sports
<input checked="" type="checkbox"/> Arts/Culture	<input checked="" type="checkbox"/> Education/Young People	<input checked="" type="checkbox"/> Mentoring	<input checked="" type="checkbox"/> Technology/Computing
<input checked="" type="checkbox"/> Community Events	<input checked="" type="checkbox"/> Fundraising		

How Often?

All None

<input checked="" type="checkbox"/> Flexible	<input checked="" type="checkbox"/> Once A Week	<input checked="" type="checkbox"/> One Off Event	<input checked="" type="checkbox"/> Once A Month
<input checked="" type="checkbox"/> More Than Once a Week	<input checked="" type="checkbox"/> Once A Fortnight		

When?

All None

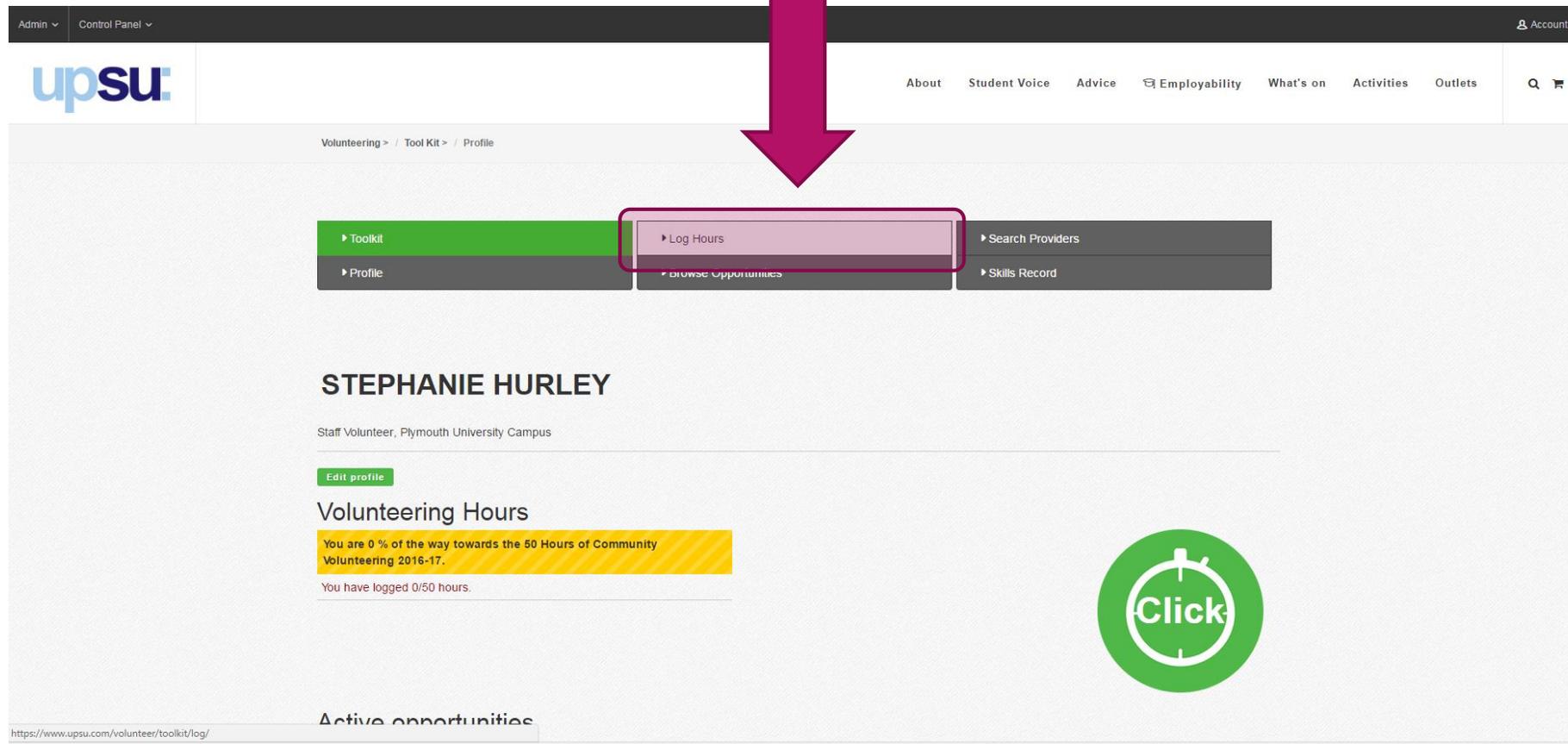
<input checked="" type="checkbox"/> Weekdays	<input checked="" type="checkbox"/> Mornings	<input checked="" type="checkbox"/> Evenings	<input checked="" type="checkbox"/> Flexible
<input checked="" type="checkbox"/> Weekends	<input checked="" type="checkbox"/> Afternoons	<input checked="" type="checkbox"/> Whole Days	<input checked="" type="checkbox"/> Nights

