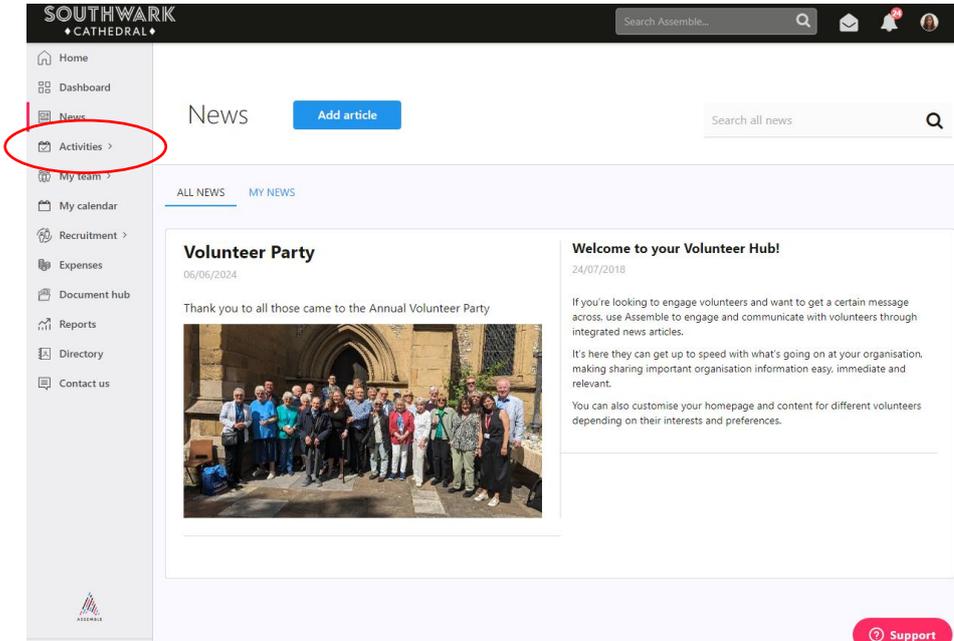


SOUTHWARK ◆ CATHEDRAL ◆

Assemble

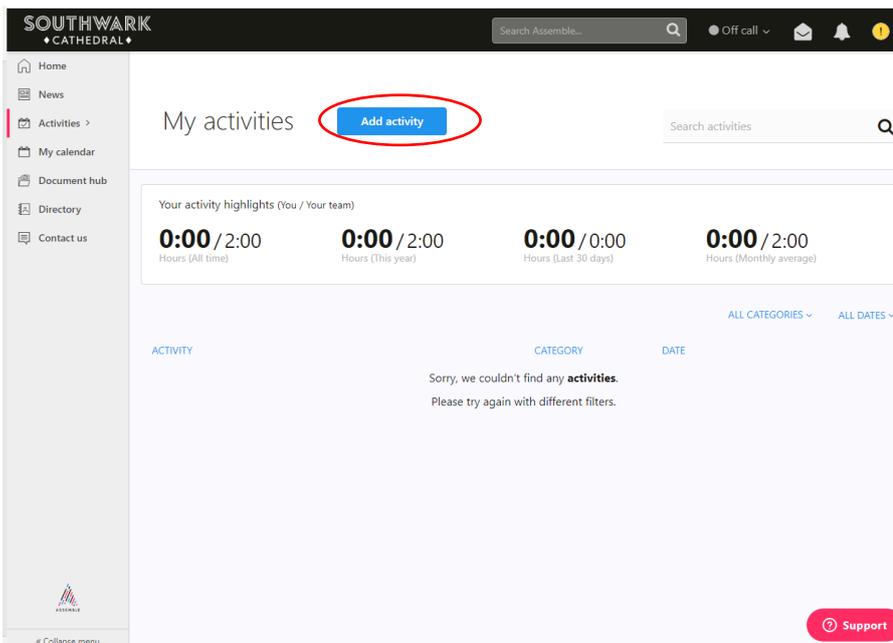
How to log your volunteer hours

Step One



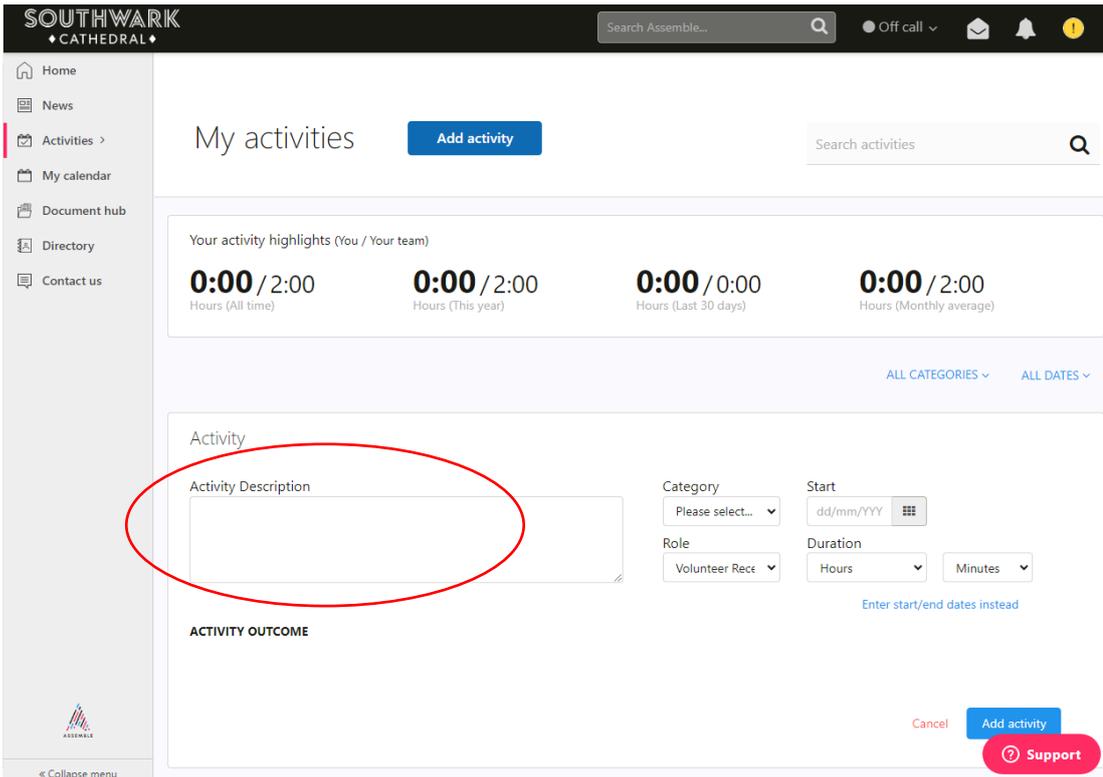
