

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

SOUTHWAR + cathedral+	RK		Search Assemble	Q ● Off call ~ 📩 .	4 ()
 G Home ☑ News ☑ Activities > ☑ My calendar 	My activities	Add activity		Search activities	Q
 Document hub Directory 	Your activity highlights (You /	Your team)			
🗐 Contact us	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		Category	Start	
(ACTIVITY OUTCOME		Please select Role Volunteer Rece	dd/mm/YYY III Duration Hours V Minutes Enter start/end dates instead	•
				Cancel Add ac	stivity Support

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.



SOUTHWAR • cathedral •		rour (eam)	Search Assemble	Q ● Off call ~ 🔷 🌲 🕛
Home				
E News	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)
🖾 Activities >				
🗂 My calendar				ALL CATEGORIES V ALL DATES V
🖹 Document hub				
Directory	Activity			
Contact us	Anti-it- Decemination			
	Reception			dd/mat/////
			Please select General Volunteering Meeting Training	Duration Hours V Minutes V
	ACTIVITY OUTCOME		Volunteering	Enter start/end dates instead
				Cancel Add activity
	ACTIVITY		CATEGORY	DATE
		Sorry, we	couldn't find any activities .	
		Please try	again with different filters.	
MM.				(?) Support

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

Step Five

SOU I H WAL • cathedral •	₹₩.	/ 1010 124101	Search Assemble	Q ●Off call ~ 😒 🌲 🕛
Home News	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)
My calendar Document hub				ALL CATEGORIES ~ ALL DATES ~
通 Directory 同 Contact us	Activity Activity Description Reception		Category Folunteering Role Volunteer Rece	Start dd/mm/YYY III Durstion Hous V Minutes V
	ACTIVITY OUTCOME		Please select Volunteer Receptionists	(Volunteer Receptionists) dates instead Cancel Add activity
	ACTIVITY	Sorry, we	CATEGORY couldn't find any activities .	DATE
jun.		Please try	again with different filters.	③ Support
« Collapse menu	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

SOUTHWAR • cathedral •	RK.		Search Assemble	🔍 🔍 Off call 🗸 📩 🗍
 ☐ Home □ News ☑ Activities > 	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)
My calendar Document hub				ALL CATEGORIES V ALL DATES V
 A Directory 〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇〇	Activity Activity Description Reception ACTIVITY OUTCOME		Category Volunteering Role Volunteer Rece	Start Hd/mm//YY III 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 Stead
4	ΑCTIVITY	Sorry, we Please try	CATEGORY couldn't find any activities . y again with different filters.	26 27 28 29 30 31 1 Cancel Add armity
MM.				⑦ Support
« Collapse menu	Powered by Assemble 🗗 🎔			GETITON EDoumland on the Ann Store

Please select the date that you volunteered.

Step Seven

SOUTHWAR • cathedral •	RK		Search Assemble	🔍 🖲 Off call 🗸 📩 🖡 🕛
 ☐ Home ☑ News ☑ Activities > 	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)
My calendar Document hub				ALL CATEGORIES > ALL DATES >
 Directory Contact us 	Activity			
	Activity Description Reception		Category Volunteering V Role	Start 20/05/2024 III Duration
	ACTIVITY OUTCOME		Volunteer Rece	S nours S minuter Hours Adates instead Adates ins
				S hours 6 hours 7 hours 8 hours 9 hours
	ACTIVITY	Sorry, we	CATEGORY couldn't find any activities .	10 hours 11 hours 12 hours 13 hours
Mile		Please try	again with different filters.	14 hours 15 hours 16 hours 17 hours 18 hours
« Collapse menu	Powered by Assemble 🖬 🖤			

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

Step Eight

SOUTHWAR • CATHEDRAL	RK		Search Assemble	Q Off call V	4 !
Home				Successfully added activity	×
🖄 Activities >	iviy activities	Add activity		Search activities	Q
My calendar					
Document hub	Your activity highlights (You /)	(our team)			
1 Directory			0.00 /0.00	0.00 /0.00	
ll, Contact us	U:UU/2:00 Hours (All time)	U:UU / 2:00 Hours (This year)	U:UU / 0:00 Hours (Last 30 days)	U:UU / 2:00 Hours (Monthly average)	
				ALL CATEGORIES ~	ALL DATES ~
	ACTIVITY		CATEGORY	DATE	
	Reception		Volunteering	28/05/2024 - 3h 5mins	Actions ~
					1 to 1 of 1
M.					③ 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.