Contact information

Email address

5. Click on the 'Log Hours' button

After filling in your profile you will be directed to your profile. Find the 'Log Hours' button at the top of this page.



The screenshot shows the UPSU volunteering profile page for Stephanie Hurley. At the top, there is a navigation bar with 'Admin', 'Control Panel', and 'Account'. Below this is a menu with 'About', 'Student Voice', 'Advice', 'Employability', 'What's on', 'Activities', and 'Outlets'. The breadcrumb trail reads 'Volunteering > / Tool Kit > / Profile'. A large pink arrow points from the text above to a 'Log Hours' button in a horizontal menu. The menu also includes 'Toolkit', 'Profile', 'Search Providers', and 'Skills Record'. Below the menu, the user's name 'STEPHANIE HURLEY' is displayed, followed by 'Staff Volunteer, Plymouth University Campus'. There is an 'Edit profile' button. The 'Volunteering Hours' section shows 'You are 0% of the way towards the 50 Hours of Community Volunteering 2016-17.' and 'You have logged 0/50 hours.' A green circular icon with a stopwatch and the word 'Click' is positioned to the right. At the bottom, there is a section for 'Active opportunities' and a URL: 'https://www.upsu.com/volunteer/toolkit/log/'.

6. Click on the 'Add Student Voice Volunteering' button.

After clicking the 'Log Hours' button you will be directed to this page.
Find the 'Add Student Voice Volunteering' button at the bottom.

The screenshot shows the UPSU website interface. At the top left is the 'upsu' logo. The top navigation bar includes links for 'About', 'Student Voice', 'Advice', 'Employability', 'What's on', 'Activities', and 'Outlets'. Below this is a secondary navigation bar with buttons for 'Toolkit', 'Profile', 'Log Hours', 'Browse Opportunities', 'Search Providers', and 'Skills Record'. The main content area is titled 'Logging Your Volunteering Hours' and contains introductory text and a bulleted list of volunteering categories: 'Community Volunteering', 'Icons Community Volunteering', 'Student Voice Volunteering', and 'Sports Club and/or Society Committee Role'. A text box below the list states: 'In the Activity Log system below, you only ever need to add each individual volunteering role once under the appropriate section. Unless you acquire a new role, the volunteering hours that you subsequently undertake can then be added under each of the roles you have listed.' At the bottom of the page are four blue buttons: 'Add Community Volunteering', 'Add ICONS Community Volunteering', 'Add Student Voice Volunteering', and 'Add Club & Society Committee Role'. The 'Add Student Voice Volunteering' button is highlighted with a red rounded rectangle, and a large red arrow points from the 'Log Hours' button in the top navigation to this button.

upsu

About Student Voice Advice Employmentability What's on Activities Outlets

Toolkit Profile Log Hours Browse Opportunities Search Providers Skills Record

Logging Your Volunteering Hours

Using the Activity Log below, you can add new volunteering roles you undertake to your own profile. Recording these hours and skills will help you build up evidence for your C.V. and, where applicable, see your efforts recognised through UPSU's reward and recognition schemes. You'll need to make sure that you log your hours under the correct section in the Activity Log as defined below.