This is what your home page looks like. On the left-hand side, click the button saying 'Activities'.

Step Two



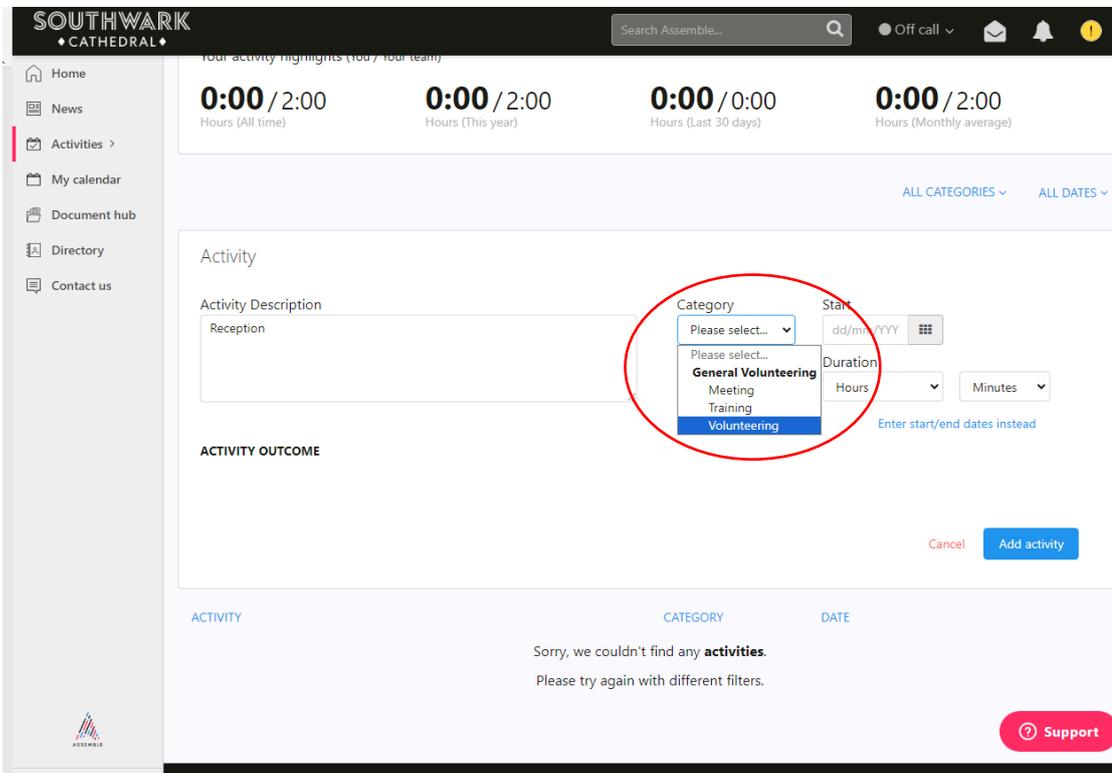
At the top of the page click 'Add activity'