- **Community Volunteering** - Hours that you volunteer or fundraise for an external charity, not-for-profit, and/or community group (NOT ICONS).
- **Icons Community Volunteering** - Hours that you volunteer or fundraise for an external charity, not-for-profit, and/or community group **as part of a group from a UPSU Sports Club/Society**, of which you are a member.
- **Student Voice Volunteering** - Hours that you spend representing your fellow students within the University, UPSU and beyond.
- **Sports Club and/or Society Committee Role** - Hours that you spend helping to run a UPSU Sports Club and/or Society of which you are a committee member.

More specific details about which volunteering hours can and cannot be logged under each of these sections can be found by clicking [here](#).

In the Activity Log system below, you only ever need to add each individual volunteering role once under the appropriate section. Unless you acquire a new role, the volunteering hours that you subsequently undertake can then be added under each of the roles you have listed.

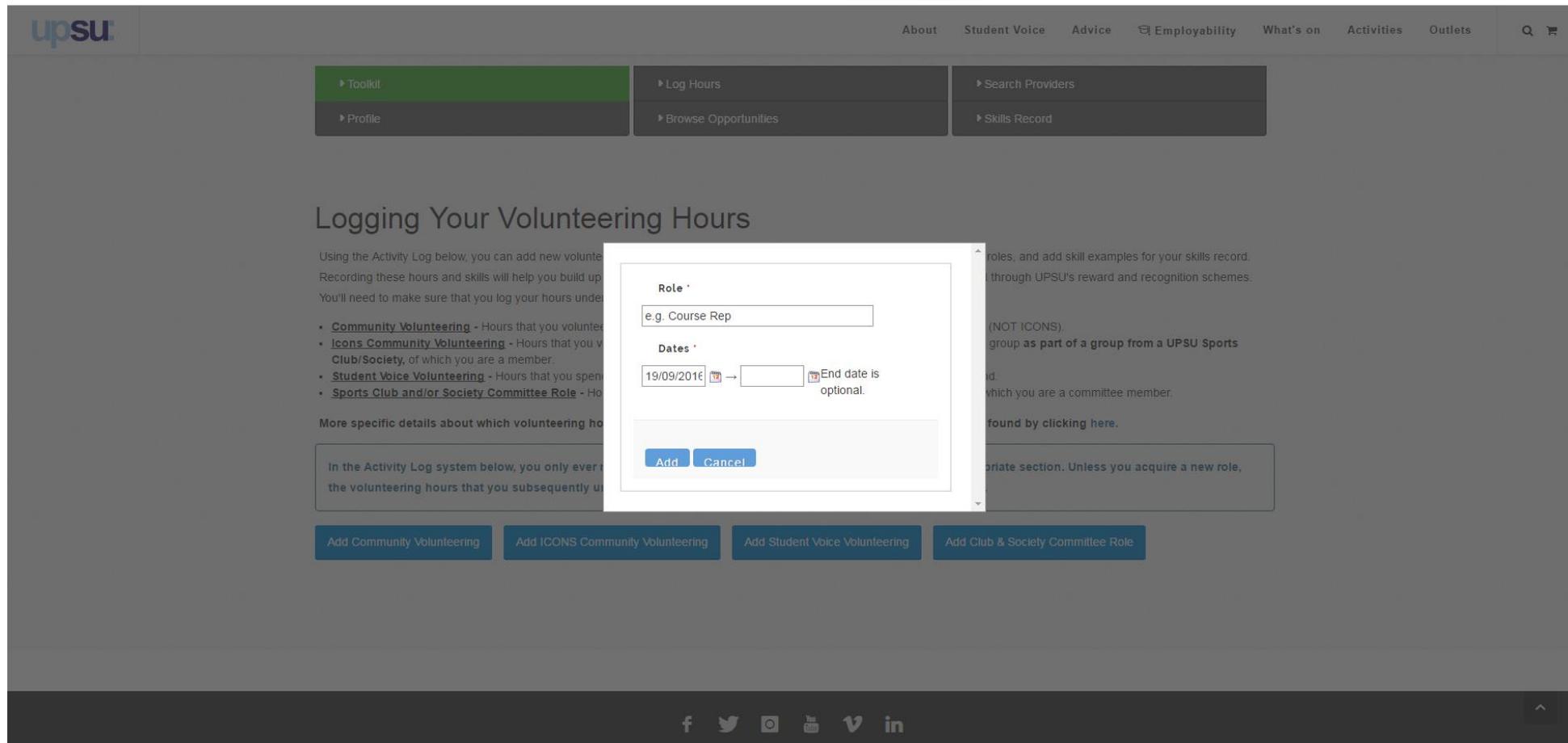
Add Community Volunteering Add ICONS Community Volunteering Add Student Voice Volunteering Add Club & Society Committee Role

javascript:__doPostBack('ctl00\$Main\$AddActivityHeader3\$lbHeader','')

f t i y v in

7. Fill in the details of your role.

A pop up window will come up where you can fill in what role you are logging hours for and when you started this role. It is not essential for you to fill in an end date. Click add and it will be added to your page.



The screenshot shows the UPSU website interface. At the top, there is a navigation bar with the UPSU logo and links for About, Student Voice, Advice, Employability, What's on, Activities, and Outlets. Below this is a secondary navigation bar with buttons for Toolkit, Profile, Log Hours, Browse Opportunities, Search Providers, and Skills Record. The main content area is titled "Logging Your Volunteering Hours" and contains introductory text and a list of volunteering categories: Community Volunteering, Icons Community Volunteering, Student Voice Volunteering, and Sports Club and/or Society Committee Role. A modal form is open in the center, allowing the user to add a new role. The form has a "Role" field with the example "e.g. Course Rep", a "Dates" section with a start date of "19/09/2016" and an optional end date field, and "Add" and "Cancel" buttons. At the bottom of the page, there are four buttons: "Add Community Volunteering", "Add ICONS Community Volunteering", "Add Student Voice Volunteering", and "Add Club & Society Committee Role". Social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn are visible in the footer.

8. Click the 'Log Hours' button.

Now that you have your role on your profile you can log hours to that role. (You can add more than one role by repeating the previous step). Next you will need to click on your role. You will then be able to see the 'Log Hours' button.

The screenshot shows the UPSU website interface. At the top, there is a navigation bar with the UPSU logo and links for About, Study, Advice, Employment, What's on, Activities, and Outlets. The main heading is "Logging Your Volunteering Hours". Below this, there is explanatory text and a list of volunteering categories: Community Volunteering, ICONS Community Volunteering, Student Voice Volunteering, and Sports Club and/or Society Committee Role. A large pink arrow points from the top of the page down to the "Log hours" button in the "Student Voice Volunteering" section. The "Log hours" button is highlighted with a pink border. Below the "Log hours" button, there is a small text box that says "Add the category for this activity".

upsu: About Study Advice Employment What's on Activities Outlets

Logging Your Volunteering Hours

Using the Activity Log below, you can add new volunteering roles you undertake to your own profile, log hours for each of these roles and add skill examples for your skills record. Recording these hours and skills will help you build up evidence for your C.V. and, where applicable, see your efforts recognised through the University's reward and recognition schemes. You'll need to make sure that you log your hours under the correct section in the Activity Log as explained below.

- **Community Volunteering** - Hours that you volunteer or fundraise for an external charity, non-profit, and/or community group (e.g. a charity shop).
- **ICONS Community Volunteering** - Hours that you volunteer or fundraise for an external charity, non-profit, and/or community group (e.g. a charity shop) of a group from a UPSU Sports Club/Society, of which you are a member.
- **Student Voice Volunteering** - Hours that you spend representing your fellow students within the University, UPSU and beyond (e.g. as a member of a committee).
- **Sports Club and/or Society Committee Role** - Hours that you spend helping to run a UPSU Sports Club and/or Society of which you are a committee member.

More specific details about which volunteering hours can and cannot be logged under each of these sections can be found [clicking here](#).

In the Activity Log system below, you only ever need to add each individual volunteering role once under the appropriate section. Unless you acquire a new role, the volunteering hours that you subsequently undertake can then be added under each of the roles you have listed.