Step Three



Under Activity Description put what you did i.e.. Reception, Server, Welcomer etc – if it was a special service, day, event or tour please do give those details too.

Step Four



Under Category, select volunteering (or meeting or training depending on what you are inputting)

Step Five

SOUTHWARK CATHEDRAL

Search Assemblies... Off call

Your activity highlights (You / Your team)

0:00 / 2:00 Hours (All time) 0:00 / 2:00 Hours (This year) 0:00 / 0:00 Hours (Last 30 days) 0:00 / 2:00 Hours (Monthly average)

ALL CATEGORIES ALL DATES

Activity

Activity Description
Reception

Category
Volunteering

Start
dd/mm/YYYY

Role
Volunteer Rece

Duration
Hours Minutes

Please select...
Volunteer Receptionists (Volunteer Receptionists) dates instead

ACTIVITY OUTCOME

Cancel Add activity

ACTIVITY CATEGORY DATE

Sorry, we couldn't find any activities.
Please try again with different filters.

Support

Powered by Assemble

Select the Role – some of you will have a list of different volunteers roles – it's important you select the one that correlates with the hours being inputted.

Step Six

SOUTHWARK CATHEDRAL

Search Assemblies... Off call

Your activity highlights (You / Your team)

0:00 / 2:00 Hours (All time) 0:00 / 2:00 Hours (This year) 0:00 / 0:00 Hours (Last 30 days) 0:00 / 2:00 Hours (Monthly average)

ALL CATEGORIES ALL DATES

Activity

Activity Description
Reception

Category
Volunteering

Start
dd/mm/YYYY

Role
Volunteer Rece

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

ACTIVITY OUTCOME

Cancel Add activity

ACTIVITY CATEGORY DATE

Sorry, we couldn't find any activities.
Please try again with different filters.

Support

Powered by Assemble

Please select the date that you volunteered.

Step Seven

SOUTHWARK CATHEDRAL

Search Assemble... Off call

Your activity highlights (You / Your team)

0:00 / 2:00 Hours (All time) 0:00 / 2:00 Hours (This year) 0:00 / 0:00 Hours (Last 30 days) 0:00 / 2:00 Hours (Monthly average)

ALL CATEGORIES ALL DATES

Activity

Activity Description
Reception

Category
Volunteering

Start
28/05/2024

Role
Volunteer

Duration
3 hours 5 minutes

Hours
0 hours
1 hour
2 hours
3 hours
4 hours
5 hours
6 hours
7 hours
8 hours
9 hours
10 hours
11 hours
12 hours
13 hours
14 hours
15 hours
16 hours
17 hours
18 hours

and dates instead

Add activity

Sorry, we couldn't find any activities.
Please try again with different filters.

Support

Please put the number of hours/minutes you volunteered for, and then click Add activity.

Step Eight

SOUTHWARK CATHEDRAL

Search Assemble... Off call

Successfully added activity

My activities Add activity

Search activities

Your activity highlights (You / Your team)

0:00 / 2:00 Hours (All time) 0:00 / 2:00 Hours (This year) 0:00 / 0:00 Hours (Last 30 days) 0:00 / 2:00 Hours (Monthly average)

ALL CATEGORIES ALL DATES

ACTIVITY	CATEGORY	DATE	Actions
Reception	Volunteering	28/05/2024 - 3h 5mins	Actions

1 to 1 of 1

Support

The hours get saved and you will be able to see them on your Activities home page; to add more hours just click 'Add activity' and the process starts again.