Add Community Volunteering Add ICONS Community Volunteering Add Student Voice Volunteering Add Club and/or Society Committee Role

Changes saved.

Student Voice Volunteering

e.g. Course Rep / Course Rep / 19 Sep 2016 - ongoing Edit Delete

Add skill Log hours

Add the category for this activity

javascript__doPostBack('ctl00\$Main\$ActivityList3\$ rptActivities\$ctl01\$lbLogHours,')

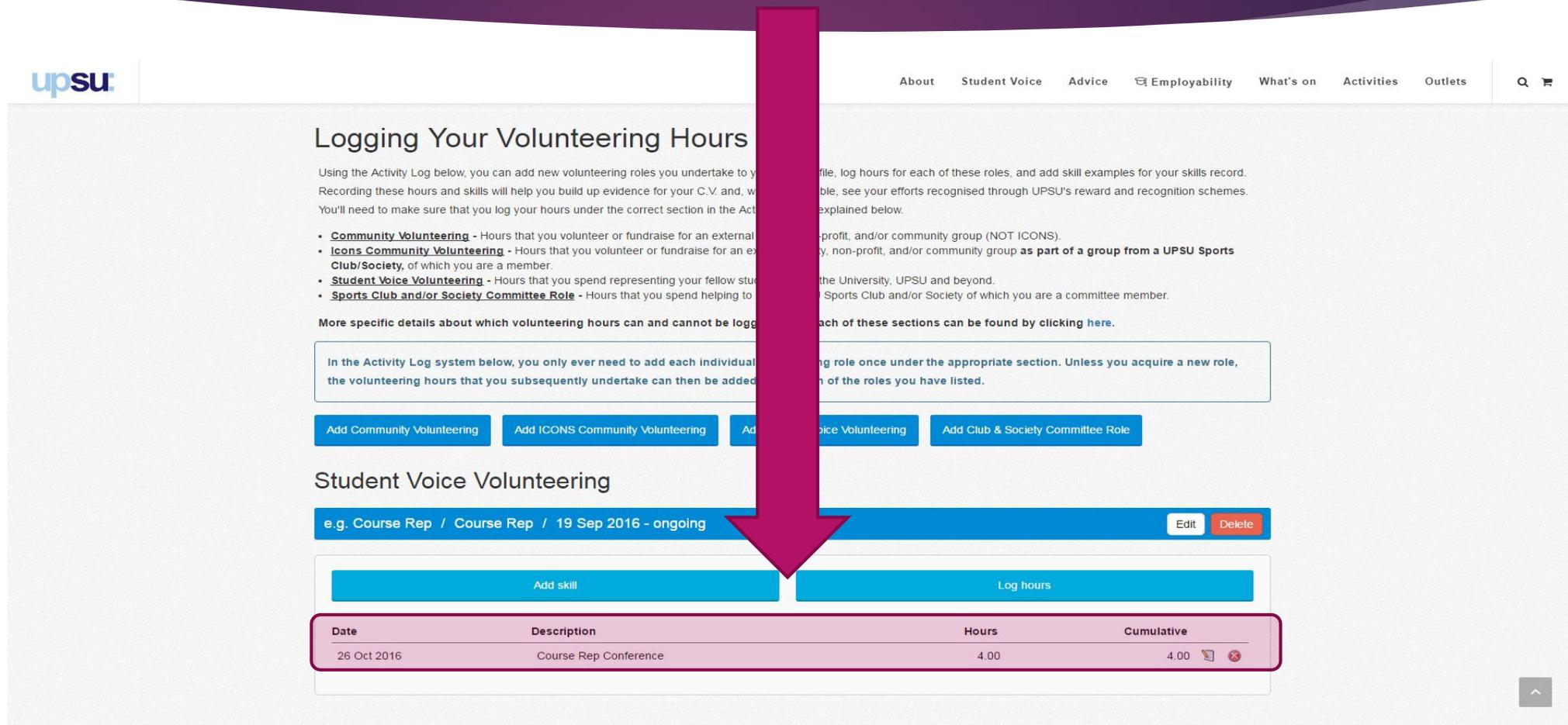
9. Fill in the Details of your hours.

Another pop up window will come up. Here you will need to fill in the details of any hours you have spent in your role. Click the 'Add' button and the hours will be added to your profile.

The screenshot shows the UPSU website interface. At the top, there is a navigation bar with links for 'About', 'Student Voice', 'Advice', 'Employability', 'What's on', 'Activities', and 'Outlets'. The main heading is 'Logging Your Volunteering Hours'. Below this, there is explanatory text and a list of volunteering categories: 'Community Volunteering', 'Icons Community Volunteering', 'Student Voice Volunteering', and 'Sports Club and/or Society Committee Role'. A 'Log hours' pop-up form is centered on the screen, containing the following fields: 'Date' (26/10/2016), 'Activity description' (Course Rep Conference), and 'Hours' (4 hrs, 00 mins). The form has 'Add' and 'Cancel' buttons. The background page is dimmed, showing buttons for 'Add Community Volunteering', 'Add ICONS', 'Add Student Voice Volunteering', and 'Add Society Committee Role'.

10. Repeat when necessary for any tasks you carry out in your role(s)

You can see below where the hours have been added to the role



The screenshot shows the UPSU website's 'Logging Your Volunteering Hours' page. A large pink arrow points to a table entry for 'Course Rep' on '26 Oct 2016' with 4.00 hours logged. The table has columns for Date, Description, Hours, and Cumulative. The cumulative total is 4.00. There are also buttons for 'Add skill' and 'Log hours' above the table.

upsu

About Student Voice Advice Employment What's on Activities Outlets

Logging Your Volunteering Hours

Using the Activity Log below, you can add new volunteering roles you undertake to your profile, log hours for each of these roles, and add skill examples for your skills record. Recording these hours and skills will help you build up evidence for your C.V. and, where applicable, see your efforts recognised through UPSU's reward and recognition schemes. You'll need to make sure that you log your hours under the correct section in the Activity Log, explained below.

- **Community Volunteering** - Hours that you volunteer or fundraise for an external charity, non-profit, and/or community group (NOT ICONS).
- **Icons Community Volunteering** - Hours that you volunteer or fundraise for an external Club/Society, of which you are a member.
- **Student Voice Volunteering** - Hours that you spend representing your fellow students at the University, UPSU and beyond.
- **Sports Club and/or Society Committee Role** - Hours that you spend helping to run a Sports Club and/or Society of which you are a committee member.

More specific details about which volunteering hours can and cannot be logged under each of these sections can be found by clicking [here](#).

In the Activity Log system below, you only ever need to add each individual volunteering role once under the appropriate section. Unless you acquire a new role, the volunteering hours that you subsequently undertake can then be added to the role you have listed.

Add Community Volunteering Add ICONS Community Volunteering Add Student Voice Volunteering Add Club & Society Committee Role

Student Voice Volunteering

e.g. Course Rep / Course Rep / 19 Sep 2016 - ongoing Edit Delete

Add skill Log hours

Date	Description	Hours	Cumulative
26 Oct 2016	Course Rep Conference	4.00	4.00

What you can log hours for

- ▶ Training
 - ▶ Meetings
 - ▶ Emails
 - ▶ Research
 - ▶ Campaigning
-
- ▶ Any work you do that is related to your role(s) with student voice can be added

Student Voice Recognition Scheme

The awards you can achieve are:



Certificate

Certificate, a pin badge and a chance for it to be presented at the volunteering pop up awards



Invited to the SSTAR Awards and awarded a Certificate at the ceremony.



VIP invite to the SSTAR Awards and awarded a Certificate & trophy

How you get your award;

- ▶ You log your hours.
- ▶ Student Voice receive a monthly report of hours recorded.
- ▶ Student voice email any students who achieved awards.
- ▶ You are invited to receive your award.

Logging Your Hours and Your HEAR

Logging your hours is essential to ensuring your Student Voice role(s) appear on your HEAR

You need to log a minimum of 20 hours for any role to be verified for your HEAR